

CHANGE OF OWNERSHIP - CONTRACT SUPPLIER NOTIFICATION FORM - 60 Day Notice

Per Article VI of the DMEPOS competitive bidding contract and §414.422(d)(1), a contract supplier is obligated to notify the Centers for Medicare & Medicaid Services (CMS) at least 60 calendar days before the anticipated date of a change of ownership (CHOW). Failure to notify CMS may result in a breach of contract.

The contracting supplier must also complete the Change of Ownership Purchaser form and submit it to the Competitive Bidding Implementation Contractor (CBIC) along with other required documents at least 30 calendar days prior to the effective date of the CHOW. There are two exceptions to this requirement. One is when a contract supplier is purchasing a non-contract supplier and the contract supplier continues to exist and remains the supplier performing under the competitive bidding contract. The other exception is a stock transfer where the business continues to exist and operate as before the sale of stock. In these situations, the contract supplier must notify the Competitive Bidding Implementation Contractor (CBIC) by mailing or faxing all pertinent information regarding the transaction. The seller must include all information sent to the National Supplier Clearinghouse (NSC), as well as any additional information necessary for assessing the impact to the seller's contract (e.g., any requests to add/remove supplier locations on the contract). The contract supplier should complete the Contract Supplier Change of Location/Information Update form if necessary to add or remove locations from the contract.

* - denotes required fields.

Anticipated Effective Date of Change of Ownership*	<input type="text" value="MM/DD/YYYY"/>
Role of Contract Supplier*	<input type="text" value=""/>
Resulting Entity*	<input type="text" value=""/>
Type of Change*	<input type="text" value=""/>

Change of Ownership - assumes all liabilities and responsibilities of contract - novation agreement is required.

Change in Structure - change in business structure that results in new entity, e.g. sole proprietor to corporation - novation agreement is required.

Stock Transfer - contract remains the same - novation agreement may not be required.

Is the contract supplier currently affiliated with another contract supplier through a previous change of ownership?* Yes No

Does the contract supplier hold multiple DMEPOS competitive bidding contracts?* Yes No

Seller Information

Contract Supplier* Yes No

Seller's Legal Business Name*

Doing Business As Name*

Same as Legal Business Name

Contract Number*

Authorized Official Name*

Authorized Official's Phone*

Authorized Official's Email*

Purchaser Information

Information Pending* Yes No
(if yes, it is not necessary to complete the information below)

Contract Supplier* Yes No

Purchaser's Legal Business Name*

Doing Business As Name*

Same as Legal Business Name

Contract No. (if applicable)

Authorized Official Name*

Authorized Official's Phone*

Authorized Official's Email*

Does the Purchaser intend to submit a novation agreement (legal documents to transfer the DMEPOS Competitive Bidding contract from the Seller and to assume all obligations of the existing contract)?* Yes No

The authorized official must enter his/her Connexion user ID, and click **Sign and Submit**. You can **Print** a copy of the submitted forms for your records by clicking **Print Page**.

First Name

Last Name

Connexion Username

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