



Supplier Information Guide



SUPPLIER INFORMATION GUIDE

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Attachments:

Vendor Set-Up Form

Our Company

Magellan Health, Inc. is a publicly traded Fortune 1000 company, committed to partnering with suppliers that enhance our organization's value and provide our clients with the highest quality of service. As a specialty healthcare company, we recognize that an open, competitive atmosphere is beneficial for our service communities, and it is our goal to advance this environment.

Strategic Sourcing Department

Magellan Health, Inc. has consolidated the Purchasing, Sourcing and Vendor Contracting activities to better leverage our purchasing power through our improved internal controls to support our employees, customers and shareholders.

Magellan's centralized Strategic Sourcing Department is responsible for prompt, responsive and the most cost-efficient procurement of supplies, equipment, and services for its customers while managing compliance through the company's internal control policies.

The Strategic Sourcing Department is a subsector of the Finance Department of Magellan Health Inc. and has purchasing responsibility for all Magellan Health, Inc. and subsidiaries.

Products and Professional Services of Interest

Products:

Cell phones, laptops, wireless devices
Computer supplies and software
Furniture / Chairs / Cubicles
Mailing equipment, supplies, postage
Office equipment and supplies
Prescription drugs
Printed materials
Promotional items
Subscriptions

Services:

Audit, facility, financial, fulfillment
Contract labor
Consulting
Courier
Fulfillment
Human Resources / Legal
Maintenance / Facility
Marketing
Moving, overnight mail, etc.
Telecommunications services
Training
Translation
Travel
Warehousing / Shredding

Supplier Registration Portal

Want to establish a rewarding business relationship with Magellan Health? Complete the online registration at (supplierregistration.magellanhealth.com)

Upon your completion of the registration, Magellan Health will be provided with:

- An updated record of your company's information and certification status that is immediately entered into our supplier database
- The ability to quickly identify potential suppliers for future opportunities
- An assessment of your company's compatibility with our business needs

Please note that registering is not a guarantee of business with Magellan Health. If a match occurs between Magellan Health's sourcing requirements and your products and services, a sourcing manager may contact you.

Magellan Health, Inc. and its subsidiaries do not do business with persons or entities identified on the General Services Administration's List of Parties Excluded from Federal Programs and the HHS\OIG List of Excluded Individuals\Entities.

Supplier Diversity Program

As a specialty healthcare company, Magellan Health is committed to developing valuable supplier relationships with minority-owned, women-owned, disadvantaged, HUB Zone, LGBT-owned, veteran-owned, service-disabled veteran-owned small businesses. Magellan recognizes that a diverse supplier base contributes to economic growth. All suppliers will be equally and fairly considered for future business opportunities.

Our Commitment

Magellan's Strategic Sourcing department is committed to a comprehensive Supplier Diversity Program that ensures inclusion of diverse suppliers in our competitive bidding process.

We are proud of our commitment to supplier diversity, and will continue to seek opportunities to engage diverse suppliers in our procurement process.

Our Goal

Our goal is to ensure that our suppliers reflect the broad diversity of markets, customers and members we serve. We have integrated diverse suppliers into all aspects of our business by utilizing our own internal supplier database to identify and track diverse suppliers.

Diverse Supplier Registration

If you are a diverse supplier, we encourage you to register through our (supplierregistration.magellanhealth.com) as the first step towards pursuing a business relationship with Magellan Health. Please include your current diverse supplier certifications, product profile and a capability statement.

Recognized Diverse Business Certifications

Magellan Health recognizes the following diverse-business certifications:

- City, State or Federal Certification Agencies
- Disabled Veteran Business Enterprise (DVBE) Program
- National Association of Women's Business Owners (NAWBO)
- National Gay and Lesbian Chamber of Commerce (NGLCC)
- National Minority Supplier Development Council (NMSDC) and its affiliates
- U.S. Hispanic Chamber of Commerce (USHCC)
- U.S. Pan Asian American Chamber of Commerce (USPAACC)
- U.S. Small Business Association (SBA)
- Women's Business Enterprise Council (WBENC)

Q & A

Is a diversity certification required to do business with Magellan Health?

No. Magellan Health will continue to promote diverse suppliers in our business engagements, sourcing events and procurement awards.

Magellan Health complies with all local, state and federal laws, rules and regulations regarding the utilization of diverse suppliers.

Where can I get more information about supplier diversity requirements?

For additional inquiries, please use the contact provided below:

Magellan Health

Attn: Robert Horton – Strategic Sourcing Department

Supplier Diversity Program

14100 Magellan Heights, MO 63043

E-mail: purchasing@magellanhealth.com

Informational Links

- Disabled Veteran Business Enterprise (DVBE) Program / <http://www.vetbiz.gov/>
- National Association of Women's Business Owners (NAWBO) / <http://www.nawbo.org>
- National Gay and Lesbian Chamber of Commerce (NGLCC)/ <http://www.nglcc.org/>
- National Minority Supplier Development Council (NMSDC)/ <http://www.nmsdc.org>
- U.S. Hispanic Chamber of Commerce (USHCC)/ <http://www.usfcc.com>
- U.S. Pan Asian American Chamber of Commerce (USPAACC)/ <http://www.uspaacc.com>
- U.S. Small Business Association (SBA) <https://www.sba.gov>
- Women's Business Enterprise Council (WBENC) / <http://www.wbenc.org>

Invoice and Payment Information

Magellan Health standard contract terms require third parties to comply with policies, regulations and directives of our organization. Applicable policies, regulations and directives are listed below. Please refer to your contract to determine applicability. These regulations and directives may be revised from time to time and updates provided herein.

- **Non-service vendors** send invoices to:
Magellan Health, Inc.
14100 Magellan Plaza
Maryland Heights, MO 63043
Attn: Accounts Payable
Email: magellaninvoices@magellanhealth.com
- Service vendors: send invoices directly to your primary Magellan business contract.
- Please include your company's legal name, phone number, contact person and complete remit to address on the invoice. If Magellan Health has issued a purchase order, please include the PO number on the invoice. New suppliers must also send a W-9 form with the first invoice issued. **Vendor Set Up Form**
- Magellan's standard payment terms are net 45. Payment terms will be calculated from the invoice date, which should also reflect the date goods or services were received.

Important Information About Government Contracts

Certain provisions apply for orders and subcontracts issued under prime contracts with the United States government or subcontracts at any tier under United States government contracts.

Contact Information

The Purchasing Department personnel are headquartered in the St. Louis National Service Center (NSC) in Maryland Heights, Missouri. The mailing address is:

Purchasing Department
14100 Magellan Plaza, MO43
Maryland Heights, MO 63043-4644

Email additional questions to purchasing@magellanhealth.com.





VENDOR SET UP FORM

Please complete this form in detail, sign, date, and return.

Please also attach a copy of your company's W-9 form.

COMPANY LEGAL NAME AND PHYSICAL ADDRESS				MAILING / REMIT-TO ADDRESS IF DIFFERENT			
Name:		_____		Name:		_____	
Address:		_____		Address:		_____	
City:		_____		City:		_____	
State:	_____	Zip Code	_____	State:	_____	Zip Code	_____

PRIMARY CONTACT INFORMATION							
Name:		_____		Phone:		_____	
Title:		_____		Cell Phone:		_____	
Email:		_____		Fax:		_____	
Federal Tax ID #:		_____		Dun & Bradstreet Number		_____	
Company website URL:		_____		NAICS or SIC Code		_____	

If your company is certified in any minority or small business categories of business that a state or federal government seeks to promote, please check the appropriate box or boxes below

<u>Ability One</u>	<input type="checkbox"/>	<u>Small Business Enterprise (SBE)</u>	<input type="checkbox"/>
<u>Certified Small Business HUBZone Enterprise</u>	<input type="checkbox"/>	<u>Certified Small Disadvantaged Business Enterprise (SDB)</u>	<input type="checkbox"/>
<u>Veteran-Owned Business Enterprise (VBE)</u>	<input type="checkbox"/>	<u>Disabled Veteran-Owned Business Enterprise (DVBE)</u>	<input type="checkbox"/>
<u>Woman-Owned Business Enterprise (WBE)</u>	<input type="checkbox"/>	<u>Minority-Owned Business Enterprise (MBE)</u>	<input type="checkbox"/>

Please provide a short overview of the goods or services you will provide to Magellan.

While working with Magellan will (or could) your company have access to Protected Health Information (PHI)?

Yes No

If yes, please explain in detail what access you will require and why this is necessary.

While working with Magellan will (or could) your company have any existing or pending contracts with the Florida Agency for Health Care Administration (AHCA), or will your company be providing services directly or indirectly to Medicare or Medicaid program recipients or as a subcontractor to Magellan under a Prime Medicare/Medicaid contract with a state or federal government agency?

Yes No

Attestation:

I certify that the information provided above is current, accurate and complete and I understand it is my responsibility to notify Magellan immediately with any changes to the above attested information:

Company Representative Name (print)

Title

Signature

Date

COMPLIANCE NOTICE: Under the Deficit Reduction Act of 2005 (DRA) Magellan is required to disseminate policies to its employees, contractors, agents or other persons who furnish, or otherwise authorize the furnishing of, health care items or services; perform billing or coding functions; or are involved in the monitoring of health care services provided by Magellan. For copies of our *False Claims and Whistleblower Protection policy*, *Medicaid Fraud and Abuse Program policy*, *State False Claims Laws summary and Compliance Handbook*, please contact the **Compliance Hotline** at (800) 915-2108, e-mail us at compliance@magellanhealth.com; or visit the Magellan website <http://magellanhealth.com/our-edge/clinical-excellence/compliance.aspx>