



## Vendor Information & Qualification

VENDOR INFORMATION	
Vendor Name	FEIN/SSN/ID

As an Provider agency/vendor/contractor in self-direction, you must agree to the following terms as a Provider:

- The provider agency/vendor/contractor attests (confirms) that it and/or its staff/workers meet the minimum qualifications, including a current license or certificate, as applicable, for providing services as required by the Self-Direction Program and described in the Self-Direction Program regulations (8.314.6 NMAC or 8.308.12 NMAC) and the Self-Direction Program Service Standards.
- The provider agency/vendor/contractor agrees to assist the Self-Direction member/participant by providing the services and performing the activities agreed upon with the Self-Direction member/participant/EOR, according to his/her approved budget, and Service and Support Plan.
- Provider agency/vendor/contractor staff have the required skills to provide the services and perform the activities agreed upon with the Self-Direction member/participant/EOR, according to his/her approved Service and Support Plan and budget.
- Provider agency/vendor/contractor staff that provides direct services will have completed and passed a criminal record check in accordance with Department of Health/Division of Health Improvement DOH/DHI regulations. Criminal background checks are mandatory.
- All qualification documentation (required information) must be completed by the provider agency/vendor/contractor and be on file with the provider agency/vendor/contractor prior to and while providing services. Licenses and/or other qualification requirements must be verified before services are provided and payment made. Additional information such as a Nature of Services Questionnaire may be requested by Conduent in order to determine whether a proposed vendor/contractor meets the classification criteria.
- Provider agency/vendor/contractor acknowledges and understands that funds available for payment are authorized by the Self-Direction New Mexico Medicaid Self-Directed Waiver in advance of services being provided. Payment to the provider agency/vendor/contractor shall only be made as authorized by Self-Direction and upon submitting a complete Payment Request Form and invoice to Conduent (according to payment procedures).
- Provider agency/vendor/contractor staff shall only perform services within the authorized payment amount, quantity and duration, as they will not be paid by the State of New Mexico for services provided in excess of (over) the authorized amount.
- The member/participant will pay any services provided over the authorized amount (as documented in the approved budget) to the provider agency/vendor/contractor.
- The provider agency/vendor/contractor will not be paid for services not provided.
- Payment for services may be in the form of a check or via direct deposit. The provider agency/vendor/contractor can change their preference of payment at any time, subject to the processes and timelines outlined in the Direct Deposit Agreement and associated instructions.

- Provider agency/vendor/contractor agrees that it will withhold, as applicable, and pay all required federal income, Medicare, Social Security, New Mexico state and local taxes (as applicable) that are owed in regard to service(s) provided.
- Payment for services provided by the provider agency/vendor/contractor is from federal and state funds. Any false claims, statements, documents or concealment of material facts will be prosecuted under applicable federal and state laws.
- A provider agency/vendor/contractor that provides services is considered a Medicaid provider and must document services and maintain documentation as set forth in the Self-Direction Program Regulations (8.314.6.12 NMAC or 8.308.12 NMAC).
- In the event of illness, emergency, or incident preventing the provider agency/vendor/contractor from providing scheduled services to the Self-Direction member/participant, the provider agency/vendor/contractor agrees to notify the member/participant/EOR as soon as possible and in the manner agreed upon by both parties as described in this Agreement.
- The provider agency/vendor/contractor agrees to participate in training and/or orientation, if requested by the Self-Direction member/participant/EOR, in providing the services that are the subject of this agreement.
- The provider agency/vendor/contractor agrees to keep all information regarding the Self-Direction member/participant confidential in compliance with HIPAA and other federal and state laws, and to respect the Self-Direction member/participant's privacy.
- The provider agency/vendor/contractor understands that it is engaged by the Self-Direction member/participant/EOR and not the State of New Mexico or Conduent.
- The provider agency/vendor/contractor, its employees, customers' employees, officers, directors, shareholders, sub-contractors and agents are not employees of the member/participant/EOR, the State of New Mexico, Conduent or its subcontractors. The provider agency/vendor/contractor agrees that it provides services to the member/participant as an independent contractor of the member/participant/EOR, and that no employer/employee relationship shall exist between the member/participant/EOR, Conduent or its subcontractors and the provider agency/vendor/contractor related to the services being rendered under the vendor Agreement.
- Misrepresentation of time worked, services provided, and/or other related information is considered fraud. If the Self-Direction member/participant/EOR or the provider agency/vendor/contractor willfully or intentionally misrepresents information, this agreement may be terminated (*ended*) and the Self-Direction member/participant/EOR or provider will be referred to the HSD Medicaid Fraud Unit.
- Certificates and rosters of all training completed by Employees that are employed by the Provider Agency/Vendor/Contractor must be provided to Conduent upon completion.
- Provider Agency/Vendor/Contractor must comply with all laws, rules and regulations of the New Mexico corporation Commission for Telecommunications and Security Systems; and comply with all laws, rules, and regulations from the Federal Communications Commission for telecommunications.
- Provider Agency/Vendor/Contractor providing transportation services, must provide a valid New Mexico driver's license, a copy of the no chargeable (at fault) accidents within the previous two years, a copy of no driving while intoxicated convictions within the previous two years, and possess and maintain current insurance policy and registration for each vehicle.

By signing below, you acknowledge that you have read this agreement and accept responsibility as an employee in self-direction, understand their responsibilities and duties associated with that role, and will comply with program policies and requirements. The information provided herein is true and accurate to the best of your knowledge. You further understand and agree that violation of this agreement will result in termination.

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**Vendor Printed Name**

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**Vendor Signature**

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**Date**