

Guidelines for Prospective Suppliers

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Summary

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

Anthem may modify these Guidelines at any time. Suppliers will receive notice of such modifications via the Anthem Supplier Relations Website <https://www.antheminc.com/Suppliers/index.htm>. 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 Anthem Requests for Proposals (“RFPs”)

Anthem 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 Anthem 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. Anthem 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

Anthem 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 Anthem’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 Anthem from obtaining the lowest possible competitive price. At no time shall Anthem 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 Anthem.

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 Anthem'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 Anthem 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 Anthem shall not be liable for disclosure of such data and information if same:

- Is or becomes publicly available; or
- Was known to Anthem without restriction at the time of receipt; or
- Is disclosed inadvertently despite the exercise of the same degree of care as Anthem 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 Anthem, 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 Anthem and the Supplier.

Supplier Diversity

At Anthem, we recognize the importance of diversity. We are committed to being a valuable member of the communities in which we live and operate. Diversity in our supplier base is an important part of that commitment. A wide range of suppliers is needed to support our business operations.

Through our Supplier Diversity Program, we are dedicated to diversifying our supplier base to include minority-owned, women-owned, veteran-owned, LGBT (Lesbian, Gay, Bi-Sexual, Transgender)-owned and disabled-owned businesses wherever possible. We actively work to include diverse suppliers in every bidding opportunity.

Anthem has established a 12% Supplier Diversity goal. Anthem expects and requires that all suppliers doing business with Anthem submit the Diverse-Owned Business Participation Plan to Anthem, 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 Anthem and then on a recurring basis. The Plan must indicate those certified diverse owned suppliers with whom the prospective Anthem Supplier will subcontract for the provision of products and/or services to Anthem. The fees paid by the Anthem Supplier to such diverse-owned subcontracted suppliers shall be equal to at least twelve percent (12%) of the total amount to be paid by Anthem to the Supplier.

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

All direct Anthem suppliers, including diverse-owned direct suppliers, must meet the twelve percent (12%) contract goals through the use of sub-contractors.

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 Anthem reserves the right to verify all information included on Diverse-Owned Business Participation plans before making a final determination.

Each supplier is mandated by Anthem to report to the Anthem Supplier Diversity team, on a quarterly basis, its performance, spend and overall efforts towards achieving an established and accepted Supplier Diversity spend goal. Anthem requires that your company report information on how much business you do **directly** with diverse suppliers attributable to your contract(s) with Anthem 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@anthem.com or **included with any submission, response or proposal**. Any changes to the two people named, should be sent to supplierdiversity@anthem.com. All reports are due thirty (30) days following the end of each quarter. Supplier must submit the diversity report via the Anthem 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.

Anthem 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
- USBLN - US Business Leadership Network - Disability Supplier Diversity Program
- State Certification
- City or Municipality Certification

Suppliers are encouraged to contact and work with the Anthem 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
Anthem, Inc.
Email: SupplierDiversity@anthem.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 Anthem.

Neither the proposal nor any ensuing contract will confer on any party any right to use the name "Anthem." 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

Anthem has established a set of company standards, business practices and regulatory requirements (collectively, the "Supplier Code of Conduct"), by which all Anthem Suppliers must abide, while they are conducting business with and/or on behalf of Anthem. The Supplier Code of Conduct is located under the "Policies" section of the Anthem Supplier Relations website:

<https://www.antheminc.com/Suppliers/index.htm> and is in addition to any specific obligations pursuant to Supplier's agreement with Anthem.

The Supplier is responsible for ensuring that their employees and subcontractors understand and adhere to the Supplier Code of Conduct. Anthem 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.