

Common Ownership and Common Control

Commonly owned suppliers are those where one or more suppliers has an ownership interest totaling at least five percent in the other(s). The term “ownership interest” is defined as “the possession of equity in the capital, stock, or profits of another supplier.” Commonly controlled suppliers are those where one or more of a supplier’s owners is also an officer, director, or partner of another supplier.

Suppliers are prohibited from competing against themselves when submitting bids in the Competitive Bidding Program. Therefore, suppliers that are commonly owned or commonly controlled must submit one bid for the same product category in the same competitive bidding area (CBA). If suppliers that are commonly owned or commonly controlled submit a separate bid(s) for the same CBA and product category combination(s), the bid(s) will be disqualified, and none of these suppliers will be awarded a contract for that CBA and product category combination(s).

Suppliers sharing common ownership or common control with other suppliers must list on Form A of the online bidding system (DBidS) all commonly owned or controlled locations that would furnish any items in the same CBA and product category combination for which the suppliers are submitting a bid. This includes locations physically located inside or outside the CBA that currently furnish items and services to beneficiaries in that CBA or will do so if awarded a contract. If commonly owned or controlled suppliers are awarded a contract, all locations listed on Form A will be considered contract suppliers for that CBA and product category combination.

Commonly owned or controlled suppliers must submit the required financial documents for all suppliers that are part of the commonly owned or controlled relationship. The documents should be submitted in one package and must have the bidder number on each page of all documents. Please refer to the [Request for Bids \(RFB\) instructions](#) for specific information on the required financial documents.

Below is an example of a commonly owned relationship among three suppliers. All three suppliers are commonly owned by the same authorized official (AO), Jack. Suppliers A, B, and C each have unique Provider Transaction Access Numbers (PTAN). Supplier A and Supplier C furnish different product categories in the Philadelphia CBA. However, Supplier B and Supplier C furnish the same product category (respiratory equipment) in the same CBA (Philadelphia).

Competition	855-S Enrollment Application			
	Supplier Name	PTAN	AO	AO
Enteral Nutrition/Philadelphia	Supplier A	8888880001	Jill	Jack
Respiratory Equipment/Philadelphia	Supplier B	3333330001	Kim	Jack
Respiratory Equipment/Philadelphia	Supplier C	5555550001	Pat	Jack

Bidding for the same product category in the same CBA:

Jack, the AO for both Supplier B and Supplier C, registers using the PTAN for either Supplier B or Supplier C. After Jack registers, Kim and Pat should register with the same PTAN as backup authorized officials (BAOs) to assist Jack in bidding. Once bidding opens, Jack, Kim or Pat must complete the business organization section of Form A, approve Form A, and certify Form B. Financial and non-financial documents (if required) must be submitted in ONE hardcopy package. Please review the RFB instructions for financial documentation requirements.

Bidding for a different product category(s) in the same or different CBA(s):

Jill or Jack registers with the PTAN for Supplier A’s enteral nutrition bid in Philadelphia. Financial and non-financial documents (if required) must be submitted in ONE hardcopy document package. Please review the RFB instructions for financial documentation requirements.

