



Magellan Health

# Supplier Information Guide

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# 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 Health's centralized Strategic Sourcing Department is responsible for the prompt, responsive and 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 of 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](https://SupplierRegistration.MagellanHealth.com).

The Magellan Health Supplier Registration Portal is available to all potential and current suppliers regardless of size or ownership. All potential suppliers are encouraged to register as the first step toward pursuing a business relationship with Magellan Health.

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

- An updated record of your company's product/service profile, capability statement and diverse certifications
- 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 global healthcare company, Magellan Health is committed to developing valuable supplier relationships with minority-owned, women-owned, HUB Zone, LGBT-owned, veteran-owned, service-disabled veteran-owned, disabled-owned and small businesses. Magellan Health 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 Health is committed to a comprehensive Supplier Diversity Program that ensures inclusion of small and diverse suppliers in our competitive bidding process.

We are proud of our commitment to supplier diversity, and will continue to seek opportunities to engage small and 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 small and diverse suppliers into all aspects of our business by utilizing our own internal supplier database to identify and track diverse suppliers.

## Recognized Small and Diverse Business Certifications

Magellan Health recognizes the following small and diverse-business certifications:

- Disability-Owned Business Enterprise (DOBE)
- Economically Disadvantaged Women-Owned Small Business (EDWOSB)
- Historically Underutilized Business Zone Certified Small Business (HUBZone)
- Historically Black College and University (HBCU)
- Lesbian, Gay, Bisexual, and Transgender-Owned Business Enterprise (LGBTBE)
- Minority Business Enterprise (MBE)
- Service-Disabled Veteran-Owned Business (SDVOB)
- Service-Disabled Veteran-Owned Small Business (SDVOSB)
- Small Business Enterprise (SBE)
- Small Disadvantage Business (SDB)
- Veteran-Owned Business (VOB)
- Veteran-Owned Small Business (VOSB)
- Woman Business Enterprise (WBE)
- Women-Owned Small Business (WOSB)

## Informational Links

HUBZone Council—[www.hubzonecouncil.org](http://www.hubzonecouncil.org)

National Gay and Lesbian Chamber of Commerce (NGLCC)—<https://nglcc.org>

National Minority Supplier Development Council (NMSDC)—[www.nmsdc.org](http://www.nmsdc.org)

National Veteran Business Development Council (NVBDC)—<http://nvbdc.org>

National Veteran Owned Business Association (NaVOBA)—[www.navoba.com](http://www.navoba.com)

U.S. Business Leadership Network (USBLN)—[www.usbln.org](http://www.usbln.org)

U.S. Department of Veteran Affairs (VA) – Office of Small & Disadvantaged Business Utilization — [www.va.gov/OSDBU/index.asp](http://www.va.gov/OSDBU/index.asp)

U.S. Pan Asian American Chamber of Commerce (USPAACC)—<http://uspaacc.com>

U.S. Small Business Administration (SBA)—[www.sba.gov](http://www.sba.gov)

U.S. Women’s Chamber of Commerce (USWCC)—<https://uswcc.org>

Women’s Business Enterprise Council (WBENC)—[www.wbenc.org](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.

## Service vendors

Send invoices directly to your primary Magellan Health business contact.

## Non-service vendors

Send invoices to:

Magellan Health, Inc.  
14100 Magellan Plaza  
Maryland Heights, MO 63043  
Attn: Accounts Payable

Email: [MagellanInvoices@MagellanHealth.com](mailto:MagellanInvoices@MagellanHealth.com)

- 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.
- Magellan Health'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 Strategic Sourcing Department personnel are headquartered in the St. Louis National Service Center (NSC) in Maryland Heights, Missouri. The mailing address is:

Strategic Sourcing Department  
14100 Magellan Plaza, MO 43  
Maryland Heights, MO 63043-4644

Email additional questions to [Purchasing@MagellanHealth.com](mailto:Purchasing@MagellanHealth.com).

# Frequently Asked Questions

**Q: What happens after I register?**

A: After you have completed your online profile submission, your company information will be kept in the Magellan Health Electronic Supplier Database. It is your responsibility to keep your profile current. It is recommended that profiles are updated annually.

**Q: Will I receive RFPs/RFQs from Magellan Health on a regular basis?**

A: When a sourcing opportunity arises, Magellan Health Sourcing Managers will access the database to search for suppliers. If a match occurs between Magellan Health's sourcing requirements and your products and services, a sourcing manager may contact you.

**Q: Can I schedule a meeting with a Magellan Health representative, to tell them more about my product/service?**

A: Magellan Health representatives will be present at many of the national and regional supplier diversity events that take place across the U.S. The organizations that plan these events often include one-on-one meetings in their agenda. Beyond that, Magellan Health will gladly host a meeting with your business if there is a sourcing opportunity for your industry-specific business.

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

A: To qualify as a diverse business, Magellan Health highly recommends third party certification, but also accepts self-certification.

**Q: Where can I get more information about supplier diversity requirements?**

A: For additional inquiries, please use the contact provided below:

Magellan Health

Attn: Ann Rieck

Supplier Diversity Program Management

14100 Magellan Plaza

Maryland Heights, MO 63043

E-mail: [SupplierDiversity@MagellanHealth.com](mailto:SupplierDiversity@MagellanHealth.com)

# Vendor Setup 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

Company Name:

Company Name:

Address:

Address:

## Additional Company Information

Federal Tax ID#:

Dun & Bradstreet Number:

Company website:

NAICS or SIC Code for the work being performed:

Type of Corporation:  Select one

CAGE Code:

Size:  Large business  Small business (Check your size status [here](#))

## Primary Contact Information

Name:

Title:

Email:

Phone:

Fax:

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:

- |   |  |
|---|--|
| <input type="radio"/> Ability One                                       | <input type="radio"/> Lesbian, Gay, Bisexual, and Transgender-Owned Business Enterprise (LGBTBE) |
| <input type="radio"/> Certified Small Business HUBZone Enterprise       | <input type="radio"/> Minority-Owned Business Enterprise (MBE)                                   |
| <input type="radio"/> Disabled-Owned Business Enterprise (DOBE)         | <input type="radio"/> Small Disadvantaged Business Enterprise (SDB)                              |
| <input type="radio"/> Disabled Veteran-Owned Business Enterprise (DVBE) | <input type="radio"/> Veteran-Owned Business Enterprise (VBE)                                    |
| <input type="radio"/> Historically Black College and University (HBCU)  | <input type="radio"/> Woman-Owned Business Enterprise (WBE)                                      |

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.

Will your company be providing services as a subcontractor to Magellan under a Prime Medicare/Medicaid contract with a state or federal government agency?  Yes  No

Please also ensure that you register your company at [SupplierRegistration MagellanHealth.com](http://SupplierRegistration.MagellanHealth.com).

**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: Section 6032 of the Deficit Reduction Act of 2005 (DRA), effective January 1, 2007, requires all entities that receive \$5 million or more in annual Medicaid payments to establish written policies that provide detailed information about the Federal False Claims Act, the administrative remedies for false claims and statements, applicable state laws that provide civil or criminal penalties for making false claims and statements, the "whistleblower" protections afforded under such laws and the role of such laws in preventing and detecting fraud, waste and abuse in federal health care programs. Entities shall establish these written policies for all employees (including management), and for any contractor or agent of the entity. As a result, 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 Laws and Whistleblower Protection policy, Medicaid Program Integrity and Compliance Program policy, Federal & State False Claims Laws summary and the Code of Conduct, please contact the Compliance Hotline at (800) 915-2108, e-mail us at [compliance@magellanhealth.com](mailto:compliance@magellanhealth.com); or visit the Magellan website <http://www.magellanhealth.com/mh/about/compliance/dra.aspx>.



