

Guidelines for Prospective Suppliers

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Summary

The Elevance Health Guidelines for Prospective Suppliers contain procedural and policy requirements that apply to all prospective Suppliers for Elevance Health.

Elevance Health may modify these Guidelines at any time. Suppliers will receive notice of such modifications via the Elevance Health Supplier Relations Website <https://elevancehealth.com/who-we-are/suppliers>. Supplier is solely responsible for ensuring Supplier's compliance (including any subcontractor's compliance) with the most current Guidelines.

Expectations for Prospective Supplier Responses to Elevance Health Requests for Proposals ("RFPs")

Elevance Health shall provide its Request for Proposal (RFP) documents to those prospective and current Suppliers from whom it wishes to entertain bids on the provision of certain products and/or services. Generally, the RFP documents shall: (1) outline the current requirements of the Elevance Health project; and (2) encourage Suppliers to respond in writing to the request with a proposal to meet the stated requirements.

The RFP is not an offer to contract but rather an attempt to establish a common framework within which an agreement may be reached. In contrast, responses submitted by a Supplier to the RFP shall be deemed a firm offer to contract for the provision of products and/or services, pursuant to the terms and conditions described in the Supplier's response. Elevance Health may accept the proposed terms and conditions or may request modifications based upon business needs. Suppliers may not be accepted for further consideration should their proposal fail to fully comply with the specifications set forth in the RFP document.

Competitive Bidding

Elevance Health encourages free and open competition among Suppliers. Whenever possible, specifications, bid invitations and conditions are designed to accomplish this objective, consistent with the necessity to satisfy Elevance Health's needs and the accomplishment of a sound economical operation. The Supplier's signature on its proposal guarantees that the prices quoted have been established without collusion with other eligible Suppliers or informed parties and without effort to preclude Elevance Health from obtaining the lowest possible competitive price. At no time shall Elevance Health be considered to be under any obligation or commitment to purchase any proposed product or service from any respondent to the RFP until after a contract has been entered into. The award will be made to the Supplier whose overall proposal is determined to be the most advantageous to Elevance Health.

Proposal Submission

Supplier shall be solely responsible for all costs incurred in the preparation and presentation of a proposal in response to the RFP. To ensure that all Suppliers are fairly evaluated, the proposal must comply with any formatting requirements noted in the RFP documents. Failure to comply with such requirements may result in Elevance Health's disqualification of the Supplier's proposal. The RFP documents shall indicate the appropriate mailing or electronic address for submission of responses.

Proprietary Information

All data and information contained in a Supplier's proposal shall be deemed to be non-proprietary unless specifically marked and a non-disclosure agreement has been executed by both Elevance Health and the Supplier. Supplier is not encouraged to submit such data or information unless such is absolutely required to understand and evaluate Supplier's proposal. If such data and information is submitted, Supplier agrees that Elevance Health shall not be liable for disclosure of such data and information if same:

- Is or becomes publicly available; or
- Was known to Elevance Health without restriction at the time of receipt; or
- Is disclosed inadvertently despite the exercise of the same degree of care as Elevance Health takes to preserve and safeguard its own proprietary information; or
- Is obtained from a third party which has an unrestricted right to disclose the information.

Ownership of Documents

All supporting documentation submitted by a Supplier with a proposal in response to an RFP or with a proposed statement of work shall become the property of Elevance Health, unless the supplier specifically requests in writing that the documentation be returned. These materials may be appended to any formal documentation, which further defines or expands the contractual relationship between Elevance Health and the Supplier.

Supplier Diversity

Elevance Health expects and requires that all suppliers doing business with Elevance Health submit the Diverse-Owned Business Participation Plan to Elevance Health, in cases where supplier is participating in an RFX, with their response to an RFX, or, in all other cases, starting within the first 3 months of becoming a supplier to Elevance Health and then on a recurring basis. The Plan must indicate those certified diverse owned suppliers with whom the prospective Elevance Health Supplier will subcontract for the provision of products and/or services to Elevance Health. The fees paid by the Elevance Health Supplier to such diverse-owned subcontracted suppliers shall be equal to at least twelve percent (12%) of the total amount to be paid by Elevance Health to the Supplier.

The "Diverse-Owned Business Participation Plan" must indicate those certified diverse-owned suppliers with whom the prospective Elevance Health Supplier will subcontract for the provision of products and/or services to Elevance Health. The fees paid by the Elevance Health Supplier to such diverse-owned subcontracted suppliers shall be equal to at least twelve percent (12%) of the total amount to be paid by Elevance Health to the Supplier.

Failure to provide The Diverse-Owned Business Participation Plan at the time of submission, response or proposal, may result in the disqualification and rejection of the submission, response or proposal. Please note that Elevance Health reserves the right to verify all information included on Diverse-Owned Business Participation plans before making a final determination.

Each supplier is mandated by Elevance Health to report to the Elevance Health Supplier Diversity team, on a quarterly basis, its performance, spend and overall efforts towards achieving an established and accepted Supplier Diversity spend goal. Elevance Health requires that your company report information on how much business you do **directly** with diverse suppliers attributable to your contract(s) with Elevance Health and how much business you do **indirectly** that represents your company's overall spend with diverse suppliers.

To ensure that the collection of this data is efficient, accurate, and timely, please provide the names and email addresses of two people.

- one who will be responsible for submitting your quarterly reports, and
- one who manages your supplier diversity program.

These names should be sent to supplierdiversity@ElevanceHealth.com or included with any submission, response or proposal. Any changes to the two people named, should be sent to supplierdiversity@ElevanceHealth.com. All reports are due thirty (30) days following the end of each quarter. Supplier must submit the diversity report via the Elevance Health provided tool or template.

It is the responsibility of the Supplier to exercise due diligence to verify that each subcontractor is a certified diverse supplier. Certificates should be verified for potential auditing purposes. The Supplier is expected to annually monitor the diverse supplier's certification to ensure their business classification has not changed or expired. Care must be taken to ensure no "double counting" occurs. For example: A diverse supplier that is minority-owned, as well as women owned, should be included in one category only.

Elevance Health recognizes certification from the following sources:

- NMSDC - National and Regional Minority Supplier Development Councils
- WBENC - Women's Business Enterprise National or Regional Council
- SBA (Veteran and Disabled Veteran certification)
- NGLCC - National Gay and Lesbian Chamber of Commerce
- State Certification
- City or Municipality Certification
- Department of Veteran Affairs, National Veteran-Owned Business Association (NaVOBA)

Suppliers are encouraged to contact and work with the Elevance Health Supplier Diversity Office if assistance is needed in locating diverse-owned suppliers, completing The Diverse-Owned Business Participation Plan document, or for any other questions.

Supplier Diversity Office
Elevance Health, Inc.
[Email: SupplierDiversity@ElevanceHealth.com](mailto:SupplierDiversity@ElevanceHealth.com)

Publicity

Any publicity with regard to the proposal, future contract negotiations and/or subsequent installation, whether in the form of brochures, releases or verbal announcement may be made only with the express prior written consent of Elevance Health.

Neither the proposal nor any ensuing contract will confer on any party any right to use the name "Elevance Health." or any of its related, affiliated or subsidiary companies in any advertising, publicity or promotion or other disclosures, or to express or imply any endorsement of supplier's products or services, or in any manner or for any purpose whatsoever.

Supplier Code of Conduct

Elevance Health has established a set of company standards, business practices and regulatory requirements (collectively, the "Supplier Code of Conduct"), by which all Elevance Health Suppliers must abide, while they are conducting business with and/or on behalf of Elevance Health. The Supplier Code of Conduct is located under the "Policies" section of the Elevance Health Supplier Relations website: <https://elevancehealth.com/who-we-are/suppliers> and is in addition to any specific obligations pursuant to Supplier's agreement with Elevance Health.

The Supplier is responsible for ensuring that their employees and subcontractors understand and adhere to the Supplier Code of Conduct. Elevance Health reserves the right to request immediate removal/termination of any Supplier (or Supplier's employee, agent or subcontractor) who has behaved in a manner that is unlawful or in breach of the obligations imposed by the Supplier Code of Conduct.