

Ministry of Health

Health Programs and Delivery Division

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Ministère de la Santé

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MEMORANDUM

Date: August 4, 2023

TO: All Ontario Home Oxygen Therapy Vendors

FROM: David Schachow
Director, Delivery and Eligibility Review Branch

RE: Home Oxygen Therapy Contract 2024

On March 31, 2024, the current registrations of Home Oxygen Therapy Vendors under the Assistive Devices Program (ADP) will expire. The registrations took effect on April 1, 2017, initially for a 5-year term, subsequently extended for 2 additional years until March 31, 2024.

The ADP is issuing an invitation to all current ADP-Registered Vendors for Home Oxygen Therapy, and to any organizations not currently registered with ADP as vendors for Home Oxygen Therapy, that wish to participate in individual and confidential pricing negotiations and/or join the program based on the outcomes of pricing negotiations conducted by other vendors.

The goals of the negotiation and new contracts are to:

- ensure value-for-money in the remuneration of services provided by Home Oxygen Therapy vendors
- introduce Key Performance Indicators (KPIs) to measure service compliance and client satisfaction
- improve and streamline client and business processes for home oxygen therapy from an ADP-Registered Vendor by implementing solutions that reduce burden for the Clients, the ADP, Vendors, and other administrators.

Any person or entity interested in remaining or becoming an ADP-Registered Vendor for Home Oxygen Therapy must respond by email to Signy.Frederickson@ontario.ca by **August 18, 2023, before 5pm**. Late submissions will not be accepted.

Email subject line: “*Home Oxygen Therapy Contract 2024*”

Please include in this email

- Legal name of person or entity (e.g., corporate name)
- Business or operating name of person or entity (e.g., registered business name)
- Contact information
- Indicate which option you would like to be considered for;
 - A. I wish to participate in confidential pricing negotiations with the ADP.
 - B. I do not wish to participate in confidential pricing negotiations but would like to be a participating ADP-Registered Vendor based upon my agreement to the terms and conditions set by the Ministry following negotiations.
 - C. I do not wish to be an ADP-Registered Vendor and will not be signing the new contract.
- Signed non-disclosure agreement (NDA) – each Vendor wishing to participate in negotiations must sign the NDA.

Included in this invitation

- Memorandum
- Home Oxygen Therapy Contract Renewal Guide
 - Provides information on upcoming policy changes, application form changes and new pricing structure (pricing to be determined through confidential negotiations)
- Non-Disclosure Agreement (NDA)
 - To be signed if you wish to participate in the negotiations.

Next steps

- Contact Signy Frederickson, Senior Program Coordinator, at Signy.Frederickson@ontario.ca with your decision about the upcoming negotiations.
- ADP to provide an updated *Home Oxygen Policy and Administration Manual* with upcoming changes to be implemented on April 1, 2024, prior to the start of negotiations.
- ADP will reach out to all interested parties to set up a 1:1 meeting to start negotiations.
- After separate and confidential negotiations with all interested parties, ADP will determine the standard prices for home oxygen remuneration.
- ADP to release the standard prices for remuneration. Parties wishing to remain or become a Vendor for Home Oxygen Therapy will sign contracts if they agree to the terms and conditions in them.

Stages of the negotiations

- Stage 1 determining party's interest in continuing to be or becoming a Vendor and participating in the negotiation process
- Stage 2 negotiate pricing based upon the new terms and conditions with interested parties
- Stage 3 signing of contracts with existing Vendors and new eligible Vendors

Important Dates

- **August 18, 2023, by 5pm** – email confirmation on whether to participate in negotiations.
- ADP to provide the updated *Home Oxygen Therapy Policy and Administration Manual* to participants prior to the start of negotiations.
- **Week of September 18, 2023** – negotiations with interested parties to begin
- **January 2024** – contracts signed by all vendors wishing to participate in ADP.
- **April 1, 2024** – new contracts and policy changes implemented.
 - If you are currently not an ADP-Registered Vendor, the application form to join the program will be open at this time.

If you have any questions, please send them directly to adpvendors@ontario.ca.

Thank you for your continuing support to Ontario residents who require access to home oxygen therapy through the ADP.

David Schachow
Director, Delivery and Eligibility Review Branch