



MCB/OMD Operational Administrative Policy - Vendor Eligibility

DRAFT for Review and Approval 7/03/2024, Effective 8/1/2024
Review Before 9/2026

Purpose

To provide an effective, efficient and consistent policy for managing vendor relationships and to ensure all purchasing decisions are based on professional judgement, research and analysis.

As a condition of receiving any federal funds, the federal government prohibits payments to a business, entity, or organization for any items or services furnished, ordered, or prescribed by an individual or entity who has been excluded from participating in the federal health care programs.

Scope

This process applies to all MCB/OMD personnel.

Definition

“Vendor” includes all sales persons, representatives or other employees of manufacturers, distributors, suppliers and service organizations related to a use or purchase by the MCB/OMD.

Processes

At the time of signing an MCB/OMD contract or before making a payment to a vendor, the vendor will be checked and scheduled periodically to be a matched against the:

1. List of Excluded Individuals/Entities (LEIE) database managed by DHHS Office of the Inspector General.
2. The System Award Management database, The Excluded Parties Listing System (EPLS).

The MCB/OMD is responsible to check that vendors are not excluded from any federal health care program. If a match is identified and verified, MCB/OMD will cease doing business with the vendor.