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Form A: Business Organization Information

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Business Organization Information is required for each supplier type (supplier single location, supplier multiple locations, or network supplier).

You must complete all required fields. Required fields are marked with \*

Business Organization Information

Indicate how your business organization will be bidding (choose only one).

Legal Business Name \*

Supplier Bidding Type \*

Specialty Supplier

Indicate if you are bidding as a specialty supplier.

Are you a Skilled Nursing Facility (SNF) or Nursing Facility (IF) that is bidding as a specialty supplier that plans to provide competitively bid items only to its own residents? \*  Yes  No

Contact Person

Provide the name(s) of the person(s) who should be contacted to answer questions regarding the business or network organization. You must click the **Add Contact Person** button in order for this information to be saved below. You may enter more than one Contact Person (maximum 5). Once you have entered the names of your Contact Person(s) scroll down to verify the name(s) was entered correctly.

First Name \*

Last Name \*

Title \*

E-mail \*

Telephone Number \* (  )  -

Modify/Delete Contact Person(s)

Modify or delete the contact person's information.

First Name	Last Name	Title	Action(s)
John	Mayer	President	<input type="button" value="Modify"/> <input type="button" value="Delete"/>

Authorized Official or Key Personnel

Provide the name(s) and title(s) of authorized officials or key personnel for the business organization or network. You must click the **Add Authorized Official or Key Personnel** button in order for this information to be saved below. Once you have entered the names of your authorized official or key personnel scroll down to verify that the names were entered correctly.

First Name \*

Last Name \*

Title \*

Modify/Delete Authorized Official / Key Personnel Information

Modify or delete the authorized official or key personnel information.

First Name	Last Name	Title	Action(s)
John	Mayer	President	<input type="button" value="Modify"/> <input type="button" value="Delete"/>

Competitive Bidding Area (CBA) and Product Category

Select all of the CBA(s) and product category(s) for which your business organization or network is submitting a bid(s).

Choose one CBA from the drop down box. The product category(s) for the selected CBA will appear. Then select all of the product category(s) for which you are submitting a bid for this CBA. You must click the **Add CBA/Product Category** button in order for this information to be saved below.

If you are bidding in more than one CBA, select **Add CBA/Product Category**. Once you have selected the CBA(s) and product category(s), scroll down to verify they were entered correctly. All of the CBA(s) and product category(s) for which your organization will be bidding must be displayed on this screen. Later in the application, you will be required to identify the CBA(s) and product category(s) associated with each of your locations.

CBA's \*

Product Categories \*

CBA/Product Category List

Displayed below is a summary of the CBA(s) and Product Categories for which you intend to submit a bid. Please review for accuracy.

CBA	Product Category	Action(s)
Dallas-Fort Worth-Arlington, TX	Enteral Nutrients, Equipment and Supplies	<input type="button" value="Delete"/>
Dallas-Fort Worth-Arlington, TX	External Infusion Pumps and Supplies	<input type="button" value="Delete"/>
Dallas-Fort Worth-Arlington, TX	General Home Equipment and Related Supplies and Accessories	<input type="button" value="Delete"/>

Accreditation Information

All supplier locations must be accredited for the product category(s) for which the supplier is submitting a bid. As required by 42 CFR §414.414 (c), each supplier location must meet quality standards and be accredited in order to be awarded a contract. This includes all product-specific standards. Select the name(s) of the Medicare-approved organization(s) that has accredited your business organization. You must click the **Add Accreditation** button in order for this information to be saved below.

Accreditation Organization \*

Accreditation List

To delete your accreditation, click the "Delete" button next to the applicable accreditation organization. The selected accreditation organization cannot be modified. To make a change to this information you must delete the entry and add a new accreditation organization.

Accreditation Organization	Action(s)
HealthCare Quality Association on Accreditation	<input type="button" value="Delete"/>

Licensure

The bidder is responsible for having a copy of the applicable state license(s) on file with the National Supplier Clearinghouse (NSC) before they submit a bid. Bids will be disqualified if a bidder does not meet all state licensure requirements for the applicable product categories and for every state in a CBA. Every supplier location is responsible for having all applicable license(s) for each state in which it provides services. For a multi-state CBA the bidder must collectively have all applicable license(s) for every state in the CBA. Each location is not required to have licenses for every state in the CBA as long as each state has a bidding location licensed for the product category.

See the [CBIC website](#) for a listing of CBAs.

I understand that each supplier location is responsible for having all applicable state licenses for each state in which it provides services. Each location is not required to have licenses for every state in the CBA as long as there is a licensed location for each state. \*

\* Some states may not require a license to furnish items in a specific product category. Please check the DMEPOS State License Directory on the NSC website and the Licensure for Bidding Suppliers fact sheet on the CBIC website to verify licensure requirements.