

## MEDICARE DMEPOS COMPETITIVE BIDDING PROGRAM

For CMS Use Only

Bidder No.

Date Application Received

Competitive Bidding Area (CBA)

### Bidder's Identifying Information

Bidder's Legal Business Name

Primary Bidder's Legal Business Name (if network)

## FORM A: APPLICATION FOR DMEPOS COMPETITIVE BIDDING PROGRAM

Please read all instructions completely. Suppliers with a single location or multiple locations must complete Sections 1 (Application for Suppliers) and 1a (Location Specific Questions). Multiple location suppliers must also complete Section 1b (Location Specific Questions – Additional Locations) for each additional location. Networks must complete Section 2; do not complete any part of Section 1.

### Section 1: Application for Suppliers

#### A. Business Organization Information

Legal Business Name \_\_\_\_\_

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

- Supplier with a Single Location (Complete Section 1-1a)
- Supplier with Multiple Locations (Complete Section 1, 1a, & 1b)
- Network (Complete Section 2-2a)

If you selected "Supplier with Multiple Locations," select one of the following that best describes your business organization structure.

- Subsidiary of a parent company/holding company
- Commonly owned or commonly controlled
- National Chain
- Franchise
- None of the above

If "None of the above," briefly describe the supplier's type of business. \_\_\_\_\_

#### B. Specialty Supplier

Is your organization a Skilled Nursing Facility (SNF) or a Nursing Facility (NF) that is bidding as a specialty supplier and plans to furnish competitively bid items only to its own residents?  Yes  No

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Legal Business Name \_\_\_\_\_

Bidder Number \_\_\_\_\_

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### C. Contact Person

**Provide the name(s) of the person(s) who should be contacted to answer questions regarding the business organization.**

Contact Person(s): First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Title \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Telephone (include area code) \_\_\_\_\_

### D. Authorized Official or Key Personnel

**Provide the name(s) and title(s) of the authorized official(s) or key personnel for the business organization.**

Key Personnel: First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Title \_\_\_\_\_

### E. Accreditation

By the close of the bid window, all locations must meet Medicare enrollment requirements, including being accredited for all items in the product category(s) for which the bidder is submitting a bid. As required by 42 CFR § 414.414, each bidder must be enrolled, meet quality standards, and be accredited in order to be awarded a contract. Individual locations of a supplier with multiple locations must separately meet these requirements to be included in a contract offer.

**Identify the name(s) of the Medicare-approved organization(s) that has accredited your business organization for the product category(s) in which you are bidding.**

Accrediting Organization \_\_\_\_\_

**I acknowledge and understand that I, as a bidder, must be properly accredited to furnish the specific item(s) and service(s) included in the bid. This information must be on file in each location's Medicare enrollment record (i.e., Provider Enrollment, Chain and Ownership System (PECOS))**  Yes

### F. Licensure

By the close of the bid window, all locations must meet Medicare enrollment requirements, including possessing all applicable state license(s) for the product category(s) and areas for which the bidder is submitting a bid. Bidders will be disqualified if they do not meet all state licensure requirements for the applicable product categories and for every state in a CBA. For bid evaluation purposes, 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. If there is a multi-state CBA, the bidder must collectively have all applicable license(s) for every state in the CBA. Every location of the bidder is responsible for having all applicable license(s) for each state in which it furnishes items/services.

**I acknowledge and understand that I, as a bidder, have the applicable state licenses for every item in every product category for each CBA for which I am bidding. This information must be on file in each location's Medicare enrollment record (i.e., Provider Enrollment, Chain and Ownership System (PECOS))**  Yes

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Legal Business Name

Bidder Number

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### G. Business Information

Provide the number of years and months your organization has been in business.

Years \_\_\_\_\_ Months \_\_\_\_\_ in business

### H. Type of Business

Select the business type that describes your organization. Bidders must submit certain financial documentation based on the type of business identified in this response. Refer to the Request for Bid (RFB) instructions for a checklist of required documents.

- Corporation (LLC, Professional Corporation, S Corp and C Corp)       Municipality and State Owned  
 Sole Proprietorship       Partnership       Non-Profit Organization

### I. Service Delivery

How will your organization furnish items and services to Medicare beneficiaries? (Check all that apply.)

- Retail Location with Home Delivery       Mail Order       Home Delivery

### J. Sanctions

Does your organization or any location(s) on your bid have any current or past legal actions, or sanctions such as debarment within the past five (5) years?

- Yes  No

If yes, please refer to RFB instructions for additional information that you must submit.

### K. CBA and Product Category

Identify below all of the CBA(s) and product category(s) combinations for which your organization is submitting a bid(s).

Competitive Bidding Area (CBA) \_\_\_\_\_  
Product Category \_\_\_\_\_

Competitive Bidding Area (CBA) \_\_\_\_\_  
Product Category \_\_\_\_\_

Competitive Bidding Area (CBA) \_\_\_\_\_  
Product Category \_\_\_\_\_

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Legal Business Name \_\_\_\_\_

Bidder Number \_\_\_\_\_

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**Section 1a. Location-Specific Questions**

Please provide the requested information for your primary location. This is the location (PTAN) that you used when you registered for a User ID and password to access the DMEPOS Bidding System (DBidS).

**A. Identifying Information**

Provide the following information for the primary location:

Legal Business Name \_\_\_\_\_

DBA: \_\_\_\_\_

Mailing Address Line 1 \_\_\_\_\_  
*(Street Name and Number)*

Mailing Address Line 2 \_\_\_\_\_  
*(Suite, Room, etc.)*

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Toll Free Number (if available) \_\_\_\_\_

PTAN for this location \_\_\_\_\_ NPI Identification Number \_\_\_\_\_

Tax Identification Information Number (TIN) \_\_\_\_\_

**B. Physical Address**

Is the primary location's mailing address the same as the physical address?  Yes  No

If the answer is No, please complete the following information.

Physical Address Line 1 \_\_\_\_\_  
*(Street Name and Number)*

Physical Address Line 2 \_\_\_\_\_  
*(Suite, Room, etc.)*

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**C. CBA and Product Category**

Identify the CBA/product category combination(s) that your primary location will be servicing. This location can only be included in contract offers for the specific CBAs and product categories you identify here. You must select at least one combination for the primary location.

Competitive Bidding Area (CBA) \_\_\_\_\_

Product Category \_\_\_\_\_

Competitive Bidding Area (CBA) \_\_\_\_\_

Product Category \_\_\_\_\_

Competitive Bidding Area (CBA) \_\_\_\_\_

Product Category \_\_\_\_\_

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Legal Business Name \_\_\_\_\_

Bidder Number \_\_\_\_\_

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## **Section 1b. Location-Specific Questions- Additional Locations**

If you have additional locations you want to add to your bid, please complete the section below. You must include all commonly-owned or commonly-controlled locations that are located in, or would furnish items to beneficiaries who maintain a permanent residence in any of the CBAs included on your bid.

### **A. Identifying Information**

Provide the following information for every additional location you want to include in your bid.

Legal Business Name \_\_\_\_\_ DBA: \_\_\_\_\_

Doing Business as Name (DBA) \_\_\_\_\_

Mailing Address Line 1 \_\_\_\_\_

*(Street Name and Number)*

Mailing Address Line 2 \_\_\_\_\_

*(Suite, Room, etc.)*

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Toll Free Number (if available) \_\_\_\_\_

PTAN for this location \_\_\_\_\_ NPI Identification Number \_\_\_\_\_

Tax Identification Information Number (TIN) \_\_\_\_\_

### **B. Physical Address**

Is the location's mailing address the same as the physical address?  Yes  No

If the answer is No, please complete the following information.

Physical Address Line 1 \_\_\_\_\_

*(Street Name and Number)*

Physical Address Line 2 \_\_\_\_\_

*(Suite, Room, etc.)*

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### **C. CBA and Product Category**

Identify the CBA/product category combination(s) that the location will be servicing. This location can only be included in contract offers for the specific CBAs and product categories you identify here.

Competitive Bidding Area (CBA) \_\_\_\_\_

Product Category \_\_\_\_\_

Competitive Bidding Area (CBA) \_\_\_\_\_

Product Category \_\_\_\_\_

Competitive Bidding Area (CBA) \_\_\_\_\_

Product Category \_\_\_\_\_

Legal Business Name

Bidder Number

## MEDICARE DMEPOS COMPETITIVE BIDDING PROGRAM

For CMS Use Only

Bidder No.

Date Application Received

Competitive Bidding Area (CBA)

### Bidder's Identifying Information

Supplier's Legal Business Name

Primary Supplier's Legal Business Name (if network)

## FORM A: APPLICATION FOR NETWORKS

Please read all instructions completely. The primary network supplier must complete this application in order to bid on behalf of a network.

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

- Supplier with a Single Location (Complete Section 1-1a)
- Supplier with Multiple Locations (Complete Section 1, 1a, & 1b)
- Network (Complete Section 2-2a)

### Section 2: Application for Networks

#### A. Business Organization Information

Do the Network Members have a signed legal contract that establishes the network?  Yes  No

Network Name \_\_\_\_\_

#### B. Specialty Supplier

Is your organization a Skilled Nursing Facility (SNF) or a Nursing Facility (NF) that is bidding as a specialty supplier that plans to furnish competitively bid items only to its own residents?  Yes  No

#### C. Contact Person

Provide the name(s) of the person(s) who should be contacted to answer questions regarding the network organization.

Contact Person(s): First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Title \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Telephone (include area code) \_\_\_\_\_

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Legal Business Name

Bidder Number

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## D. Authorized Official or Key Personnel

Provide the name(s) and title(s) of authorized officials or key personnel for the network.

Key Personnel: First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Title \_\_\_\_\_

## E. Accreditation

By the close of the bid window, all network locations must meet Medicare enrollment requirements, including being accredited for all items in the product category(s) for which the supplier is submitting a bid. As required by 42 CFR § 414.414 (c), each bidder must be enrolled, meet quality standards, and be accredited in order to be awarded a contract. Individual locations of a supplier with multiple locations must separately meet these requirements to be included in a contract offer.

Identify the name(s) of the Medicare-approved organization(s) that has accredited the network members for the product category(s) in which you are bidding.

Accrediting Organization \_\_\_\_\_

Accrediting Organization \_\_\_\_\_

I acknowledge and understand that all members of the network must have a location or locations that is/are properly accredited to furnish the specific item(s) and service(s) included in the bid. This information must be on file in the organization's enrollment record (i.e., Provider Enrollment, Chain and Ownership System (PECOS))  Yes

## F. Licensure

By the close of the bid window, all network locations must meet Medicare enrollment requirements, including possessing all applicable state license(s) for the product category(s) and areas for which the bidder is submitting a bid. Bidders will be disqualified if they do not meet all state licensure requirements for the applicable product categories and for every state in a CBA. For bid evaluation purposes, 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. If there is a multi-state CBA, the bidder must collectively have all applicable license(s) for every state in the CBA. Every location of the bidder is responsible for having all applicable license(s) for each state in which it furnishes items/services.

I acknowledge and understand that I, as a bidder, have the applicable state licenses for every item in every product category for each CBA for which I am bidding. This information must be on file in each location's Medicare enrollment record (i.e., Provider Enrollment, Chain and Ownership System (PECOS))  Yes

## G. Business Information

Provide the number of years and months your primary network member has been in business.

Years \_\_\_\_\_ Months \_\_\_\_\_ in business

## H. Type of Business

Select the business type that describes your network members' business structure. Bidders must submit certain financial documentation based on the type of business identified in this response. Refer to the Request for Bid (RFB) instructions for a list of required documents and checklist.

- Corporation (LLC, Professional Corporation, S Corp and C Corp)       Municipality and State Owned  
 Sole Proprietorship       Partnership       Non-Profit Organization

**I. Service Delivery**

**How will your network furnish items and services to Medicare beneficiaries? (Check all that apply.)**

- Retail Location with Home Delivery       Mail Order       Home Delivery

**J. Sanctions**

**Does your network or any location(s) on your bid have any current or past legal actions, or sanctions, such as debarments within the past five (5) years?       Yes  No**

If yes, please refer to RFB instructions for additional information that you must submit.

**K. CBA and Product Category**

Identify below all of the CBA(s) and product category(s) for which your network is submitting a bid(s).

**Competitive Bidding Area (CBA)** \_\_\_\_\_  
**Product Category** \_\_\_\_\_

**Competitive Bidding Area (CBA)** \_\_\_\_\_  
**Product Category** \_\_\_\_\_

**Competitive Bidding Area (CBA)** \_\_\_\_\_  
**Product Category** \_\_\_\_\_



**Section 2a. Location-Specific Questions**

Please provide the requested information for your primary location. This is the location (PTAN) that you used when you registered for a User ID and password to access the DMEPOS Bidding System (DBidS).

**A. Identifying Information**

Provide the following information for the primary network member.

Legal Business Name \_\_\_\_\_

Doing Business as Name (DBA) \_\_\_\_\_

Mailing Address Line 1 \_\_\_\_\_  
(Street Name and Number)

Mailing Address Line 2 \_\_\_\_\_  
(Suite, Room, etc.)

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Toll Free Number (if available) \_\_\_\_\_

PTAN for this location \_\_\_\_\_ NPI Identification Number \_\_\_\_\_

Tax Identification Information Number (TIN) \_\_\_\_\_

**B. Physical Address**

Is the primary network member’s mailing address the same as the physical address?  Yes  No

If the answer is No, please complete the following information:

Physical Address Line 1 \_\_\_\_\_  
(Street Name and Number)

Physical Address Line 2 \_\_\_\_\_  
(Suite, Room, etc.)

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**C. CBA and Product Category**

Identify the CBA/product category combination(s) that your primary location will be servicing. You must select at least one CBA and product category for the primary location. This location can only be included in contract offers for the specific CBAs and product categories you identify here

Competitive Bidding Area (CBA) \_\_\_\_\_  
 Product Category \_\_\_\_\_

Competitive Bidding Area (CBA) \_\_\_\_\_  
 Product Category \_\_\_\_\_

Competitive Bidding Area (CBA) \_\_\_\_\_  
 Product Category \_\_\_\_\_

**Section 2b. Location-Specific Questions-Additional Locations**

If you have additional locations and network member locations, please complete the following questions. You must include all commonly-owned or commonly-controlled locations that are located in (or would furnish items to beneficiaries that maintain a permanent residence in) any of the CBAs in your bid.

**A. Identifying Information**

Provide the following information for each additional location you want to include in your bid.

Network Member Name \_\_\_\_\_

Legal Business Name \_\_\_\_\_

Doing Business as Name (DBA) \_\_\_\_\_

Mailing Address Line 1 \_\_\_\_\_  
*(Street Name and Number)*

Mailing Address Line 2 \_\_\_\_\_  
*(Suite, Room, etc.)*

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Toll Free Number (if available) \_\_\_\_\_

PTAN for this location \_\_\_\_\_ NPI Identification Number \_\_\_\_\_

Tax Identification Information Number (TIN) \_\_\_\_\_

**B. Physical Address**

Is the location's mailing address the same as the physical address?  Yes  No

If the answer is No, please complete the following information:

Physical Address Line 1 \_\_\_\_\_  
*(Street Name and Number)*

Physical Address Line 2 \_\_\_\_\_  
*(Suite, Room, etc.)*

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**C. CBA and Product Category**

Identify the CBA/product category combination(s) that the location will be servicing. This location can only be included in contract offers for the specific CBAs and product category combinations you identify here.

Competitive Bidding Area (CBA) \_\_\_\_\_

Product Category \_\_\_\_\_

Competitive Bidding Area (CBA) \_\_\_\_\_

Product Category \_\_\_\_\_

Competitive Bidding Area (CBA) \_\_\_\_\_

Product Category \_\_\_\_\_