Durable Medical Equipment, Prosthetics, Orthotics and Supplies (DMEPOS) Bidding System (DBidS)

Round 1 2017 DBidS User Guide





Contents

Introduction	3
Tips	4
Getting Started	7
Form A	
Business Organization Information1	0
Primary Location Specific Information1	8
Form A: Single Location	
Form A: Multiple Locations	5
Form A: Networks	
Form A: All Bidding Types	4
Form B	
Form B: Create Bid	
Form A and B Status4	7
International Keyboard & Alt Control Instructions	8

Introduction

The following guide provides step-by-step instructions for entering or modifying a bid using the Durable Medical Equipment, Prosthetics, Orthotics and Supplies (DMEPOS) Bidding System (DBidS). **Before completing the application and submitting a bid, all bidders should carefully review information such as the Request for Bids (RFB) instructions, bid preparation worksheets, financial documentation requirements, state licensure rules and other important information about the program on the Competitive Bidding Implementation Contractor (CBIC) website,** <u>www.dmecompetitivebid.com</u>.

This guide numbers the screens and sections in DBidS. The screens and sections in the DBidS application are not numbered.

Tips

After keying information into any screen in DBidS, it is always a good idea to save your entry by clicking **Save**. Do NOT press the enter key on your computer keyboard. This may cause the screen to reset and your information to be lost. Make sure you use the **Save**, **Back**, or **Next** buttons to navigate in DBidS.

Do **NOT** click on the **X** in the upper right corner to exit DBidS as this will cause your DBidS account to lock. Instead, click **Logout** located in the left navigation menu or in the upper right corner of the DBidS screen.

DBidS will time out after 30 minutes of inactivity. A warning message will appear after 25 minutes of inactivity. If you do not click **Refresh my Session** within five minutes, you will be logged out of DBidS and will lose any unsaved data. If DBidS times out, you must completely close all browser windows and open a new browser window to log back into DBidS. Simply inputting information on a screen will not keep you in an active status. To remain active in DBidS, you must click **Save** every 25 minutes or click **Next** to proceed to the next screen. Error messages will display at the top of the screen in *red*. Please read the messages carefully to correct the issue.

A navigation menu is located on the left side of the screen to assist you with moving through the DBidS screens. The menu initially displays as collapsed with the submenu items hidden. Your role (authorized official (AO), backup authorized official (BAO), or end user (EU)), as well as the screen where you are currently located, will determine the options available to you when the menu expands. Please note that this menu will not expand until the Business Organization Information screen is completed and you have been assigned a bidder number.

When entering information in DBidS, you may copy and paste data from Excel. Simply click on the cell in Excel, copy the data, then click in the fields in DBidS and paste the data. Since this data affects your entire bid, review the information you entered before certifying your bid, especially if you are using a version of Excel other than 2003. Please note that the copy/paste function from sources or programs other than Excel is not acceptable and may result in an error.

Please use the supported browser versions for DBidS; Microsoft Internet Explorer 8.0 through 10.0 except for IE 10-Metro. DBidS does not support the use of mobile devices such as tablets or iPhones. DBidS will check your browser when you login and display a message if you are using an unsupported browser. If you use an un-supported browser, you may experience slow response times and functions in DBidS may not work properly.

Once you delete information from DBidS, it is permanently removed from the application.

Any modifications made to Form A or Form B, after Form A is approved or Form B is certified, will cause your form to be disapproved or uncertified. The AO or BAO must then re-approve Form A and/or re-certify Form B.

The **Status** page indicates the status of your Form A or Form B(s). If a form's status is incomplete, you will see **Incomplete** in the **Status** column. To complete the form(s), click on **Incomplete** to be taken to the appropriate page. It is important that you view the **Status** page often to check on the status of your Form A and Form B(s).

Please use the international keyboard or Alt Control keys to enter special characters (see page 48.)

Call the CBIC customer service center toll free at **877-577-5331** between 9 a.m. and 7 p.m. prevailing Eastern Time, Monday through Friday. Hours are extended to 9 p.m. prevailing Eastern Time during the last two weeks of the registration and bidding windows.

Important Reminders about DBidS:

- You will not need to enter location specific data. Location information related to your location (address, National Provider Identifier (NPI), taxpayer identification number (TIN), etc.) will be pre-populated from your enrollment data in the Provider Enrollment, Chain and Ownership System (PECOS).
- You can easily add locations that are associated with your business organization.
- Some tables in DBidS allow you to sort and/or filter on certain fields.
- You can assign multiple competitive bidding area (CBA) and product category combinations to multiple locations at one time by using the sort and filter options.
- You will be able to copy your expansion plan and manufacturer information from one bid to another.
- You will be able to select manufacturer, model name, and model number from pre-populated drop-down lists in most instances.
- The status page will alert you to important information such as total number of bids, who was the last person to modify Form A and each Form B, and the current status of your Form A and Form B(s). If your form(s) is incomplete you will be taken to the appropriate page. You should check this page often to confirm the status of your bid(s).
- If you have an incomplete or pending Form A or Form B, you will be sent an e-mail alert(s) during the last week of bidding to remind you to complete and approve your Form A and to complete and certify your Form B(s).

Common mistakes to avoid during bidding:

- If you make a change to Form A and/or Form B, you must re-approve Form A and re-certify Form B to complete your bid.
- Commonly owned and/or commonly controlled companies may not bid against each other in the same CBA and product category. Please see the section on commonly owned and commonly controlled companies in *Appendix B* of the *Request for Bids (RFB) instructions* for more information on how a commonly owned or controlled business is identified.
- The EU will not be able to enter data in Form A until an authorized official (AO) has completed the **Business Organization** section in Form A.
- Generally, you should register in the Enterprise Identify Management (EIDM) system with one PTAN and complete one Form A. Please review the RFB instructions for the exceptions.
- Bid amounts should be for the purchase amounts, not rental amounts, unless indicated.
- Carefully review bid amounts for errors or inconsistencies prior to certifying the bid.
- Allow ample time to complete and review the bid before bidding closes.
- Hardcopy documents must be RECEIVED by the deadline, not postmarked by the deadline.
- Each page of your package of hardcopy documents must include the bidder number.

Getting Started

You must be registered and have received your EIDM system user ID and password by the time registration closes. You must have an EIDM user ID and password to access DBidS. For more information on registering in EIDM, please visit the CBIC website at <u>www.dmecompetitivebid.com</u>.

If you...

- registered in Round 2 Recompete (R2RC) and/or the national mail-order recompete (NMORC), then your data has migrated to EIDM. You do
 not have to register again for a user ID and password in EIDM. However, when you first log into EIDM with your existing Individual Access to
 CMS Computer Systems (IACS) user ID and password, you will be required to:
 - o reset your password and complete new security questions,
 - update any missing information in your profile,
 - o add access to the DBidS application when registration opens for Round 1 2017,
 - select your role (authorized official (AO), backup authorized official (BAO) or end user (EU)), and
 - enter a Provider Transaction Access Number (PTAN).
- did not register in R2RC and/or the NMORC and do not already have an EIDM account, then when registration opens for Round 1 2017 you will be required to:
 - \circ $\;$ register in EIDM to receive a user ID and password,
 - o add access to the DBidS application,
 - \circ select your role (AO, BAO, or EU), and
 - enter a PTAN.
- already have an EIDM account (such as for myCGS, The SPOT-FCSO, PS&R, Novitasphere, HPG/HETS, etc.), when registration opens for Round 1 2017 you will be required to:
 - o log into EIDM with your user ID and password,
 - o add access to the DBidS application,
 - \circ ~ select your role (AO, BAO, or EU), and
 - \circ enter a PTAN.

As a reminder, DO NOT disclose, share, or lend your user ID and/or passwords to anyone else. They are for your use only and serve as your electronic signature. This means that you will be held responsible for the consequences of unauthorized or illegal transactions. Sharing of accounts may lead to termination of system access privileges and/or adverse action up to and including legal prosecution.

To log in to DBidS:

1. Go to www.dmecompetitivebid.com

Click **Round 1 2017** on the left side of the page Click **Bidding is OPEN** on the homepage above the bidding clocks Click the **Bid Now** button

OR

Go to <u>www.dmecompetitivebid.com</u> Click Round 1 2017 on the left side of the page Select Bidding Suppliers Select Bidding Click DBidS: Online Bid Submission System Click the Bid Now button

2. You will be directed to the **EIDM Terms and Conditions** screen

Click I Accept

Type your EIDM user ID into the User ID field

- Type your EIDM password into the **Password** field. (EIDM user IDs and passwords are case sensitive)
- Click Log In
- Click Enter DBidS on the Welcome to DMEPOS Bidding System (DBidS) screen

For AOs or BAOs first logging into DBidS, the Form A: Business Organization Information screen will appear. If you have previously logged in to DBidS and completed this screen, the **Status** screen will appear. If you registered with more than one PTAN in EIDM according to the exceptions described in the RFB instructions, click on the **Select PTAN to Create Form A** screen. Select the PTAN for the bid you wish to enter in DBidS.

You will find an information icon () in the upper right corner of many of the sections throughout DBidS. Click on this icon for additional helpful information.

Form A

Important:

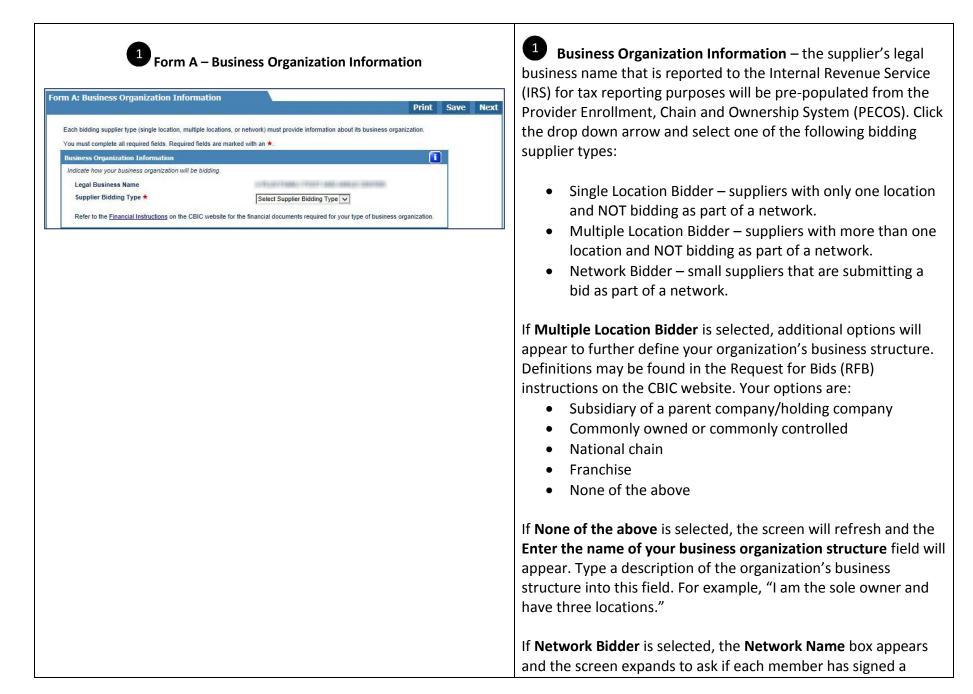
- □ Only AOs or BAOs can complete the **Business Organization** section.
- □ Only one user at a time may enter data in Form A.
- Form A must be completed and approved by the AO or BAO before you can move on to enter data on Form B.

Form A – All Business Types

Business Organization Information

The first screen in Form A, Form A: Business Organization Information, requests that you provide information about your business organization. You must complete this section to receive your bidder number. You will be asked questions about:

- □ Business Organization information indicate how your organization will be bidding
- Specialty Supplier indicate if you are bidding as a skilled nursing facility or nursing facility that will only furnish competitively bid items to your own residents
- **Contact Person** provide the contact information of the person(s) who can answer questions regarding your organization
- Authorized Official or Key Personnel provide the names and titles of the authorized or key personnel for your organization
- Accreditation Information identify the name(s) of the Medicare-approved accrediting organization(s) that has accredited your business organization and attest that each location is properly accredited for the item(s) and service(s) included in the bid
- □ Licensure attest that all of your locations have all applicable state licenses
- □ Years in Business provide the number of years and months that your organization has been in business
- **Type of Business** indicate the business type that describes your organization
- Service Delivery indicate whether your organization will provide items and services through retail locations, mail-order, and/or home delivery
- □ Sanctions indicate whether your organization has any legal actions or sanctions within the past five years
- **CBA and Product Category** identify the CBA(s) and product category(s) for which you are submitting a bid



	contract to join the network. Click Yes or No . If you select No , a message will display advising you that the bid will not be considered for evaluation without a contract signed by each member. For more information on networks and network requirements, please see the RFB.
2 Form A – Specialty Supplier Specialty Supplier Image: Comparization 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? * Message from webpage Image: Comparization of the specialty supplier from No to Yes. Specific product category selection per location will be lost. Are you sure? OK Cancel	2 Specialty Supplier – Only skilled nursing facilities (SNFs) and nursing facilities (NFs) are eligible to bid as specialty suppliers. If Yes is selected and your business is identified as a specialty supplier, you will only be allowed to bid on the enteral nutrition product category. Select OK on the pop-up box to continue. If No is selected, and the SNF or NF wins a contract, the SNF or NF must provide the product category to any Medicare beneficiary living in, or visiting, the competitive bidding area (CBA).
form A - Contact Person form A - Contact Person for the person(s) who should be contacted to samer questions the haves of your contacted person(s) who should be contacted to samer questions the names of your contacted person(s) who should be contacted to samer questions the names of your contacted person(s) who should be contacted to samer questions the names of your contacted person(s) who should be contacted to samer questions the names of your contacted person(s) who should be contacted person(s	Contact Person – Provide at least one (1), but you may list a maximum of five (5) persons who should be contacted to answer questions regarding your bid. The contact person may be an AO or key personnel. This person must have the authority and knowledge to answer questions about your organization. Once the information is added, it will appear in the Modify/Delete Contact Person(s) section and the Contact Person section is cleared to allow entry of additional contact persons. Repeat the same procedure to add contacts. You may modify this section to add or delete information. Please note that once deleted, the information is permanently removed from the application.

4

Form A – Authorized Official or Key Personnel

	nel button in	d official(s) or key personnel for the business organ order for this information to be saved below. Once own to verify the name(s)	
end of the second second second	1.52 (1.55)	23-	
	First Name		
		*	
	Title *		
	Add Auth	orized Official or Key Personnel Clear	
odify/Delete Authorized Official	I / Key Per	sonnel Information	
Modify or delete the authorized officia	Contraction (Section)		
	First Nan	ne Last Name Title Action(s)	6
	ritat Kan	Modify Delete	
		moony Delete	
ccreditation Information by the close of the bid window, all loc roduct category(s) for which you are	cations must e bidding. As	 Accreditation Information t meet Medicare enrollment requirements, including s required by 42 CFR § 414.414 (c), each supplier e awarded a contract. Only accredited locations w 	location must be enrolled, meet
ccreditation Information By the close of the bid window, all loc roduct category(s) for which you are usility standards, and be accredited Select the name(s) of the Medicare-a You must click the Add Accreditation	cations musi e bidding. As i in order to b approved org on button in (t meet Medicare enrollment requirements, includin	ng being accredited for all items in th location must be enrolled, meet vill be included on the contract. ganization.
ccreditation Information By the close of the bid window, all loc product category(s) for which you are juality standards, and be accredited Select the name(s) of the Medicare-a You must click the Add Accreditation You must also review and acknowled	cations musi e bidding. As in order to b approved org on button in o dge that you	t meet Medicare enrollment requirements, includin s required by 42 CFR § 414.414 (c), each supplier be awarded a contract. Only accredited locations w ganization(s) that has accredited your business or order for this information to be saved below.	ng being accredited for all items in th location must be enrolled, meet vill be included on the contract. ganization.
ccreditation Information By the close of the bid window, all loc woduct category(s) for which you are uality standards, and be accredited Select the name(s) of the Medicare-a You must click the Add Accreditatio You must also review and acknowled	cations musi e bidding. As in order to b approved org on button in o dge that you	t meet Medicare enrollment requirements, includin s required by 42 CFR § 414.414 (c), each supplier be awarded a contract. Only accredited locations w ganization(s) that has accredited your business org order for this information to be saved below. have read and agree with the statement below. C	ig being accredited for all items in the location must be enrolled, meet will be included on the contract. ganization. lick the box to accept.
ccreditation Information By the close of the bid window, all loc product category(s) for which you are juality standards, and be accredited in Select the name(s) of the Medicare-a You must click the Add Accreditation You must also review and acknowled Accreditation Organ La Second the Second Accreditation Organ	cations music in order to b approved org on button in (dge that you inization * acknowledg e properly a ervice(s) inn file in eac	t meet Medicare enrollment requirements, includin s required by 42 CFR § 414.414 (c), each supplier be awarded a contract. Only accredited locations w ganization(s) that has accredited your business or order for this information to be saved below. have read and agree with the statement below. C Select Accreditation Organization Add Accreditation ge and understand that I, as a bidder, must accredited to furnish the specific item(s) and cluded in the bid. This information must be th location's Medicare enrollment record (i.e., rollment, Chain and Ownership System	ig being accredited for all items in the location must be enrolled, meet will be included on the contract. ganization. lick the box to accept.
ccreditation Information By the close of the bid window, all loc product category(s) for which you are juality standards, and be accredited in Select the name(s) of the Medicare-a You must click the Add Accreditation You must also review and acknowled Accreditation Organ La Second the Second Accreditation Organ	cations music in order to b approved orgon on button in of dige that you unization * acknowledg e property a ervice(s) in n file in eac	t meet Medicare enrollment requirements, includin s required by 42 CFR § 414.414 (c), each supplier be awarded a contract. Only accredited locations w ganization(s) that has accredited your business or order for this information to be saved below. have read and agree with the statement below. C Select Accreditation Organization Add Accreditation ge and understand that I, as a bidder, must accredited to furnish the specific item(s) and cluded in the bid. This information must be th location's Medicare enrollment record (i.e., rollment, Chain and Ownership System	ng being accredited for all items in th location must be enrolled, meet vill be included on the contract. ganization. lick the box to accept.
ccreditation Information By the close of the bid window, all loc product category(s) for which you are quality standards, and be accredited Select the name(s) of the Medicare-a You must click the Add Accreditation You must also review and acknowled Accreditation Organ Accreditation Organ I a be provided to the Add Accreditation Accreditation Organ I a Second to the Add Accreditation Coreditation List	cations music in order to b approved org on button in (dge that you inization * acknowledg e properly a ervice(s) inn nfle in eac trovider Enr PECOS)). *	t meet Medicare enrollment requirements, includin s required by 42 CFR § 414.414 (c), each supplier be awarded a contract. Only accredited locations w ganization(s) that has accredited your business org order for this information to be saved below. I have read and agree with the statement below. C Select Accreditation Organization Add Accreditation ge and understand that I, as a bidder, must accredited to furnish the specific item(s) and cluded in the Medicare enrollment record (i.e., rollment, Chain and Ownership System	ing being accredited for all items in the location must be enrolled, meet vill be included on the contract. ganization. lick the box to accept.
ccreditation Information By the close of the bid window, all loc product category(s) for which you are quality standards, and be accredited Select the name(s) of the Medicare-a You must click the Add Accreditation You must also review and acknowled Accreditation Organ Accreditation Organ (P Ccreditation List To delete your accreditation, click the must delete the entry and add a new	cations music bidding. As in order to bidding. As approved org on button in of dge that you unization * acknowledg e properly ervice(s) in n file in eac rovider Enr PECOS)). * e Delete but accreditatio	t meet Medicare enrollment requirements, includin s required by 42 CFR § 414.414 (c), each supplier e awarded a contract. Only accredited locations w ganization(s) that has accredited your business or order for this information to be saved below. have read and agree with the statement below. C Select Accreditation Organization Add Accreditation ge and understand that I, as a bidder, must accredited to furnish the specific item(s) and cluded in the bid. This information must be th location's Medicare enrollment record (i.e., rollment, Chain and Ownership System	Ig being accredited for all items in the location must be enrolled, meet vill be included on the contract. ganization. lick the box to accept.
ccreditation Information By the close of the bid window, all loc product category(s) for which you are quality standards, and be accredited Select the name(s) of the Medicare-a You must click the Add Accreditation You must also review and acknowled Accreditation Organ Accreditation Organ (P Ccreditation List To delete your accreditation, click the must delete the entry and add a new	cations music bidding. As in order to bidding. As approved org on button in of dge that you unization * acknowledg e properly ervice(s) in n file in eac rovider Enr PECOS)). * e Delete but accreditatio	t meet Medicare enrollment requirements, includin s required by 42 CFR § 414.414 (c), each supplier e awarded a contract. Only accredited locations w ganization(s) that has accredited your business org order for this information to be saved below. have read and agree with the statement below. C Select Accreditation Organization Add Accreditation ge and understand that I, as a bidder, must accredited to furnish the specific item(s) and cluded in the bid. This information must be the location's Medicare enrollment record (i.e., rollment, Chain and Ownership System ton next to the applicable accreditation organization an organization.	ing being accredited for all items in the location must be enrolled, meet vill be included on the contract. ganization. lick the box to accept.

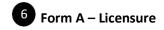
4

Authorized Official or Key Personnel – Provide at least one (1), but you may list a maximum of five (5) AOs or key personnel per business organization. An AO is a person(s) identified in your organization's Medicare enrollment file. The AO has the legal authority to submit a bid on behalf of the company and to enter into a contract with Medicare to provide competitively bid items to Medicare beneficiaries. Key personnel are crucial to the operation of the business organization but may or may not be the AOs as described above. Once the information is added click on the Add Authorized Official or Key Personnel button. The information you added to this field will appear in the Authorized Official/Key Personnel Information section, and the Authorized Official or Key Personnel section is cleared to allow entry of additional personnel. Repeat this procedure to add AOs or key personnel. You may modify this section to add or delete information. Please note that if you click the Delete button, the information is permanently removed from the application.

Accreditation Information – Suppliers submitting a bid for a product category must be accredited by one of the Medicareapproved accrediting organizations. Select the organization(s) that has accredited your business from the drop down menu. Click on the Add Accreditation button. The information you selected will appear in the section below.

Review the disclaimer and acknowledge that you have read and agree with the statement by checking the box next to the statement.

Round 1 2017 DBidS User Guide



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 area(s) for which you are bidding.

Every location of the bidder is responsible for having all applicable licenses for each state in which it furnishes items and services. Bidders will be disqualified if they do not have at least one location that meets state licensure requirements for the applicable state and product categories.

Please check the Licensure Directory on the NSC website, which serves as a guide, and the Licensure for Bidding Suppliers fact sheet on the CBIC website.

You must also review and acknowledge that you have read and agree with the statement below. Click the box to accept.

I acknowledge and understand that I, as a bidder, have all applicable state licenses for every item in the product category and 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)). ★

(7)	For
	For

orm A – Business Information

Provide the number of ye	ears and months your organization has been in business.
	Organization Years in Business ★
	Organization Months in Business
	Examples: 5 years and 7 months or 0 years and 6 months.
	8 Form A – Type of Business
rpe of Business	8 Form A – Type of Business
	8 Form A – Type of Business hat describes your organization. Bidders must submit certain financial documents based on the type of response. Refer to the Request for Bid (RFB) instructions for a checklist of required financial documents
Select the business type t business identified in this	hat describes your organization. Bidders must submit certain financial documents based on the type of
Select the business type t business identified in this	hat describes your organization. Bidders must submit certain financial documents based on the type of response. Refer to the Request for Bid (RFB) instructions for a checklist of required financial documents rebid com/financialrequirements for additional information.
Select the business type t business identified in this	that describes your organization. Bidders must submit certain financial documents based on the type of response. Refer to the Request for Bid (RFB) instructions for a checklist of required financial documents

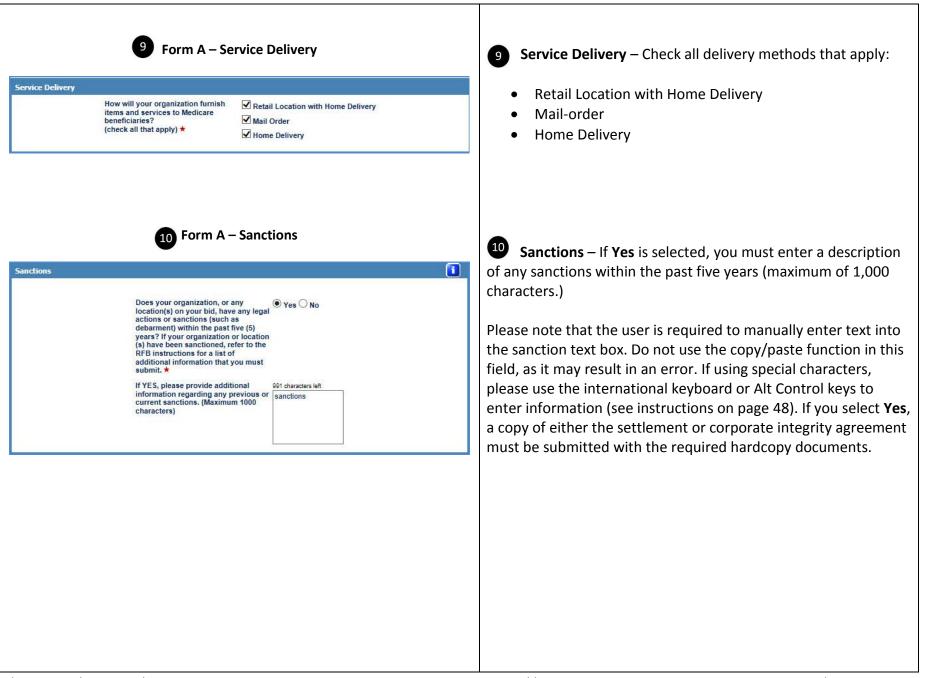
6 Licensure – Suppliers submitting a bid for a product category in a CBA must meet all DMEPOS and other applicable state licensing requirements if any, for that product category. Check the box next to the licensure acknowledgement statement. The supplier should make sure that the National Supplier Clearinghouse (NSC) has all applicable state licenses on file by the close of the bid window. During bid evaluation, we will verify that all applicable licenses are reflected on the organization's enrollment file in PECOS. For additional information, review the Licensure Directory on the NSC website and the *Licensure for Bidding Suppliers* fact sheet on the CBIC website.

Business Information – Years in Business – Provide the total number of years and months your organization has been in business. If the number of years is greater than 99, select 99 years and 11 of months. If the number of years is less than 1, select 0 years and then select an option from the **Months in Business** drop down menu. This may or may not be the same time frame your organization has been billing Medicare. It is the number of years and furnishing DMEPOS items to any customer.

Type of Business – Select one:

- Corporation
- Sole Proprietorship
- Partnership
- Non-Profit Organization
- Municipality Owned

8



Form A – Select Competitive Bidding Area (CBA) and Product Category

Select Competitive Bidding Area (CBA) and Product Category

The CBA and product category combinations appear below. You must check the box in the right column for each CBA/product category combination for which you are submitting a bid. After you have made your selection, click the Add CBA/PCs button to save your selection(s). You may sort by CBA or product category using the arrows or you can filter the fields by typing in the blank box above the isd of CBAs and product categories.

Later in the application, you will be required to identify the locations within a CBA that are currently furnishing items in the CBA(s) or will furnish for the competitive bid product categories in the CBA(s).

СВА	Product Category	Select
Search	Search	All
Charlotte-Concord-Gastonia, NC	Enteral Nutrients, Equipment and Supplies	
Charlotte-Concord-Gastonia, NC	General Home Equipment and Related Supplies and Accessories	
Charlotte-Concord-Gastonia, NC	Nebulizers and Related Supplies	
Charlotte-Concord-Gastonia, NC	Negative Pressure Wound Therapy (NPWT) Pumps and Related Supplies and Accessories	
Charlotte-Concord-Gastonia, NC	Non-Invasive Pressure Support Ventilators	
Charlotte-Concord-Gastonia, NC	Respiratory Equipment and Related Supplies and Accessories	
Charlotte-Concord-Gastonia, NC	Standard Mobility Equipment and Related Accessories	
Charlotte-Concord-Gastonia, NC	Transcutaneous Electrical Nerve Stimulation (TENS) Devices and Supplies	
Chester, Lancaster & York Counties, SC	Enteral Nutrients, Equipment and Supplies	
Chester, Lancaster & York Counties, SC	General Home Equipment and Related Supplies and Accessories	

Select Competitive Bidding Area (CBA) and Product Category

You must identify all of the CBAs and product categories for which your organization is submitting a bid. You must select a minimum of one (1) CBA and one (1) product category to submit a bid. The selection you enter will display later in DBidS, and you will be required to identify the locations that will be servicing each CBA/product category.

Click on the Add CBA/PCs button after selecting the CBA(s) and product category(s) from the list. This information will appear in the CBA/Product Category List section below. You will then be able to select an additional CBA(s) and product category(s) from this section.

To customize or narrow your list of CBAs and/or product categories, you can use various displaying, sorting, and filtering options. You can display as few as 10 and as many as 40 maximum rows per page. To sort to your desired preference,

click on the . To search for a particular CBA, product category, or CBA and product category combination, click on the search box at the top of each column header and begin typing in name of the CBA or product category. DBidS has an autocomplete function that will identify all possible CBA or product category names as you type. You may also use the dropdown box in the **Select** column to display all bids, only bids that you have already selected, or only bids that you have not selected.

	To ensure you want to bid on a particular CBA, please review the list of ZIP codes included in each CBA prior to completing this section. This list is on the CBIC website. Not all ZIP codes included in a county may be in a CBA.
Message from webpage	Note: If you previously selected Specialty Supplier , only the enteral nutrients, equipment and supplies product category will be displayed.
You have now completed questions about your organization; you must now complete location specific questions. Your Bidder number is: OK	12 IMPORTANT! Once you select Next after completing the required information on the Form A: Business Organization Information screen, you will be assigned a bidder number. A pop-up box containing a unique bidder number will appear. Your bidder number will also be in the top left corner of all DBidS screens. Please ensure you know your bidder number as you must include your bidder number on each page of the required hardcopy document package you must submit as part of your bid.
	The navigation menu on the left side of the DBidS screen will now expand and allow you to navigate to other screens within DBidS.

Form A – All Business Types

Primary Location Specific Information

The second screen in Form A, Form A: Primary Location Specific Information, requests that you verify information about your primary location. This information is pre-populated from your enrollment record in the Provider Enrollment, Chain and Ownership System (PECOS). You will be asked to verify:

- Identifying information verify legal business name, address, Provider Transaction Access Number (PTAN) and National Provider Identifier (NPI). You may also enter a toll free phone number, if available for your location.
- **Physical Address** verify the physical address for your primary location.
- **Business Information** verify the taxpayer identification number (TIN) and doing business as (DBA) name.
- Location Information Accuracy verify that the information above is accurate. If you select No, a text box will appear. You must indicate what information is incorrect, and provide the correct information. Please note that this information is for DBidS purposes only. Changes in DBidS will not be used to update your PECOS record. You must follow the standard process to make these changes to your enrollment record.
- Competitive Bidding Area (CBA) and Product Category Primary Location The CBAs and product categories you selected on the previous screen will appear. Select the CBAs and product categories your primary location will be servicing.
- CBA/Product Category List This section will display your selection of CBAs and product categories that your primary location will be servicing.

Date location was a Date of last location			
and password to acc	ess DBidS. The pre-populated informa	imary location, which is the location (PTAN) that you used when you registered i ation provided in DBidS is from your enrollment record in the Provider Enrollmen CBA/product category combination for the primary location.	for a User t, Chain a
Required fields are r	marked with an ★		
Identifying Infor	mation	n	
Provide the toll free	e phone number (if available) for your	primary location.	
	Legal Business Name	A PLUS FAMILY FOOT AND ANALE CENTER	
	Address Line 1	K221 S WARTER ST	
	Address Line 2	STE A	
	City	KENT	
	State	CHI	
	Zip Code	6040363	
	Telephone Number	(300) 476-0500	
	Toll Free Number (if availab	ble) ()	
	PTAN for this location	48174/70200211	
	NPI Identification Number	0.48172330.43	
Physical Address The physical addre		Image: State of the s	
	Addres	ss Line 1 1 2 2 2 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	
	Addres	ss Line 1 1 2 2 2 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	
	Addre: Addre: City	ss Line 1 1221 5 HARTER 57 ss Line 2 575 A RENT CM	
The physical addre	Addree Addree City State Zip Co	ss Line 1 1201 5 mailtin 57 ss Line 2 117 A nitht com	
The physical addre	Addree Addree City State Zip Co	ss Line 1 1225 5 444 5 5 7 ss Line 2 5 5 4 sector	
The physical addre	Addret Addret City State Zip Co tion	ss Line 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
The physical addre	Addret Addret City State Zip Co tion tion Number and Doing Business As no Tax Identification Number (ss Line 1 1221 5 444 TER 57 ss Line 2 5 5 4 state orde 440 455 46 ame for the location as identified by the PTAN above. TIN)	
The physical addre	Addret Addret City State Zip Co tion	ss Line 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
The physical addre	Addret Addret City State Zip Co tion Number and Doing Business As no Tax Identification Number (Doing Business As (DBA)	ss Line 1 1221 5 444 TER 57 ss Line 2 5 5 4 state orde 440 455 46 ame for the location as identified by the PTAN above. TIN)	
The physical addre	Addres Addres City State Zip Co tion Number and Doing Business As in Tax Identification Number (Doing Business As (DBA) tion Accuracy information above for your primary loc	ss Line 1 1221 5 444 TER 57 ss Line 2 5 5 4 state orde 440 455 46 ame for the location as identified by the PTAN above. TIN)	
The physical addre Business Informa The Tax Identificat Location Informa	Addres Addres City State Zip Co tion Number and Doing Business As no Tax Identification Number (Doing Business As (DBA) tion Accuracy information above for your primary loc ext box.	ss Line 1 1201 5 HARTER ET ss Line 2 5 TE A REAT de ande ACHEDIKE ame for the location as identified by the PTAN above. TIN) 1999 A PLUS FAMILY FOOT AND ANKLE CENTER sation. If any of the information is inaccurate, select No and provide the correct	
The physical addre	Addres Addres City State Zip Co tion Number and Doing Business As in Tax Identification Number (Doing Business As (DBA) tion Accuracy information above for your primary loc	ss Line 1 100 5 5 4 4 TER ET ss Line 2 5 TE A REAT de ame for the location as identified by the PTAN above. TIN)	
The physical addre	Addret Addret City State Zip Co tion Number and Doing Business As no Tax Identification Number (Doing Business As (DBA) Toon Accuracy tion Accuracy Information above for your primary loc ext box. Is the informatic	ss Line 1 100 5 5 4 4 TER ET ss Line 2 5 TE A REAT de ame for the location as identified by the PTAN above. TIN)	
The physical addre	Addret Addret City State Zip Co tion Number and Doing Business As no Tax Identification Number (Doing Business As (DBA) Toon Accuracy tion Accuracy Information above for your primary loc ext box. Is the informatic	ss Line 1 100 5 5 4 4 TER ET ss Line 2 5 TE A REAT de ame for the location as identified by the PTAN above. TIN)	
The physical addre	Addret Addret City State Zip Co tion Number and Doing Business As no Tax Identification Number (Doing Business As (DBA) Toon Accuracy tion Accuracy Information above for your primary loc ext box. Is the informatic	ss Line 1 100 5 5 4 4 TER ET ss Line 2 5 TE A REAT de ame for the location as identified by the PTAN above. TIN)	
The physical addre	Addre Addre City State Zip Co tion Tax Identification Number (Doing Business As (DBA) tion Accuracy information above for your primary loc text box. Is the informatia accurate for this	ss Line 1 100 5 5 4 4 TER ET ss Line 2 5 TE A REAT de ame for the location as identified by the PTAN above. TIN)	
The physical addre	Addre Addre City State Zip Co tion Tax Identification Number (Doing Business As (DBA) Tax Identification Number (Doing Business As (DBA) tion Accuracy information above for your primary loc text box. Is the information accurate for this	ss Line 1 100 5 5 4 4 TER ET ss Line 2 5 TE A REAT de ame for the location as identified by the PTAN above. TIN)	
The physical addre	Addres Addres City State Zip Co tion Ion Number and Doing Business As in Tax Identification Number (Doing Business As (DBA) tion Accuracy information above for your primary loc text box. Is the informatic accurate for this accurate for this accu	ss Line 1 100 5 5 4 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	
The physical addre	Addres Addres City State Zip Co tion tion Number and Doing Business As no Tax Identification Number (Doing Business As (DBA) tion Accuracy information above for your primary loc ext box. Is the informatic accurate for this stem information above for your primary location. If any Is the information accurate for this Please id	ss Line 1 1225 5 300 TER ET ss Line 2 5 TEA weat of of arme for the location as identified by the PTAN above. TIN)	
The physical addre	Addret Addret City State Zip Co tion Number and Doing Business As no Tax Identification Number (Doing Business As (DBA) Toon Accuracy Information above for your primary loc ext box. Is the informatii accurate for this accurate for this externation above for your primary location. If any Is the information above for your primary location if any Is the information above for your primary location. If any Is the information above for your primary location. If any Is the information above for your primary location. If any Is the information above for your primary location. If any	ss Line 1 100 5 5 4 4 10 5 1 5 1 5 1 5 1 5 1 5 5 1 5 5 1 5 5 1 5 5 1 5 5 1 5 5 1 5 5 5 1 5	

1 Identifying Information – The legal business name, address, telephone number, PTAN, and NPI for the location you registered in EIDM is pulled from PECOS and prepopulated on the screen. Please verify this information and enter a toll free number if available.

Physical Address – Verify the physical address of your primary location.

Business Information – Verify the TIN and doing business as (DBA) name of your primary location.

4 Location Information Accuracy – Indicate whether the information above – identifying information, physical address, and business information – is correct and accurate.

If you select **No**, a text box will appear. Please indicate what information is inaccurate and provide the correct information. Please note that the changes you indicate here will not be changed in PECOS or with the NSC. You will still need to update your information in PECOS and with the NSC, as applicable.

Round 1 2017 DBidS User Guide

5 Competitive Bidding Area (CBA) and Product Category – Primary Location

Competitive Bidding Area (CBA) and Product Category - Primary Location

The CBA and product category combinations appear below. You must check the box in the right column for each combination for which you are submitting a bid. After you have made your selection, click the Add CBA/PCs button to save your selection(s). You may sort by CBA or product category using the arrows or you can filter the fields by typing in the blank box above the list of CBAs and product categories.

CBA \$	Product Category	Select
Search	Search	All
Chicago-Naperville-Arlington Heights, IL	General Home Equipment and Related Supplies and Accessories	
Chicago-Naperville-Arlington Heights, IL	Respiratory Equipment and Related Supplies and Accessories	
Chicago-Naperville-Arlington Heights, IL	Standard Mobility Equipment and Related Accessories	
Chicago-Naperville-Arlington Heights, IL	Nebulizers and Related Supplies	
Chicago-Naperville-Arlington Heights, IL	Transcutaneous Electrical Nerve Stimulation (TENS) Devices and Supplies	
Chicago-Naperville-Arlington Heights, IL	Enteral Nutrients, Equipment and Supplies	
Chicago-Naperville-Arlington Heights, IL	Negative Pressure Wound Therapy (NPWT) Pumps and Related Supplies and Accessories	
Aurora-Elgin-Joliet, IL	General Home Equipment and Related Supplies and Accessories	
Aurora-Elgin-Joliet, IL	Respiratory Equipment and Related Supplies and Accessories	
Aurora-Elgin-Joliet, IL	Standard Mobility Equipment and Related Accessories	
	Add CBA/PCs	
A/Product Category List isplayed below is a summary of the	e CBA(s) and product category(s) for which you intend to submit a bid. Please revi	ew for accuracy
CBA / Product Category List	C C 0-0/0(0) O C Show 10 V	rows per pag
СВА	Product Category Action(s)	-
Search	Search	
rmation is confidential. Contents si	hall not be used, modified, or distributed (electronically or otherwise) to persons no	t authorized to

Competitive Bidding Area (CBA) and Product Category
 Primary Location – This section lists the CBA(s) and

product category(s) that you selected in the **Business Organization** section. Select the CBA(s) and product category(s) that your primary location will service. Once you select **Add CBA/PCs**, the CBA(s) and product category(s) you chose will appear in a table at the bottom of the screen.

To assist you in your selection, you may sort by CBA or

product category using the arrows, , or you can filter the fields by typing in the blank box above the list of CBAs and product categories.

i

STOP

IMPORTANT

At this point, the screens you complete in DBidS will vary depending on whether you have a single location, multiple locations, or if you are bidding as part of a network.

- > If you have a single location, please view pages 22-24, then skip to page 34 of this guide for further instructions on completing Form A.
- > If you have **multiple locations**, please view pages 25-28, then skip to page 34.
- > If you have a **network**, please complete pages 29-33, and continue to page 34.

Form A: Single Location

A supplier with one location that is owned by one or more owners will complete a single Form A, listing the location represented by a single PTAN that will be providing competitively bid items and services, and NOT bidding as part of a network.

Update Available apport in the status field, this means the series where the formation for your location(3). To view, a last of CBA(a)/Induct category(s) character and the series of t	ness Name:	nation in PECOS. Click Refrank Location to in ac click the ViewModify Suttion. If any of the re y(s) for the location. The refrance refrance of the network with multiple l State Zip	view the updated information for the information for the information is inaccurate, please go to bootions, the primary network member information in the provided statement of	ocation. If the Location Information Accuracy sec or should assign these members' locato	tion and ans on the
Update Available appear in the status field, this mean the the instructions for you's location(). To use, the the instructions or use a list of CBA(4) for duct category() shouten for a lo or use a list of CBA(4) for the sport(). To use, the the instructions or use a list of CBA(4) for the sport() should be a first or use a list of CBA(4) for the sport(). To use, the the instructions or use a list of CBA(4) for the sport() should be a first or use a list of CBA(4) for the sport(). To use, the the instructions or use a list of CBA(4) for the sport(). To use, the the instructions or use a list of CBA(4) for the sport(). To use, or use a list of CBA(4) for the sport(). To use, or use a list of CBA(4) for the sport(). To use, or use a list of CBA(4) for the sport(). To use, or use a list of CBA(4) for the sport(). To use, or use a list of CBA(4) for the sport(). To use, or use a list of CBA(4) for the sport(). To use, or use a list of CBA(4) for the sport(). To use, or use a list of the sport(). The sport() for the sport(). To use, will furnish, if Update A updated in the sport(). To use, or use a list of CBA(4) for the sport(). The spo	revens a charge has been made to your enrollment information view, mostly or complete information for a location, please clic or a location, click the number of CBA(a)(product calegory(a) fo member should assign its location(1) on this screen. If there are information of the screen in the screen in the screen in the screen in the screen in the screen in the screen in the screen in the screen information of the screen in the screen i	nation in PECOS. Click Refrank Location to in ac click the ViewModify Suttion. If any of the re y(s) for the location. The refrance refrance of the network with multiple l State Zip	view the updated information for the information for the information is inaccurate, please go to bootions, the primary network member information in the provided statement of	ocation. the Location Information Accuracy sec ar should assign these members' location Status Actions	tion and one on the y
We de intractions. We we is it of CA(d)(product chegosy(s) chosen for a lo you are both of CA(d)(product chegosy(s) chosen for a lo you are both of CA(d)(product chegosy(s) chosen for a lo you are both of CA(d)(product chegosy(s) chosen for a lo the contrast methods. Primary Location Prim	er a location, clock the number of CB4(a)product category(s) is nember should assign its location(s) on this screen. If there are address to all assign its location(s) on this screen. If there are address to all address to address to a screen and the screen of the scr	y(s) for the location. In a nemembers of the network with multiple if State Zip	Costors, the primary returcit memb	er should assign these members' location	sna on the
you are DASSEQ as a network, the partney network method network in the partney network method network in the partney network method network in the partney network method out Updates Available: 0 PTAN Internet Internet Internet PTAN Internet In	Address City Address City	ere are members of the network with multiple i State Zip	NPI TIN CB PC 22	Status Actions	y .
Tormation is confidential. Contents shall not be used, most formation is confidential. Contents shall not be used, most pate: 10/07/15 · PTAN: Legal Business Bidder Numbler Bidder Numbler Bidder Status: Date location w Date of last loc will furnish If Update A updated int	mediled, or distributed (electronically or otherwise) to person 115 13:06 125 13:06 1	an 10, 300-307-10	NPI TIN PC	Status Actions	Y
PTAN Legal Business Name 2 comparison is confidential Contents shall not be used, modil comparison is confidential Contents shall not be used, modil comparison form A: Ass Form A: Ass Your prime will furnisch it Update A updated inf CBAs and P	mediled, or distributed (electronically or otherwise) to person 115 13:06 125 13:06 1	an 10, 300-307-10	NPI TIN PC	Status Actions	
PTAN Legal Business Name 2 comation is confidential. Contents shall not be used, modil commits in confidential. Contents shall not be used, modil commits in the second	mediled, or distributed (electronically or otherwise) to person 115 13:06 tess Name: tiber: pe: Single Location Bidder us: Pending Approval on was added in DBid S: 10/06/15 location update in DBid S: 10/07/15	an 10, 300-307-10	NPI TIN PC	Status Actions	
DMEF Date: 10/07/15 PTAN: Legal Business Bidder Number Bidder Status: Date location w Date of last loc will furnish it Update A updated int	moathed, or distributed (electronicely or otherwise) to person 115 13:06 125 13:06 12			Complete View/Modif	
DMEF Date: 10/07/15 f PTAN: Legal Business Bidder Number Supplier Type: Bidder Status: Date location w Date of last loc will furnish If Update A updated inf	15 13:06 ress Name: aber: pe: Single Location Bidder us: Pending Approval on was added in DBidS: 10/06/15 location update in DBidS: 10/07/15 Id Product Categories	ersons not authorized to receive the informatic	on		Print Save Back
DMEF Date: 10/07/15 f PTAN: Legal Business Bidder Number Supplier Type: Bidder Status: Date location w Date of last loc will furnish If Update A updated inf	15 13:06 ress Name: aber: pe: Single Location Bidder us: Pending Approval on was added in DBidS: 10/06/15 location update in DBidS: 10/07/15 Id Product Categories	ersons not authorized to receive the informatic	on.		Print Save Back
Form A: Ass Vour prime will furnish if Update A updated inf CBAs and P	tess Name: tber: pe: Single Location Bidder us: Pending Approval on was added in DBidS: 10/06/15 location update in DBidS: 10/07/15 Ind Product Categories				Print Save Back
Form A: Ass Your prima will furnish If Update A updated inf CBAs and P	tess Name: tber: pe: Single Location Bidder us: Pending Approval on was added in DBidS: 10/06/15 location update in DBidS: 10/07/15 Ind Product Categories				
Form A: Ass Your prima will furnish If Update A updated inf CBAs and P	tess Name: tber: pe: Single Location Bidder us: Pending Approval on was added in DBidS: 10/06/15 location update in DBidS: 10/07/15 Ind Product Categories				
Form A: Ass Your prima will furnish If Update A updated inf Update A Update A U	tess Name: tber: pe: Single Location Bidder us: Pending Approval on was added in DBidS: 10/06/15 location update in DBidS: 10/07/15 Ind Product Categories				
Form A: Ass Your prima will furnish If Update A updated inf Update A Update A U	tess Name: tber: pe: Single Location Bidder us: Pending Approval on was added in DBidS: 10/06/15 location update in DBidS: 10/07/15 Ind Product Categories				
Form A: Ass Your prima will furnish If Update A updated inf Update A Update A U	tess Name: tber: pe: Single Location Bidder us: Pending Approval on was added in DBidS: 10/06/15 location update in DBidS: 10/07/15 Ind Product Categories				
Form A: Ass Your prima will furnish If Update A updated inf CBAs and P	tess Name: tber: pe: Single Location Bidder us: Pending Approval on was added in DBidS: 10/06/15 location update in DBidS: 10/07/15 Ind Product Categories				
Form A: Ass Your prima will furnish If Update A updated inf CBAs and P	tess Name: tber: pe: Single Location Bidder us: Pending Approval on was added in DBidS: 10/06/15 location update in DBidS: 10/07/15 Ind Product Categories				
Form A: Ass Your prima will furnish If Update A updated inf CBAs and P	tess Name: tber: pe: Single Location Bidder us: Pending Approval on was added in DBidS: 10/06/15 location update in DBidS: 10/07/15 Ind Product Categories				
Form A: Ass Your prima will furnish If Update A updated inf CBAs and P	tess Name: tber: pe: Single Location Bidder us: Pending Approval on was added in DBidS: 10/06/15 location update in DBidS: 10/07/15 Ind Product Categories				
Form A: Ass Your prima will furnish If Update A updated inf CBAs and P	tess Name: tber: pe: Single Location Bidder us: Pending Approval on was added in DBidS: 10/06/15 location update in DBidS: 10/07/15 Ind Product Categories				
Form A: Ass Your prima will furnish If Update A updated inf CBAs and P	tess Name: tber: pe: Single Location Bidder us: Pending Approval on was added in DBidS: 10/06/15 location update in DBidS: 10/07/15 Ind Product Categories				
Form A: Ass Form A: Ass Your prima will furnish If Update A updated inf Legal Business Bidder Number Supplier Type: Bidder Status: Date location w Date of last loc (CBAs and P	iber: pe: Single Location Bidder us: Pending Approval on was added in DBidS: 10/06/15 location update in DBidS: 10/07/15 Id Product Categories				
Form A: Ass Form A: Ass Your prima will furnish If Update A updated inf CBAs and P	iber: pe: Single Location Bidder us: Pending Approval on was added in DBidS: 10/06/15 location update in DBidS: 10/07/15 Id Product Categories				
Form A: Ass Form A: Ass Bidder Number Supplier Type: Bidder Status: Date location w Will furnish If Update A updated int CBAs and P	iber: pe: Single Location Bidder us: Pending Approval on was added in DBidS: 10/06/15 location update in DBidS: 10/07/15 Id Product Categories				
Form A: Ass Form A: Ass Bidder Number Supplier Type: Bidder Status: Date location w Date of last loc will furnish If Update A updated int CBAs and P	iber: pe: Single Location Bidder us: Pending Approval on was added in DBidS: 10/06/15 location update in DBidS: 10/07/15 Id Product Categories				
Form A: Ass Supplier Type: Bidder Status: Date location w Vour prima will furnish It Update A updated int	pe: Single Location Bidder us: Pending Approval on was added in DBidS: 10/06/15 location update in DBidS: 10/07/15 d Product Categories				
Form A: Ass Supplier Type: Bidder Status: Date location w Will furnish If Update A updated int CBAs and P	pe: Single Location Bidder us: Pending Approval on was added in DBidS: 10/06/15 location update in DBidS: 10/07/15 d Product Categories				Welcome,
Form A: Ass Bidder Status: Date location w Will furnish If Update A updated inf	us: Pending Approval on was added in DBidS: 10/06/15 location update in DBidS: 10/07/15 id Product Categories				· · · · · ·
Bidder Status: Date location w Vour prima will furnish If Update A updated inf CBAs and P	on was added in DBidS: 10/06/15 location update in DBidS: 10/07/15				
Yaur prime will furnish If Update A updated inf	on was added in DBidS: 10/06/15 location update in DBidS: 10/07/15				
Your prima will furnish . If Update A updated inf CBAs and P	location update in DBid S: 10/07/15 d Product Categories				Print Save
Your prima will furnish . If Update A updated inf CBAs and P	location update in DBid S: 10/07/15 d Product Categories				ourc
Your prima will furnish . If Update A updated inf CBAs and P	location update in DBid S: 10/07/15 d Product Categories				
will furnish . If Update A updated inf	d Product Categories				
will furnish . If Update A updated inf	d Product Categories	5		All locations that	t currently furnish or
If Update A updated inf		5		All locations that	currenuy turnish or
updated inf CBAs and P					
updated inf CBAs and P				Click Bofrook L	conting to view the
CDAS allu P				Click Refresh L	ocation to view the
	Product Cat		<u> </u>		
	Product Cat	C-4		Nodify button. If	any of the
information CBA		Category			
Charlotte Con	Concord-Gastonia, NC General Home	ome Equipment and Related S	Sunnline and Accorrection		
10 101 011				° n.	
Charlotte-Con	Concerd Contenio NO Entrant Muture	trients, Equipment and Suppli	es		
it you are b	Joncord-Gastonia, NC Enteral Nutriel			of the network wi	th multiple
locations, ti	Concord-Gastonia, NC Enteral Nutrier			ons page.	
	Concord-Gastonia, NC Entéral Nutriel				
Total Loca	Concord-Gastonia, NC Enteral Nutrie				
Total Loca	Concord-Gastonia, NC Enteral Nutrie				
Total Upda	Concoro-Gastonia, NC Entéfai Nutrie		_		
	Concord-Gastonia, NC Entéral Nutrie				
	Concord-Gastonia, NC Enteral Nutrie			Ж	
	Concord-Gastonia, NC Enteral Nutrie				
	Concord-Gastonia, NC Enteral Nuthe				
Primary I	uonuoru-dastonia, NC Entefai Nuthe				
Primary	Concord-Gastonia, NC Enteral Nuthe				
				CBA	us Actions
Primary L PTAN Legal Busines		ess City St	ate Zip NPI	IINI Stati	
		ess City St	ate Zip NPI	TIN CBA PCs State	
			·	IIN PCs State	
		ess City St STATESVILLE NC	·	IINI Stati	
			·	IIN PCs State	
			·	IIN PCs State	
			·	IIN PCs State	
			·	IIN PCs State	

1 Form A- Assign Locations For a <u>single location bidder</u>, the Assign Locations screen will appear next and provides you a status of your location.

To see a listing of the CBA/PC competitions you selected on the **Primary Location Specific Information** screen and associated with your single location, or PTAN, click on the number located in the CBA PCs column.

You can check the status of your location on this page. If the status is 'Incomplete,' click the **View/Modify** button for the location to see what information is missing.

Date: 09/30/14 11:47				
PTAN:				
Legal Business Name: TA Bidder Number				
Supplier Type: Network Bidder				
Bidder Status: Pending Approval				
Des la seconda de la second				
Date location was added in DBidS: 09/19/14 y Date of last location update in DBidS: 09/19/14				
Date of PECOS update: 08/28/14				
Fields with updates available:				
2				
	COS Update button and your bid information will be revised	to reflect this updated information. If you do n	of want to update the information in yo	ur bid, click the
Cancel button				
Field	Current Value	PECOS Updat	0	
T Legal Business Name				
T Maling Address Line 1		the second se	and the second	
Mailing Address Line 2				
Malling Address City				
Mailing Address State				
Mailing Address Zip Code				
Telephone Number NPI Identification Number				_
NPI Identification Number Physical Address Line 1				
Physical Address Line 1 Physical Address Line 2				
Physical Address City				
Physical Address State				
Physical Address Zip Code				
Tax Identification Number (TIN)				
Doing Business As (DBA)				
			Transactor and the	The second second
			Accept PECOS Update	Cancel
You will lead to report these intest for all of the CRApter the location you with modify. Once on the location rap Example of how to assign a location. You see bridling for Accessorate" in the Arange CRAPCs is a content sector free, 1%, and sock the Arange CRAPCs button. This w	dust category combinational for which you with to bid. To de- te, you may addret the CREAndodust category combination: resolutionly equipment in EP Paso. \mathcal{D}_{c} and you went to easily 1 to us on the value by addressing \mathcal{D}_{c} in the field in the Add d subget induce locations to this CREAproduct category combi-	ete a CBA/product category combination for a n all of your Texasi locations to this bid. Select fittenal (coations section, and then select the I nation	location, offick the ViewModify button "El Reso, TX" and "Respiratory Equips 17493 of all locations in Texas that will	in the Additional Loca nent and Related Supp furnish respiratory og
You will need by opport these stress for all of the CBApper the location you with to indefy. Cline or the location page Exercised of how to assign a location. You are bridding for Assist that in the Angel CBA and a location of the Page Table and the Angel CBA PLGs index. This will CBAs and Product Calingones	respiratory equipment in El Plaso, TX, and you went to assig 1. You can ther by state by externing TX in the first in the Ads M assign those locations to this CEA/product category combi	etr e CBA/product category combination for a n ef of your Texas locations to this bid. Select those (coations section, and then select the t	location, chick the View/Modify button "Er Asso, TX" and "Respiratory Equip PTANs of al locations in Texas that wit	nent and Related Sup) formisk respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	respiratory equipment in El Plaso, TX, and you went to assig 1. You can ther by state by externing TX in the first in the Ads M assign those locations to this CEA/product category combi	n all of your Texas locations to this bid. Select Monal Locations section, and then select the I nation	location, citok the View/Modify putton "Bi-Reso, TX ⁴ and "Respiratory Equip- TRANs of ak locations in Texas that with	nent and Related Sup) formisk respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	respiratory equipment in El Plaso, TX, and you went to assig 1. You can ther by state by externing TX in the first in the Ads M assign those locations to this CEA/product category combi	n all of your Texas locations to this bid. Select Monal Locations section, and then select the I nation	location, pick the Unexiliadity suiton "El Reco. DA" and Respirationy Ecuaro "Faña of al locations in Taxas that will	nent and Related Sup) formisk respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	respiratory equipment in El Plaso, TX, and you went to assig 1. You can ther by state by externing TX in the first in the Ads M assign those locations to this CEA/product category combi	n all of your Texas locations to this bid. Select Monal Locations section, and then select the I nation	acastoni, cifox the UnwerModify suiton "El Paco, TO" and 'Respiratory Equip "FANa of al locations in Taxas mar wit	nent and Related Sup) formisk respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	respiratory equipment in El Plaso, TX, and you went to assig 1. You can ther by state by externing TX in the first in the Ads M assign those locations to this CEA/product category combi	n all of your Texas locations to this bid. Select Monal Locations section, and then select the I nation	looston, chok the Unexhibited ty suffer- 12 Paso, TX ⁴ and 'Respiratory Easer 17 Als: of all costform in Torses but nul	nent and Related Sup) formisk respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	respiratory equipment in El Plaso, TX, and you went to assig 1. You can ther by state by externing TX in the first in the Ads M assign those locations to this CEA/product category combi	n all of your Texas locations to this bid. Select Monal Locations section, and then select the I nation	scasson, dick the Unexhild off Junion "El Paso, TO" and "Respiratory Equan "FANa of all locations in Taxes and we	nent and Related Sup) formisk respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	respiratory equipment in El Plaso, TX, and you went to assig 1. You can ther by state by externing TX in the first in the Ads M assign those locations to this CEA/product category combi	n all of your Texas locations to this bid. Select Monal Locations section, and then select the I nation	location, office die ViewerMandfry Luttore 19: Films, Th ⁴ and "Respectively-Experime TRAIn of all foundations in Traces that will	nent and Related Sup) formisk respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	respiratory equipment in El Plaso, TX, and you went to assig 1. You can ther by state by externing TX in the first in the Ads M assign those locations to this CEA/product category combi	n all of your Texas locations to this bid. Select Monal Locations section, and then select the I nation	Scatory, dita' de Universitadity suttorn "Si Paus, Di" and "Responsor Supersor "The of all continues in Traves and will	nent and Related Supp formish respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	respiratory equipment in El Plaso, TX, and you went to assig 1. You can ther by state by externing TX in the first in the Ads M assign those locations to this CEA/product category combi	n all of your Texas locations to this bid. Select Monal Locations section, and then select the I nation	sozanov, otka dne VineerMandfy Luttori 19 Felan, Da ⁿ and Responsive Experi 17 Felan dna konstrons in Traces har wit	nent and Related Supp formish respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	respiratory equipment in El Plaso, TX, and you went to assig 1. You can ther by state by externing TX in the first in the Ads M assign those locations to this CEA/product category combi	n all of your Texas locations to this bid. Select Monal Locations section, and then select the I nation	Scator, dirk die Universitätig schore 19 Paus, Th ⁶ end Theysenborg Expense 17 Pala of all boottom in Trace that will	nent and Related Supp formish respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	respiratory equipment in El Plaso, TX, and you went to assig 1. You can ther by state by externing TX in the first in the Ads M assign those locations to this CEA/product category combi	n all of your Texas locations to this bid. Select Monal Locations section, and then select the I nation	Sozanov, otki de Vinee-Mandify Luttori 15 Paris, Da ⁿ and Responsive Espera	nent and Related Supp formish respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	respiratory equipment in El Plaso, TX, and you went to assig 1. You can ther by state by externing TX in the first in the Ads M assign those locations to this CEA/product category combi	n all of your Texas locations to this bid. Select Monal Locations section, and then select the I nation	Isoston, otka de Veeenfaadty Luttor 19 Peas, Di [*] end "Regenstor Experie 17 Alba de la fondation de Touce net est	nent and Related Supp formish respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	respiratory equipment in El Plaso, TX, and you went to assig 1. You can ther by state by externing TX in the first in the Ads M assign those locations to this CEA/product category combi	n all of your Texas locations to this bid. Select Monal Locations section, and then select the I nation	scator, altó de Universitado publica "El Para, Di" and "Responsible Espera	In the Additional Locat ment and Related Support formation exploratory age Show Solect 9 Solect
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	respiratory equipment in El Plaso, TX, and you went to assig 1. You can ther by state by externing TX in the first in the Ads M assign those locations to this CEA/product category combi	n all of your Texas locations to this bid. Select Monal Locations section, and then select the I nation	Isozon, oltó de Viewfadty Luttor 19 Fela, Di ^a end Repaintor Expension 77 Abo de al fondance y Trace hai val	nent and Related Supp formish respiratory equ
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	Interdenting encounter of EFBoo. 700, and your word to many of the second secon	m e of pure These Analogies to Mill and Greed method is access, and then select the 1 metro.	Scattor, dito i de Viewelhadty schtror "Si Paus, Di" and "Respensor Super-	nent and Related Supp formish respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	respiratory equipment in El Plaso, TX, and you went to assig 1. You can ther by state by externing TX in the first in the Ads M assign those locations to this CEA/product category combi	m e of pure These Analogies to Mill and Greed method is access, and then select the 1 metro.	Isozon, diki de Vineefadig suttor	nent and Related Supp formish respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	Interdenting encounter of B Fields. The and your word is based of the same based on the processing of the same based on the same based of the same based on the same based on the same based on the same based on the same based on the same based on the same based on the same based on the same based on the same based on the same based on	m e of pure These Analogies to Mill and Greed method is access, and then select the 1 metro.	scator, diră de Univelhadă publici 19 Peza, Di ⁿ end Regenero, Espera 17 Peza de la bostione în Trace înd vel	nent and Related Sup) formisk respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	Interdenting encounter of B Fields. The and your word is based of the same based on the processing of the same based on the same based of the same based on the same based on the same based on the same based on the same based on the same based on the same based on the same based on the same based on the same based on the same based on	m e of pure These Analogies to Mill and Greed method is access, and then select the 1 metro.	scator, dhà de Vine-Madify Luttor 19 Peni, Di ⁿ and Repaintor Expose 17 Peni de la fondation y Tracs that will	nent and Related Supp formish respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	Interdenting encounter of B Fields. The and your word is based of the same based on the processing of the same based on the same based of the same based on the same based on the same based on the same based on the same based on the same based on the same based on the same based on the same based on the same based on the same based on	m e of pure These Analogies to Mill and Greed method is access, and then select the 1 metro.	scator, diră de Univellardă și sătrii 19 Para, Di ⁶ end Teoprenis, Espera 17 Para de de bostinos în Treas înd vel	nent and Related Supp formish respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	Peoplement of B Files. Of London and well of the source of	ne of por Toese become to this and Generations to this and Generation and then solved the investor of the inve	scatory, dita' de VineeMadify suttors "Si Para, Da" and "Responses Espera Traba et al acontors of Trace and with	nent and Related Supp formish respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	Peoplement of B Files. Of London and well of the source of	m e of pure These Analogies to Mill and Greed method is access, and then select the 1 metro.	Isozano, diki de Viewfadity Lution 19 Felai, Di ^a and Repaintory Especial 17 Abo de la fondation y Trace has with	nent and Related Sup) formisk respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	Peoplement of B Files. Of London and well of the source of	ne of por Toese become to this and Generations to this and Generation and then solved the investor of the inve	scator, dita de Vineelhadty suttor	nent and Related Sup) formisk respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	Peoplement of B Files. Of London and well of the source of	ne of por Toese become to this and Generations to this and Generation and then solved the investor of the inve	Isotoo, dhi de Viewfadiy Littin 19 Fela Di'ed Angeleto Europe 17 Abu d'al fondation y Trace hai ear 19 Fela Di'ed al fondation y Trace hai ear	nent and Related Sup) formisk respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	Peoplement of B Files. Of London and well of the source of	ne of por Toese become to this and Generations to this and Generation and then solved the investor of the inve	Sozano, dito de Viewelhadity suttori "Si Papa, Di" and "Respensive Super- Trable of de Jonations in Taxas trab with	nent and Related Sup) formisk respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	Peoplement of B Files. Of London and well of the source of	ne of por Toese become to this and Generations to this and Generation and then solved the investor of the inve	Isozano, diki de VineeMadiy suttori 15 Paris, Di ⁿ and <i>Teopolatory Especta</i> <i>Trans of al control or i Trans that will</i>	nent and Related Sup) formisk respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	Peoplement of B Files. Of London and well of the source of	ne of pro-Tores decisions to this act. Generic investore activity is an entry of the solution of the solution of the solution of the solution of the solution of the solution of the webpage late successful	scator, dita de Universitading subtra-	nent and Related Supp formish respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	Peoplement of B Files. Of London and well of the source of	ne of por Toese become to this and Generations to this and Generation and then solved the investor of the inve	Isoanov, otki de VineeMaadiy suttore "Si Pano, Da" and "Responses Davas et al. Society of all controls of the second seco	nent and Related Supp formish respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	Peoplement of B Files. Of London and well of the source of	ne of pro-Tores decisions to this act. Generic metric control as activity, and then address the i vector.	Scator, dito i de Universitading scattores "Si Pasa. Di" and "Respensor: Esperan- tication of the Scattores in Texas: their will be a scattores of texas: their will be be a scattores of texas: the scattores of texas: the scattores of texas: the scattores of texas: the scattores of texas: the scattores of texas: the scattores of texas: the scattores of texas: the scattores of texas: the scattores of texas: the s	nent and Related Sup) formisk respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	Peoplement of B Files. Of London and well of the source of	ne of pro-Tores decisions to this act. Generic metric control as activity, and then address the i vector.	Isoanov, otki de Universiteid y Littori "Si Paro, Di" and "Responses Esperan- Table of all controls of Table of all of all controls of Table of all controls of Table of all of all controls of table of all controls of the set of all of all controls of table of all controls of the set of all of all controls of table of all controls of the set of all of all controls of table of all controls of the set of all controls of table of all controls of table of all controls of table of all of all controls of table of all controls of table of all controls of table of all of all controls of table of al	nent and Related Sup) formisk respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	Peoplement of B Files. Of London and well of the source of	ne of pro-Tores decisions to this act. Generic metric control as activity, and then address the i vector.	Scator, dito i de Universitadi publica "Si Paus, Di" and "Regenera, Espana Trans de la bonton o Trans de la di-	nent and Related Supp formish respiratory og
Example of how to assign a location. You are bidding for Accessiones? In the Arsign CBA/PCs to Locations section Place, TX, and click the Assign CBA/PCs button. This will	Peoplement of B Files. Of London and well of the source of	ne of pro-Tores decisions to this act. Generic metric control as activity, and then address the i vector.		nent and Related Sup, formish respiratory og

If **Update Available** appears in the status field, this means a change has been made to your enrollment information in PECOS. Click **Refresh Location** in the Actions field to view the updated information for the location.

A message box will display listing information for the particular location. This information will display the current data listed in DBidS along with the current data listed in PECOS.

If the updated information is correct, click the **Accept PECOS Update** button and you will receive a pop-up box indicating that the update was successful and your bid information will be revised to reflect this updated information. If you do not want to update the information in your bid, click the **Cancel** button and contact the NSC if necessary.

Form A: Multiple Locations

Organizations with multiple locations and organizations that are commonly owned or commonly controlled will complete a single Form A, listing all locations that will be providing competitively bid items and services. For more information on what constitutes a commonly owned or commonly controlled supplier, please refer to the <u>Common Ownership and Common Control</u> fact sheet on the CBIC website.

A: Add Addition	onal Locat	tions							Print Save I	lack
									Print Save t	PACK
In this sec commonly	ection, you wil ly controlled I	II add locations to your bid. You must include on yo locations that are located in the CBA or outside the	ur bid all locations that currently furnish or will CBA that will furnish items for the product cate	fumish items for the con egory(s) to beneficiaries	npetitively bid prod who maintain a pe	luct category(s) in the rmanent residence i	e CBA(s). On your bid n the CBA(s).	(s), you must include	all commonly owned or	
Listed belo	low are all P	TANs associated with your primary location's tax id Find Location(s) button. The locations related to t	lentification number (TIN). To add a location(s)	to your bid that is not a	ssociated with your	r primary locations's	TIN, enter the PTAN,	TIN, and NPI in the F	ind Additional Location(s) 7.
Please no	ote that if you	u exit this page without selecting a PTAN, the PTAI	V listing will not appear again. You will need to	follow the instructions a	ind repeat the steps	s.				
If you are Network N	e bidding as a Member Loci	a network, the primary network member should add ations page.	l its location(s) on this screen. If there are men	nbers of the network with	h multiple locations,	, the primary networl	k member should add	these members' loca	tions on the Form A: Add	
Find Add										
	Iditional Loc a PTAN, TIN	cations I, NPI, click on the plus (+) sign. To remove, click o	n the minus (-) sign.							
			+ PTAN TIN	NPL		ocations Found				
					40	ocations r ound				
				Find Location(s)						
Additio	ional Locati	on(s)	0 0 1-	4 / 4 (4) 🔘 🔘				Show	10 🔽 rows per pag	e
PTAN	ı +	Legal Business Name	♦ Address	¢ City	¢ State	¢ Zip	¢ NPI	≑ TIN	♦ Select	
Search	h	Search	Search	Search	Search	Search	Search	Search	All	1
	-	REAL PROPERTY AND ADDRESS OF	88-17	(1.7)878			10021007			
	_	Excite Excited and	AND THE R.	and a		-				11
		and a second second	autre an			-	-			
	_	Manufacture in the state and the	to the second second							
ormation is confidentia	ial. Contents	shall not be used, modified, or distributed (electron		Add Location(s)	_				Print Sav	eB
ormation is confidentia	ial. Contents	shall not be used, modified, or distributed (electron		Add Location(s)	_					eB
i confidentia	ial. Contents	shall not be used, modified, or distributed (electron		Add Location(s)	_					eB
i	ial. Contents	shall not be used, modified, or distributed (electron		Add Location(s)	_					e B
ormation is confidentia	iial. Contents	shall not be used, modified, or distributed (electron		Add Location(s)	_					e B
ormation is confidentia	ial. Contents	shall not be used, modified, or distributed (electron		Add Location(s)	_					e B
armation is confidentia	ial. Contents	shall not be used, modified, or distributed (electron		Add Location(s)	_					e B
ormation is confidentia	ial. Contents	shall not be used, modified, or distributed (electron		Add Location(s)	_					e B
ormation is confidentia	ial. Contents	shall not be used, modified, or distributed (electron		Add Location(s)	_					e B
ormation is confidentia	iial. Contents	shall not be used, modified, or distributed (electron		Add Location(s)	_					e
ormation is confidentia	iial. Contents	shall not be used, modified, or distributed (electron		Add Location(s)	_					e B
ormation is confidentia	iiel. Contents	shall not be used, modified, or distributed (electron		Add Location(s)	_					e B
ormation is confidentia	iiel. Contents	shall not be used, modified, or distributed (electron		Add Location(s)	_					e B
ormation is confidentia	ïel. Contents	shall not be used, modified, or distributed (electron		Add Location(s)	_					e B
Cormation is confidentia	ial. Contenta	shall not be used, modified, or distributed (electron		Add Location(s)	_					e B
Lormation is confidentia	iel Contents	shall not be used, modified, or distributed (electron		Add Location(s)	_					e B
Lormation is confidentia	iel Contents	shall not be used, modified, or distributed (electron		Add Location(s)	_					e ß
Lormation is confidentia	i i i i Contenta	shall not be used, modified, or distributed (electron		Add Location(s)	_					e B
Cormation is confidentia	i i i i Contenta	shall not be used, modified, or distributed (electron		Add Location(s)	_					e _ B
Cormation is confidentia	i i i i Contenta	shall not be used, modified, or distributed (electron		Add Location(s)	_					e B
Cormation is confidentia	i i i i Contenta	shall not be used, modified, or distributed (electron		Add Location(s)	_					e B

The Form A: Add Additional Locations screen will list all PTANs associated with your primary location's taxpayer identification number (TIN).

Please note that if you exit this page without selecting a PTAN, the PTAN listing will not appear again. If you wish to add one of these PTANs later, follow the instructions for adding locations and enter the PTAN, TIN, and NPI and click the **Add Location(s)** button.

Find Additional Locations – Enter the PTAN, TIN, NPI, and then click the Find Location(s) button. You will then get a listing of all PTANs that are related to that TIN, along with the physical locations of the PTANs. From this list, select the location(s) you wish to add to your bid and then click the Add Location(s) button. To add locations that are associated with a different TIN, click the plus (+) sign in the Find Additional Locations section. Additional PTAN, TIN, and NPI fields will appear.

You must enter all three elements in order to search for locations. DBidS will not find any location if any of the elements – PTAN, TIN, and NPI – are missing or incorrect.

Form A: Assign Locations - Assign CBA/PCs to Locations (Required)

Legal Business Name	Address			State		NPI		TIN CEA PCs	Status	Actions	
A		-		-				2	Complete	ViewModify	
Toll Free Number To Locations											
Additional Locations											
s CBA/PCs to Locations (Required)											
below are the CBA and product category combinations selected i	by your organization. Assign only those locations that currently furnish o	r will furnish items for the produc	t category in the selected	CBA. Each location identi	led will be evaluated to ens	re it meets all the nec	essary requirements f	or the CBA/product categ	ory combination.		
eed to repeat these steps for all of the CBA/product category com	elect the location(s) that will be furnishing the items in the product categ gories within this section. binations for which you wish to bid. To delete a CBA/product category o	ombination for a location, click th	e ViewModify auton in :	the Additional Location(s)	ection for the location you v	ish to mosity. Once o	n the location page, ye	u may delete the CBA/pr	oduct category combination.		
If how to assign a location. You are blocing for respiratory equipm is in Texes that will furnish respiratory equipment in El Paso, TX,	ent in El Paso, TX, and you want to assign all of your Texas locations I and click the Assign CBA/PCs button. This will assign those locations I	o this bid. Select "El Peso, TX" a to this CEA(product category cor	nd "Respiratory Equipment nametion.	nt and Related Supples an	d Accessories" in the Assig	CBA/PCs to Location	is section. You can fit	er by state by entering Th	In the field in the Additional	Locations section, and then a	select the PTANs of
and Product Categories			0 0 1-2/2	2(2) @ @						Show 10 💌	rows per page
	Product Category									• Select	
	Search	nt and Related Supplies and Acc	ressories							AI	×
-Concord-Gastoria, NC -Concord-Gastoria, NC	General Home Equipme Enteral Nutrients, Equip										
			Assign C8	BA/PC6							
nal Locations			0 (0 1-4/4(4)	00						Show 10 v	rows per page
Legal Business Name	¢ Address		• State	• Zip	• NPI		• CBA PCs	Status	Actions	• Select	
	Search	Search	Search	Search	Search	Search	Search	Search	Search	Al	v
				_			1	Complete	VewModity		
and the second second				-	-		1	Incomplete	Viewfilodity		
						-	2	Incomplete	ViewNodity		
ly Toll Free Number To Locations											
	ions, select the locations in the Additional Lo free number for any selected location, it will		n click the Appl	ly button.							
	lick the View/Modify button to view the page										
		Apply									
Toll Free N											
101 Free N											
Toll Free N											
TON FREEN											
TOIL FREE N											
TOIL FREE N											

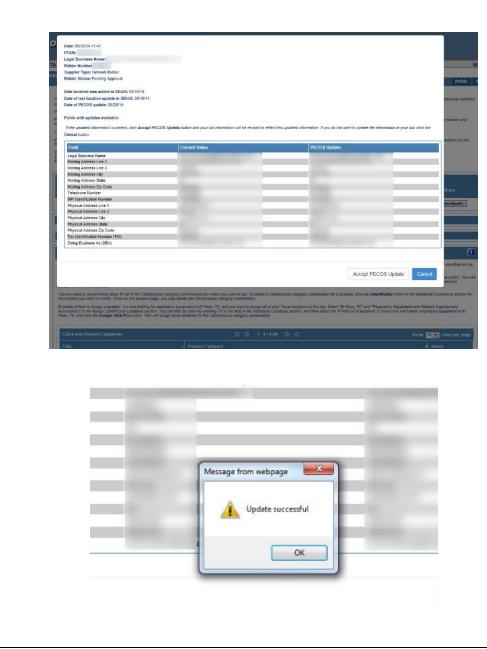
Form A: Assign Locations - Assign CBA/PCs Locations (Required) - On the Assign cations screen, you will indicate which CBA d product category combination(s) each ation will service.

nder Assign CBA/PCs to Locations (Required), lect the CBA(s) and product category(s). Then lect the location(s) under Additional Locations at will service the CBA and product category. ur bid must include all locations that would rnish competitively bid items for the CBA and oduct category combination(s). Click the sign CBA/PCs button and repeat to add CBAs d product categories to your location(s).

assist you in your selection, you may sort by

A or product category using the arrows 💻 , or u can filter the fields by typing in the blank box ove the list of CBAs and product categories.

you wish to add the same toll free number to me or all of your additional locations, you may so on the Form A: Assign Locations screen by lecting the locations in the Assign Locations ction, then entering the toll free number under e Apply Toll Free Number to Locations section, d clicking Apply.



Please remember that bid evaluation is based on the qualifications of the locations assigned in this question. You should only assign locations that are accredited and licensed to provide in the CBA/PC.

If **Update Available** appears in the status field, this means a change has been made to your enrollment information in PECOS. Click **Refresh Location** to view the updated information for the location.

A message box will display listing the fields with updates available along with all the fields, the current values and current PECOS values.

If the updated information is correct, click Accept PECOS Update button and you will receive a pop-up box indicating that the update was successful and your bid information will be revised to reflect this updated information. If you do not want to update the information in your bid, click the Cancel button and contact the NSC if necessary.

Please review the information for your location(s). To view, modify, or complete information for a location, please click the **View/Modify** button. If any of the information is inaccurate, please go to the **Location Information Accuracy** section and follow the instructions.

Form A: Networks

A network is a group of between two to twenty (20) small suppliers that form a legal entity to provide competitively bid items throughout an entire CBA. These suppliers must certify they cannot independently furnish all competitively bid items in the product category to beneficiaries throughout the entire geographic area of the CBA for which the network is submitting a bid. The network collectively submits a bid as a single entity. Therefore, a network will complete a single Form A listing all locations that will furnish competitively bid items and services throughout the CBA(s).

1

Form A: Add Network Member Locations

ter the network member name to create									
retvork member's information is displaye the "Network Location(x)" section. If you	d below, enter the FTAN, TIN, a have additional locations associ	ed NPI in the "Netwo alled with a different T	rk Members" TN, you must	section, and of repeat this st	tick the Field L lep for each Ti	location(s	button. The lo bon.	ocation(x) relate	d to Title
ese locations to your bid, check the box is to Form A. Only network members iden	in the right column next to the loc diffed by their PTANs are eligible	ation you wish to include a cont	ude in Form tract. Repeat	A. You may en	ther click on the	e Add Lo & member	cation(x) butto	n or the Next by	dition fo
include all commonly owned or common									
d feids are marked with *									
Add Network Hember Network Member Name: • pay Jo									
	intwork Member								
	contraction of the second								
Network Hendlers									
Network Member Billy Joe's House of Stuff	Action(x) Mudity Col								_
				N1 1.1		15 5.00 <i>4</i> 00	ns Found		
					STREET, I				_
		Find Los	ation(s)						
Notwork Locations									
HITCHICK COLUMN									
Notwork Location(s)	0	0 1-10/150	151 O	•			Show Hills	rows per p	
Contraction of Contra		0 1.0.00			-	-	2000		
Notwork Mamber Name P1/	AN Legal Eusiness Name	· Address	• cay	• State	• 20		• 18	• Select	
And a state of the	Name							AI	
Second Second Second									
								C.	
and the second second second				-				-	_
								1	_
ALCOHOLD IN CO.								1	
Reservation in								C	
				_					_
								r.	-
Management of									
								-	
		(Add or	(c)enite						

Form A: Add Network Member Locations allows you to add each member of your network, as well as their locations that furnish or will furnish items for the competitively bid product category. Enter the network member's name in the **Add Network Member** section, and then click the **Add Network Member** button.

The member you added will appear in the **Network Members** section. Underneath its name, fields will appear for you to enter the member's PTAN, NPI, and TIN. When you enter this information and click the **Find Locations** button, the locations related to the TIN will appear under **Network Locations**, and you may select the location(s) and click the **Add Location(s)** button to add the location(s) to the network's bid. Repeat this process to add other members and locations.

DBidS will not find any location if any of the elements – PTAN, TIN, and NPI – are missing or incorrect.

Round 1 2017 DBidS User Guide

Form A: Assign Network Member Locations rm A: Assign Network Member Location Drint Sa oled with your network members papear below If Update Available appears in the sister hald, the means a charge ha ation for your location(z). To view, modify or complete information for a location, please click the View/Modify button. If any of the information is inaccurate, please go to the Location To view a list of CEA(s)/broduct salego To apply a fail free number across multiple locations, select the locations in the Network Locations section. Then clerk the Apply button e note that if you previously provided a full tree number for any valected toostain, if will be cover To add a toll free number to a specific location, cities the View/Modify button to view the page for the location Toll Free Number (1......) 5 - L..... Apply nove a location, select the location from Network Locations section below and click the Dalate buttor Daleta sino CBA/PCs to Locations (Required) etions selected by your organization. Assign only those for the Childrandiaci regeneration. To assign locations, first select the CBA(a) and product category(s). Next, select the location(a) that will be You will need to repeat these steps for all of the GEAproduct category combinations for which you wish to bid. To delete a GBA/product category co the heating you wish to maxify. Check on the boation piper, you may defail the CEA/product category combination. emple of how to enzign a location. You are building for respiratory equipment in 19 Field, TX, and you want to onal Locations section, and then select the PTANs of all locations in Texas that will furnish resolutions equi Accessories" in the Assign CBA/PCs to Locations section. You can filter by state by entering TX in the field in the Addition Faso, TX, and click the Assign CBA/PCs button. This will assign those locations to this CEA/product category combination. BAs and Product Categories 0 0 1-10/31(31) 0 0 Show 10 v rows per pag + Product Category Al V Search Same? Alter & Edgelicit Counties, SC Enteral Nutrients, Equipment and Supplies Aliven & Edgelleld Counties, 50 Negative Pressure Wound Therapy (NPWT) Pumps and Related Supplies and Access Alken & Edgefield Counties, SC General Home Equipment and Related Supplies and Accessories don & Educated Counties, St Respiratory Equipment and Related Supplies and Ar Alken & Edgetteld Counties, SC Standard Mobility Equipment and Related Accessories Alben & Edgefield Counties, SC Nebulkers and Related Supplies Alken & Edgefield Counties, SC Transcutaneous Electrical Nerve Stimulation (TENS) Devices and Su General Home Equipment and Related Supplies and Accessorie Atlanta-Sandy Springs-Reswell, CA Negative Pressure Wound Therapy (NPWT) Pumps and Relate Cape Coral-Port Myers, PL Cape Coral-Fort Myers, FL Nebulkers and Related Supplies Amp CBAPCs 0 0 1-4/4(4) 0 0 Show 10 v rows per page + Address Search Search Search., Search., Search., Search., Search., Search., Search., NI 😾 Search Scarch Search. MILWAUKEE WI 63222 Virw/Modity FOND DU WI Networkt 549393747 ViewModily Network1 View/Macity KENOSHA WI 531423622 Network1 View/Mosity 4

On the Form A: Assign Network Member Locations screen, you will indicate which location(s) will service which CBA(s) and product category(s). Your bid must include all locations that would furnish competitively bid items for the CBA and product category combination(s). You should only assign locations that are appropriately accredited and licensed for the CBA/product category combination.

Please remember that bid evaluation is based on the qualifications of the locations assigned in this question. You should only assign locations that are accredited and licensed to provide in the CBA/PC.

Select the CBA and product category, and then select the location(s) that will be furnishing the items. Click **Assign CBA/PCs** to assign the CBAs and product categories to the location.

To assist you in your selection, you may sort by

CBA or product category using the arrows i, or you can filter the fields by typing in the blank box above the list of CBAs and product categories.

o apply a toll free number across multiple locations, select the locations in t		
Nease note that if you previously provided a toil free number for any selected to add a toil free number to a specific location, click the ViewModify button		
Toll Free Number ()	- Apply	
Date: 09/3014 11:47 PTAN:		
TA Business Name	W	
Supplier Type: Networe Biddler Statuse Pendle	Print 5	
Date location was ad	ted in DBI/SS (01/15/14 ppdate // DBI/SS (01/15/14	
Date of PECOS updat #	er 08/20/14	
p Fields with updates a //	willable: y sectors and too is correct, doi: Accept PECDS Update button and your bid information will be revised to reflect this updated information. If you do not want to update the information is your bid, click the	
Cancel button.	values on the	
Field Z Legal Bosiness Nam	Current Value PECOS Updato	
T Malleg Address Line Malleg Address Line	2	
Mailing Address City Mailing Address City Mailing Address 711		
Mailing Address Zpr Telephone function NPI learthfeation Nu	nber	
Physical Address Lin Physical Address Lin	te 1 and a second se	
Physical Address Ca Physical Address Ca Physical Address Za	/ de	
Physical Address Zp Tax Identification Nu Deing Business As (NEW (TR)	
	0	
	Accept PECOS Update Cancel	
	Product and the second s	
You will need to repeat the the location you with to m	ne thes first of the CBAproduct campoy combinations for which you wolk to be. To deate a CBAproduct campoy combination for a location, dick the View/Modify suction in the Additional Location() exciten for odfy. Took on the location angle, you may deate the CBAproduct campoy combination.	
Accessional for the Association of the Association of the Association for the Associat	a calorite for use holding for requesting sequences of RP Peop. TX, and you went to assign all of your Terais bracking to this ball. Select 'D' and 'Requires your Department and Benefat Sequences and CLAPCA to calorite moders. Two calorite they show by chemical YCs to a find in the Astronautic caloritanes and the FTMLs of all conditions in to east that will Arrenar registratory sequences in the CLAPCA to calorite moders. Two calorite they show by chemical YCs to a find in the Astronautic caloritanes and the FTMLs of all conditions in to east that will Arrenar registratory sequences in the CLAPCA to calority of the strategistrate calorite and the CLAPCAC calorite caloritanes.	
CBAs and Product C	alegones 🗢 💿 1 - 4/4 (4) 💿 🗇 Show 🕅 🕅 rows per page	
CBA	- Product Calepany - Select	
	and the second se	
	and the second se	
	Message from webpage	
	Message from webpage	
	Update successful	
	ОК	

If you wish to add the same toll free number to some or all of the locations, you may do so on the **Form A: Assign Network Member Locations** screen by selecting the locations the toll free number will apply to, and then entering the toll free number in the **Apply Toll Free Number to Locations** section, then click **Apply**.

You can check the status for each location on this page. If the status is **Incomplete**, click the **View/Modify** button for the location to see what information is missing.

If **Update Available** appears in the status field, this means a change has been made to your enrollment information in PECOS. Click **Refresh Location** to view the updated information for the location.

A message box will display listing the fields with updates available along with all the fields, the current values and current PECOS values.

If the updated information is correct, click Accept PECOS Update button and you will receive a pop-up box indicating that the update was successful and your bid information will be revised to reflect this updated information. If you do not want to update the information in your bid, click the Cancel button and contact the NSC if necessary.

	Please review the information for your location(s). To view, modify, or complete information for a location, please click the View/Modify button. If any of the information is inaccurate, please go to the Location Information Accuracy section and follow the instructions.
--	---

Form A: All Bidding Types

As shown below, all business types – single location, multi-location, or network – will be requested to review the summary of information entered into DBidS on Form A before the authorized official or back-up authorized official signs, or approves, Form A.

You must:

□ Review your **Summary** page

Review the Hardcopy Document Package Checklist provided and then:

- □ Approve your Form A
- □ Print or save a copy of your Form A Summary PDF (Recommended)

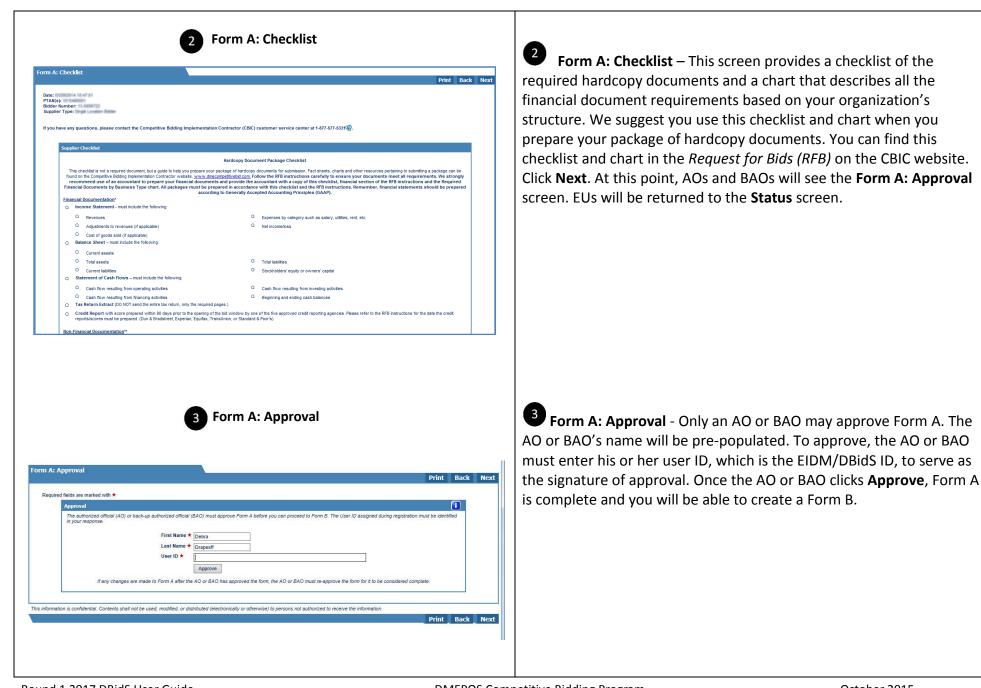
CARC						LO
<u>CMS</u>	DMEPOS BIDD	ING SYSTEM (DB	idS)			
Bidder:					v	Velcome,
Navigation	Form A: Summary					
Status Page				Prin	t Print All Locatio	ons Back
Business Organization Types Modify Form A	Date: 05/21/2015 11:43:59 PTAN(s):					
Create Form B Select Bid	Date: 05(21/2015 11:43:59 PTAN(s): Bidder Number: Supplier Type: Network Bidder Bidder Status: Complete and App					
Help Logout	Bidder Status: Complete and App	roved	an ann h-fe an ion. Bio information for an ann			bu effective flux
	View/Modify button. If this inform under the DMEPOS Competitive I	The location(s) included on your bid. Heal lation is accurate, click the Next button. Or Bidding Program. You cannot use the sam	se carefully review this information for accura nly locations identified by the PTAN listed on re 10-digit PTAN for each location.	this summary page will be eligi	ble to be awarded a contract	and to receive payme
oday's 05/22/2015 late: 15:44:30	Identifying Information				We view/Modely	
	Legal Business Name	Bride Direct Collins, W	Bidder Network Name	a deserve		
	Address Line 1	And in case of the	Address Line 2			
Jose 06/08/2015 lid 13:59:59	City	Service Service	State	Zip Code		
	Telephone Number (xxx) xxx PTAN for this location	(-1000)	Toll Free Number(if available		cation Number	
				HE A MERCIN		
	Specialty Supplier				🖉: View/Modify	
	Bidding as a specialty supplie	er? No				
	Physical Address				B) Your	
	Physical Address Address Line 1		Address Line 2		Contraction of the second	
	City	and some	State		Zip Code	-
	Tax Identification Number (TIN)			A March	
	Tax Identification Number					
	Doing Business As (DBA)				W Very	
	Doing Business As (DBA)	and the second second	and Annual Street			
	Contact Person				DF View/Modify	
	First Name	Last Name	Litle	Telephone	E-Mail	-
	Authorized Official or Key Pe				We View/Modify	
	First Name	Last Name		Title		
	Accreditation Information				D view/Modify	
	I acknowledge and understat bidder, must be properly acc furnish the specific item(s) a included in the bid. This infor on file in each location's Med enrollment record (u.e., Provi Chain and Ownership System	nd that I, as a redited to				
	furnish the specific item(s) a included in the bid. This infor	nd service(s) rmation must be Yes				
	on file in each location's Med enrollment record (i.e., Provi	licare ider Enrollment,				
	Chain and Ownership System	I (PEC05)).				
	Accreditation List				Di View/Midify	
	Accreditation Organization(s	1				
	AutoMatical Constitution To	readings, the				
	-				No.	
	Licensure				W: View/Modify	
	bidder, have all applicable st	no that 1, as a ate licenses for				
	each CBA for which I am bide	ding. This n each				
	information must be on file in	at record (i.e.				
	information must be on file in location's Medicare enrollme Provider Enrollment, Chain a	nd Ownership				
	I acknowledge and understat bidder, have all applicable st every item in the product cat each CBA for which I am bidd information must be on file in location's Medicare enrollmee Provider Enrollment, Chain ar System (PECOS)).	nd Ownership				
					discussion of the	
	Years in Business/Months in	s Business			B evan/Modify	
		i Business			() constants	
	Years in Business/Months in Years supplying DMEPOS iter Months supplying DMEPOS it	i Business				
	Years in Business/Months in Years supplying DMEPOS iter Months supplying DMEPOS it Type of Business	i Business			सिर View/Modify	
	Years in Business/Months in Years supplying DMEPOS iter Months supplying DMEPOS it	i Business	Partnership			
	Years in Business/Months in Years supplying DMEPOS iter Months supplying DMEPOS it Type of Business	i Business	Partnership			

Form A: Summary – You will see a summary of the information you provided for the primary location on this screen. Carefully review this summary. You may make modifications by clicking **View/Modify** to return to that particular section of the bid application. To print a summary of the information, click **Print**. If you are satisfied with the information, click **Next**.

To review the summary for additional or network locations, scroll down to the last section of the **Application Summary** screen labeled **Additional Locations/Network Members/Network Members Additional Locations**, and select the PTAN. Next, click **Go**. The **Form A: Additional Location/Network Location Summary** screen will appear. To change any of the information displayed on this screen, click **View/Modify**.

To print a summary of the information provided for all locations, click the **Print All Locations** button on the **Form A Summary** screen. A PDF will be generated with all locations' information. If you have multiple locations, we strongly encourage you to print or save this PDF for your reference.

Round 1 2017 DBidS User Guide

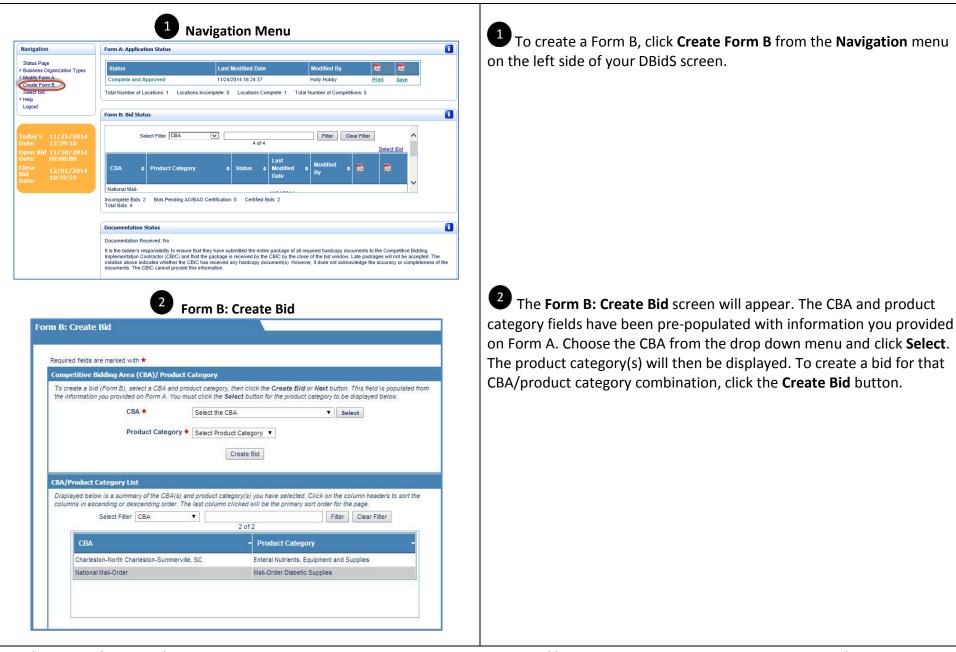


Message from webpage	If you later make changes to your Form A, remember the AO or BAO must re-approve Form A before the close of the bid window. Your bid will not be considered complete if Form A is not approved and Form B(s) is not certified.
Please note that Form A has been approved and you can proceed to Form B. Any modifications to Form A will require the AO or BAO to re-approve Form A.	Click Next to approve Form A. On the next screen you can download a PDF version of the Form A Summary screen. We strongly encourage you to print or save this PDF for your reference.
Form A: Summary Next Form A Summary PDF (Opens in a new window) Next	To print a Form A summary for all locations, select "Complete and Approved" from the Form A section of the Status page. Click Next to go to the Form A: Summary.

Form B

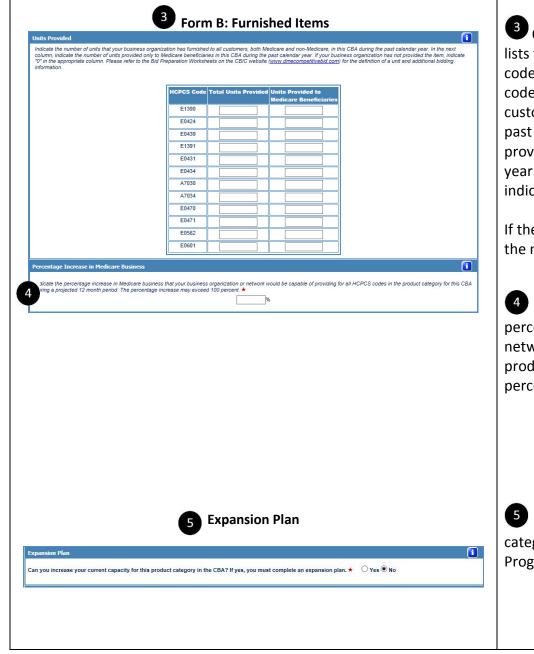
Tips for Form B:

- If you are submitting bids for more than one competition (CBA and product category combination), you must complete a Form B for each competition.
- Multiple users (AO, BAO, or EU) may enter information into DBidS at the same time, but only one user can enter data in a competition's Form B.
- > Your Form A must be **Complete** and **Approved** before you can proceed to Form B or access any created Form B(s).



Form B: Create Bid

Round 1 2017 DBidS User Guide



On the Form B: Furnished Items screen, the Units Provided section lists the top Healthcare Common Procedure Coding System (HCPCS) codes for the product category that you selected. For each listed HCPCS code, enter the number of units that your organization furnished to all customers, both Medicare and non-Medicare, in this CBA during the past calendar year. In the next column, indicate the number of units provided only to Medicare beneficiaries in this CBA in the past calendar year. If your business organization has not provided any of the items, indicate **0** in the appropriate column.

If the number in **Units Provided to Medicare Beneficiaries** is larger than the number in **Total Units Provided**, an error message will appear.

In Percentage Increase in Medicare Business, indicate the percentage increase in Medicare business that your organization or network would be capable of providing for all HCPCS codes in the product category for this CBA during a projected 12 month period. The percentage increase may exceed 100 percent.

Form B: Expansion – If you are new to the CBA or this product category or plan to expand your business under the Competitive Bidding Program, click **Yes.**

dditional gapes is needed, you may submit documentation along with the required hardcopy documents. If an item does not apply, please leave blank. A minimum of one answer is or copy are supanasion plan entered on another bid, select the CBA/product category for the bid in the "Existing Bids with Expansion Plans" drop down list and click the Copy button. The take with be copied to the fields below: voi cus make changes to the data on this bid by editing the data below and clicking the Save button to as we the data. aff (Current) 1000 dwasters left aff (Expansion Plan) 1000 dwasters left annee (Expansion Plan) 1000 dwasters left clicities (Current) 1000 dwasters left clicities (Expansion Plan) 1000 dwasters left	xpansion Plan	1
To copy an expansion plan entered on another bid, select the CBA/product category for the bid in the "Existing Bids with Expansion Plans" drop down list and elick the Copy button. The data with expansion Plans" drop down list and elick the Copy button. The data with expansion Plans" drop down list and elick the Copy button. The data with expansion Plans" drop down list and elick the Copy button. The data with expansion Plans" drop down list and elick the Copy button. The data with expansion Plans" drop down list and elick the Copy button. The data with expansion Plans" drop down list and elick the Copy button. The data with expansion Plans" drop down list and elick the Copy button. The data with expansion Plans" drop down list and elick the Copy button. The data with expansion Plans and expansion Plans are drapped by data and the by edding the data below and elicking the Save button to save the data.	an you increase your current capacity for this product category in the CBA? If yes	s, you must complete an expansion plan. ★ 🛛 🖲 Yes 🔿 No
data will be capied to the fields below. You can make changes to the data on this bid by editing the data below and clicking the Save button to save the data. Existing Bids with Expansion Plan Capy Capy Capy Capy Capy Capy Capy Capy	If you plan to expand your business under the Competitive Bidding Program, describe yo additional space is needed, you may submit documentation along with the required hard required.	our current structure and expansion plan in the space provided (maximum 1000 characters). If lcopy documents. If an item does not apply, please leave blank. A minimum of one answer is
Select Expansion Plan v	To copy an expansion plan entered on another bid, select the CBA/product category for data will be copied to the fields below. You can make changes to the data on this bid by	the bid in the "Existing Bids with Expansion Plans" drop down list and click the Copy button. The editing the data below and clicking the Save button to save the data.
itaff (Current) 1000 duanders let inance (Current) 1000 duanders let inance (Current) 1000 duanders let inance (Expansion Plan) 1000 duanders let acilities (Current) 1000 duanders let bistribution (Current) 1000 duanders let	Existing Bids with Expansion Plans	
aff (Expansion Plan) 1000 dwarders left	elect Expansion Plan	Сору
nance (Current) 1000 characters left cilities (Current) 1000 characters left cilities (Expansion Plan) 1000 characters left cilities (Expansion Plan) 1000 characters left cilities (Current) 1000 characters left	aff (Current) 1000 characters left	
nance (Current) 1000 characters left cilities (Current) 1000 characters left cilities (Expansion Plan) 1000 characters left cilities (Expansion Plan) 1000 characters left cilities (Current) 1000 characters left		
inance (Expansion Plan) 1000 characters left aclifities (Expansion Plan) 1000 characters left aclifities (Expansion Plan) 1000 characters left iventory Control (Current) 1000 characters left iventory Control (Expansion Plan) 1000 characters left istribution (Current) 1000 characters left idditional Information (Current) 1000 characters left idditional Information (Current) 1000 characters left	taff (Expansion Plan) 1000 characters left	
inance (Expansion Plan) 1000 characters let acilities (Current) 1000 characters let acilities (Expansion Plan) 1000 characters let ventory Control (Current) 1000 characters let istribution (Current) 1000 characters let diffional Information (Current) 1000 characters let		
acilities (Current) 1000 characters left acilities (Expansion Plan) 1000 characters left wentory Control (Current) 1000 characters left istribution (Expansion Plan) 1000 characters left istribution (Current) 1000 characters left diffional Information (Current) 1000 characters left	inance (Current) 1000 characters left	
acilities (Current) 1000 characters left acilities (Expansion Plan) 1000 characters left aventory Control (Current) 1000 characters left aventory Control (Expansion Plan) 1000 characters left bistribution (Current) 1000 characters left distribution (Expansion Plan) 1000 characters left distribution (Expansion Plan) 1000 characters left distribution (Expansion Plan) 1000 characters left		
acilities (Expansion Plan) 1000 characters left	inance (Expansion Plan) 1000 characters left	
acilities (Expansion Plan) 1000 characters left iventory Control (Current) 1000 characters left istribution (Current) 1000 characters left ditional Information (Current) 1000 characters left		
Iventory Control (Current) 1000 characters left Iventory Control (Expansion Plan) 1000 characters left Idditional Information (Current) 1000 characters left Idditional Information (Current) 1000 characters left	acimites (Currenty 1000 characters let	
Iventory Control (Current) 1000 characters left Iventory Control (Expansion Plan) 1000 characters left Idditional Information (Current) 1000 characters left Idditional Information (Current) 1000 characters left	acilities (Expansion Plan) 1000 characters left	
Nventory Control (Expansion Plan) 1000 characters left		
bistribution (Current) 1000 characters left	nventory Control (Current) 1000 characters left	
bistribution (Current) 1000 characters left		
Sistribution (Expansion Plan) 1000 characters left	nventory Control (Expansion Plan) 1000 characters left	
Sistribution (Expansion Plan) 1000 characters left		
dditional Information (Current) 1000 characters left	Distribution (Current) 1000 characters left	
dditional Information (Current) 1000 characters left		
	Distribution (Expansion Plan) 1000 characters left	
ditional Information (Expansion Plan) 1000 characters left	Additional Information (Current) 1000 characters left	
oonuonai iniormauon (CxpanSiOn Plan) 1000 characters lett		
	aditional Information (Expansion Plan) 1000 characters left	
	6 cub cub contract	
6 Subcontractor Information		
⁶ Subcontractor Information	Subcontractor Information	1
	If you plan to expand using subcontractor(s), select Yes below. Please note that subcon can only perform services allowed under these standards.	intracting arrangements must be in compliance with the Supplier Standards and subcontractors
Subcontractor Information If you plan to expand using subcontractor(s), select Yes below. Please note that subcontracting arrangements must be in compliance with the Suppler Standards and subcontractors	If a subcontractor is providing the service to set-up and/or provide instruction on the use	e of a Medicare-covered item(s), the subcontractor must be accredited by a CMS-approved
Subcontractor Information If you plan to expand using subcontractor(s), select Yes below. Please note that subcontracting arrangements must be in compliance with the Suppler Standards and subcontractors	accreditation organization. Click on the 🚺 above for specific requirements.	
Subcontractor Information If you plan to expand using subcontractor(s), select Yes below. Please note that subcontracting arrangements must be in compliance with the Supplier Standards and subcontractors can only perform services allowed under these standards. If a subcontractor is providing the service to set-up and/or provide instruction on the use of a Medicare-covered item(s), the subcontractor must be accredited by a CMS-approved		Yes O No
Subcontractor Information If you plan to expand using subcontractor(s), select Yes below. Please note that subcontracting arrangements must be in compliance with the Supplier Standards and subcontractors can only perform services allowed under these standards. If a subcontractor is providing the service to set-up and/or provide instruction on the use of a Medicare-covered item(s), the subcontractor must be accredited by a CMS-approved accreditation organization. Click on the accreditation organization.		
Subcontractor Information If you plan to expand using subcontractor(s), select Yes below. Please note that subcontracting arrangements must be in compliance with the Supplier Standards and subcontractors can only perform services allowed under these standards. If a subcontractor is providing the service to set-up and/or provide instruction on the use of a Medicare-covered item(s), the subcontractor must be accredited by a CMS-approved accreditation organization. Click on the above for specific requirements. Do you plan to use a subcontractor(s)? Select one or more of the following functions that the subcontractor is provide item form:	Select one or more of the following functions that the	
Subcontractor Information If you plan to expand using subcontractor(s), select Yes below. Please note that subcontracting arrangements must be in compliance with the Supplier Standards and subcontractors can only perform services allowed under threes standards. If a subcontractor is providing the service to set-up and/or provide instruction on the use of a Medicare-covered item(s), the subcontractor must be accredited by a CMS-approved accreditation organization. Click on the above for specific requirements. Do you plan to use a subcontractor(s)? * Select one or more of the following functions that the subcontractor will perform: Device of the following functions that the subcontractor will perform: Device of Medicare-covered item only Setup and/or instruction on use of Medicare-covered item	Select one or more of the following functions that the	Set-up and/or instruction on use of Medicare-covered item
Subcontractor Information If you plan to expand using subcontractor(s), select Yes below. Please note that subcontracting arrangements must be in compliance with the Supplier Standards and subcontractors can only perform services allowed under these standards. If a subcontractor is providing the service to set-up and/or provide instruction on the use of a Medicare-covered item(s), the subcontractor must be accredited by a CMS-approved accreditation organization. Click on the above for specific requirements. Do you plan to use a subcontractor(s)? Select one or more of the following functions that the subcontractor of the following function	Select one or more of the following functions that the	Set-up and/or instruction on use of Medicare-covered item Repair of rented equipment <u>only</u>

If you click **Yes**, additional fields will appear for you to detail how you plan to expand. If any fields do not pertain to your expansion plan, please enter **N/A.** Please note that at least one question in the **Expansion Plan** must be answered. Each field allows you to enter 1000 characters. If you need additional space, you may submit the information hardcopy in your required hardcopy document package. Remember to include your bidder number on each page.

Note: If you are submitting multiple bids and your expansion plan is the same for each bid, you can copy and paste an existing expansion plan. So, you may only need to create one expansion plan. Subsequent Form Bs will provide the option to copy expansion information from other bids. Under the **Existing Bids with Expansion Plans** label, click the drop down button to see a list of bids. Select a bid from the drop down list and click **Copy**. The data from that bid will be copied into the fields below. You can make changes to the data on this bid by editing the data below and clicking **Save**. Changes made to an individual expansion plan will not be made to other expansion plans.

If you need to use special characters, please use the international keyboard or Alt Control keys to enter information. Additional instructions on special characters can be found on page 48.

6 If you plan to use a subcontractor, click **Yes** in the **Subcontractor Information** section, then select all applicable check boxes to indicate which functions the subcontractor will perform.

- Delivery of Medicare-covered item only
- Set-up and/or instruction on use of Medicare-covered item
- Repair of rented equipment only
- Purchase of Inventory



Form B: Bid Sheet

Form B: Bid Sheet

Print Save Back Next

Bidder #: CBA: Chester, Lancaster & York Counties, SC Product Category: General Home Equipment and Related Supplies and Accessories PTAN(s):

You must provide your total estimated capacity and your bid price for each item (HCPCS code) listed for this product category

Bid Chart Descriptions and Instructions

- <u>HCPCS</u> Healthcare Common Procedure Coding System is a standardized coding system that is used primarily to identify products, supplies, and services.
- Product Class A combination of codes for which a single bid is required.
- Item Description Short narrative description of each HCPCS code. For a long description, go to the CBIC website
- (www.dmecompetitivebid.com). Type of Bid (Rental or Purchase) - Indicates whether your bid should be for the purchase or monthly rental of the item (identified by the MCPCS code or product actions). In most access you must submit a bid amount that more sents the purchase crice of the perulation access you must submit a bid amount that more sents the purchase crice of the perulation access you must submit a bid amount that more sents the purchase crice of the perulation access you must submit a bid amount that more sents the purchase crice of the perulation access you must submit a bid amount that more sents the purchase crice of the perulation access the perulation access
- HCPCS code or product class). In most cases you must submit a bid amount that represents the purchase price of the new item even if that item is routinely paid for on a monthly rental. I if "purchase" is indicated, enter a bid amount for total purchase of the item.
 - · If "Rental" is indicated, enter a bid price for one month's rental of the item.
- It is very important that you review your bid amount and ensure it was entered correctly. Item Weight - Indicates the relative market importance of each item to the overall product category.
- <u>Item Weight</u> Indicates the relative market importance of each item to the overall product categoy.
 <u>Total Estimated Capacity</u> For bidding purposes only, you must indicate the number of units per HCPCS code or product class that you estimate you can provide throughout the entire CBA for this product category for one (1) year. To determine the capacity for each HCPCS code, calculate the number of units that you currently furnish on a yearly basis and add any number of units or capacity you would be capable of providing annually at the start of the contract period. Please refer to the Bid Preparation Worksheets, including estimated capacity and bid amount calculations, on the CBIC website (<u>www.dmccompetitivebid.com</u>) for the definition of a unit and other important bidding information.
- Enclose and a second s Second sec
- <u>Bid Price</u> You must indicate your bid price for the item in this field. Your bid price must be a bona fide bid amount for each HCPCS code. The price submitted must be rational, feasible, supportable, and reflect all costs associated with providing these items and services. If requested, you must be able to provide supporting documentation, such as a manufacturer's invoice, and a rationale that verifies you can provide the item to the beneficiary for the bid price. The bid price you submit for each HCPCS code or product class must include the cost of furnishing the item throughout the CBA (except for skilled nursing facilities and nursing facilities that elect to participate as specially suppliers) for the duration of the contract period.

HCPCS Code	Produc Class	t Item Description	Rental Or Purchase	ltem Weight	Total Estimated Capacity	Fee Schedule	Bid Price
E0250	к	Hosp bed fixed ht w/ mattres	Purchase	0.0059353856	*1	816.00	* 1.00
E0251	к	Hosp bed fixd ht w/o mattres	Purchase	0.0000917130	*1	602.40	★ 1.00

The Form B: Bid Sheet comes pre-populated with important information for you about each HCPCS code. The form requires you to provide your total estimated capacity and bid price for each item in the product category.

Product Class: When bidding on the oxygen category, you will only submit a single bid price for the payment class or combination of codes.

The **Rental or Purchase** column tells you whether to submit your bid price as a rental or as a purchase of a new item. For most items you are required to submit a purchase bid which means a bid amount for the total purchase of a new item. Some codes require you to submit a rental bid which means you must enter your bid price for one month's rental of the new item.

To determine the **Total Estimated Capacity** for each HCPCS code or payment class, calculate the number of units that you currently furnish on a yearly basis and add any number of of units or capacity you would be capable of providing annually at the start of the contract period. The definition of a unit for each item in the product category may be found in the bid preparation worksheets on the <u>CBIC website</u>.

The **Bid Price** must be at or below the fee schedule amounts. The fee schedule amounts for Round 1 2017 items are the 2015 fee schedule amounts for the state in which the CBA is located. The amount must be rational and feasible and should consider your total cost to buy the item, including overhead and profit. If there is a question about a bid price during bid evaluation, you may be asked to provide a rationale and supporting documentation, such as a manufacturer's invoice, to verify that you can provide the item for the bid amount indicated on your bid sheet.

Print Back Not ster_Lancester LY Vek Counties, SC integory: General Home Equipment and Related Supplies and Accessories Supplies and Accessories sides are marked with * CPCS code listed below, identify the manufacturer(s), model name(s) and model number(s) of all products that you plan to make evailable to Medicare beneficients in this must provide information for each MCPCS code (or your bid to be complete. Image: Supplement and Related Supplement and Related Supplement and below the supplement below to be applied to the back in You can make changes to the date on this bid by clicking the Add button meet to CR code. cit is awarded, the information entered on this back to be applied to the back in a quarterity report updating the manufacturer and model information. In order to implie and cole the Add button meet to back to a control are required to submit a quarterity report updating the manufacture and model information. In order to implie and apple or the submit a quarterity report updating the manufacture and model information. Nature Cores Manufacturers, Model Names Action(s) Implie code Add Add code Add A					
	anufacturer				
					Print Back Ne
	ester, Lancaster & Category: General	York Counties, SC I Home Equipment and Related Supplies and Accessories			
Inite a porcide information for each HCDPCS code for your bill of be exampled. In the markuk Line in the "Case Manual Line in the Add button market of each and in the add button market of each		ith ★			
Number Data* drop down list and click the Add buttor. The data will be exploited to this bid. You can make changes to the data on this bid by clicking the Add buttor mext for explosite the information explosite and model information ************************************	HCPCS codes liste u must provide info	d below, identify the manufacturer(s), model name(s) and ormation for each HCPCS code for your bid to be complete	model number(s) of all products that you plan to e.	o make available to Medicare ber	eficiaries in this
Information current, supplies awarded a contract are required to submit a quarterly report godaling the manufacturer and model information.* Inforturer, Model Number Data Information of the product category Information In	the manufacturer(s lel Number Data" d PCS code.	s), model name(s) and model number(s) entered on anothe frop down list and click the Add button. The data will be ap	er bid for the same product category, select the splied to this bid. You can make changes to the	CBA name in the "Copy Manufac data on this bid by clicking the A	turer, Model Name, Id button next to
	act is awarded, the	Information entered on this screen will be displayed to the optimized a contract are required to cubmit a contract are required to cubmit a contract.	e public in the online Medicare Supplier Directo	ry located at http://www.medicare	gov. In order to
Action(s) Action(s) E2030 0 Add E2031 0 Add E2033 0 Add E2034 0 Add E2035 0 Add E2036 0 Add E2033 0 Add E2034 0 Add E2035 0 Add E2036 0 Add E2037 0 E2037 E2037 In confidential Contents shall not be used, modified, or distributed (electronically or otherwise) to persons not authorized to receive the information Print Back Note Not INCCS E4152 Exect Note Exect Not			uarteny report updating the manufacturer and r	nodel information. *	
Code and Model Numbers Entered Model Numbers E0185 0 Add E0193 0 Add E0193 0 Add e0000 Add Add e00000 Add Add e00000 add Add e000000000000000000000000000000000000					
Code and Model Numbers Entered Model Numbers E0185 0 Add E0193 0 Add E0193 0 Add e0000 Add Add e00000 Add Add e00000 add Add e000000000000000000000000000000000000				Sector Sector Sector	
ED 195 0 Contents and model number for the listed HCRCS code. You must click the Addd Manufacturer, Model Name & Model Number Putton below for this information in the drag-down means in the Available Data section. You must click the Addd Manufacturer Work and the listed HCRCS code. You must click the Addd Manufacturer, Model Name & Model Number Putton below for this information in the drag-down means in the Available Data section. You must click the Addd Manufacturer, Model Name & Model Number Putton below for this information to be assed. Click the Back Mutton the list and enter the data in the fields provided in the New Data section. Before you select Click the Back Mutton the list and enter the data in the fields provided in the New Data section. Before you select Click the Back Mutton the list and enter the data in the fields provided in the New Data section. Before you select Click the Back Mutton the list and enter the data in the fields provided in the New Data section. Before you select Click the Back Mutton the list and enter the data in the fields provided in the New Data section. Before you select Click the Back Mutton the list and enter the data in the fields provided in the New Data section. Before you select Click the Back Mutton the list and enter the data in the fields provided in the New Data section. Before you select Click the Back Mutton the list and enter the data in the fields provided in the New Data section. Before you select Click the Back Mutton the product information in the drag-down means in the Available Data section. Section Back Mutton the product information for the list and enter the data in the fields provided in the New Data section. Before you select Click the Back Mutton the product information in the drag-damment in the Available Data section. Section Back Mutton the product information in the drag-damment in the Available Data section. Section Back Mutton the product information in the drag-damment in the Available Data section. Section Back Mutton the product information	HCPCS Code			Action(s)	1
	E0260			Add	
	E0185				
	E0277			Add	
		0			
In the second seco	E0163	0 0		Add	
In the second seco	E0277 E0163 E0630	0 0		Add	
See Hexces B4152 The manufacturer, model name and model number for the listed HCPCS code. You must click the Add Manufacturer, Model Name & Model Name brutton below for this information to be saved. Click the Back button below for this information to be saved. Click the Back button below for this information to be saved. Click the Back button below for this information to be saved. Click the Back button below for this information to be saved. Click the Back button below for this information to be saved. Click the Back button below for this information to be saved. Click the Back button below for this information to be saved. Click the Back button below for this information to be saved. Click the Back button below for this information to be saved. Click the Back button below for this information to be saved. Click the Back button below for this information to be saved. Click the Back but to the product information for be saved. Click the Back but to the saved but to be sav	E0163 E0630	0 0 0		Add Add	
he mandpatture, model name and model number for the latest MCPCS code. You must click the Add Manufacturer, Model Name & Model Namber button below for this information to be assed. Click the Back button development of the interface of the latest MCPCS code. Select & Göther & Formation is an enter the data in the fields provided in the New Data sectors. Defere you select & Other, at the mandpatcher is not included on the lat, you may add man product information for some HCPCS code. Select & Göther & Formation is not included on the latest provided in the New Data sectors. Defere you select & Other, at the product findemines for this HCPCS code. Your must click the Add Manufacturer, Model Name & Mode	E0163 E0630	0 0 0	nically or otherwise) to persons not authorized	Add Add	Drint Back Né
he mandpatture, model name and model number for the latest MCPCS code. You must click the Add Manufacturer, Model Name & Model Namber button below for this information to be assed. Click the Back button development of the interface of the latest MCPCS code. Select & Göther & Formation is an enter the data in the fields provided in the New Data sectors. Defere you select & Other, at the mandpatcher is not included on the lat, you may add man product information for some HCPCS code. Select & Göther & Formation is not included on the latest provided in the New Data sectors. Defere you select & Other, at the product findemines for this HCPCS code. Your must click the Add Manufacturer, Model Name & Mode	E0163 E0630	0 0 0	nicelly or otherwise) to persons not authorized	Add Add	Print Back Ne
he mandpatture, model name and model number for the latest MCPCS code. You must click the Add Manufacturer, Model Name & Model Namber button below for this information to be assed. Click the Back button development of the interface of the latest MCPCS code. Select & Göther & Formation is an enter the data in the fields provided in the New Data sectors. Defere you select & Other, at the mandpatcher is not included on the lat, you may add man product information for some HCPCS code. Select & Göther & Formation is not included on the latest provided in the New Data sectors. Defere you select & Other, at the product findemines for this HCPCS code. Your must click the Add Manufacturer, Model Name & Mode	E0163 E0630	0 0 0	nically or otherwise) to persons not authorized	Add Add	Print _ Back _ Ne
he mandpatture, model name and model number for the latest MCPCS code. You must click the Add Manufacturer, Model Name & Model Namber button below for this information to be assed. Click the Back button development of the interface of the latest MCPCS code. Select & Göther & Formation is an enter the data in the fields provided in the New Data sectors. Defere you select & Other, at the mandpatcher is not included on the lat, you may add man product information for some HCPCS code. Select & Göther & Formation is not included on the latest provided in the New Data sectors. Defere you select & Other, at the product findemines for this HCPCS code. Your must click the Add Manufacturer, Model Name & Mode	E0163 E0630	0 0 0	nically or otherwise) to persons not authorized	Add Add	Print Back Ne
he mandpatture, model name and model number for the latest MCPCS code. You must click the Add Manufacturer, Model Name & Model Namber button below for this information to be assed. Click the Back button development of the interface of the latest MCPCS code. Select & Göther & Formation is an enter the data in the fields provided in the New Data sectors. Defere you select & Other, at the mandpatcher is not included on the lat, you may add man product information for some HCPCS code. Select & Göther & Formation is not included on the latest provided in the New Data sectors. Defere you select & Other, at the product findemines for this HCPCS code. Your must click the Add Manufacturer, Model Name & Mode	E0163 E0630	0 0 0	nically or otherwise) to persons not authorized	Add Add	Print Back Ne
he mandpalane and model model runder for height RPCRS code. You must click the Add Manufacturer, Model Name & Model Namber button below for this information to be saved. Click the Back button development of the interface of the Interface code. You must click the Add Manufacturer, Model Name & Model Name & Model Name & Click the Back button thremation is not included on the Its, you may add may pador may packet information to be saved. Click the Back button thremation is not included on the Its, you may add may pador may packet information to be saved. Click the Back button the product findomation by use entiring in real-tradery listed to the Add Date of the Ist and enter the data in the Heids provided in the Hero Data sectors. Defense you select 60 Mer, at sectors that is lated in the drop-down menu in the Available Data sectors, your bid could be disqualified sectors that is lated in the drop-down menu if explicable. If you enter product information sectors that is lated in the drop-down menu if explicable. How enter product information sectors that is lated in the drop-down menu if explicable. The drop-down menu if explicable. If you enter product information sectors that we would be to sector for products. Sector the you would he to sector for products. Sector the Notion information Visu can search using at least three (3) characters or Search results: Search menu is the sector the sector is the sector i	E0163 E0630	0 0 0	rrically or otherwise) to persons not authorized	Add Add	Print Back No
adad de product information for his HUPCS code. Ministration is not included on he Hist, you way de me product information for some HCPCS codes. Select & Others' from the list and enter the data in the fields provided in the New Data section. Before you select & Others', the product information in the ange-form menu if the arge-form menu if arge/form menu if the arge-form menu if arge/form menu if the arge-form menu if the arge-form menu if arge/form menu if the arge-form menu if arge/form menu if ar	E0163 E0630 on is confidential. C	0 0 0 Contents shall not be used, modified, or distributed (electro	nicelly or otherwise) to persons not authorized	Add Add	Print Back No
at the product information you are entering in not already listed in the drog-down menu in the Available Data section. You must use the product information in the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product information is the drog-down menu if applicable. If you enter product is drog is t	E0163 E0630 In is confidential. C	0 0 0 Contents shall not be used, modified, or distributed (electro		Add Add for receive the information.	
Select how you would like to search for products: Manufacturer Model Name Wood Number Search Results: Search Results: Search Results: Search Model Name Model Number WINSOURCE NATURE PLUS NIA	E0163 E0630 In is confidential. C a for HPCPS B41 the manufacture, the added the product		ust click the Add Manufacturer, Model Name & I	Add Add for necelve the information.	information to be saved. Click the Back butto
Manufacturer Model Number Search Results: Search Results: Model Name Model Name Model Number UNISOURCE NATURITE PLUS NIA	E0163 E0630 In is confidential C a for HPCPS B41 the manufacture, manufacture, manufacture, added the product inform information is not inc.		ust click the Add Manufacturer, Model Name & I HCPCS codes. Select 40ther af from the list and area un the Available take section. Your must use the p	Add Add to receive the information. Woold Number button below for this which is fails provided in the	information to be saved. Click the Back butto New Data section. Before you select # Other J
Select the following information You can search using at least three (3) characters UNISOURCE OR Search: GO Search Results: Select Manufacturer Name Model Name Model Number UNISOURCE UNISOURCE INA	a for INCPS B41 be manufacturer, m added the product information and the added the product information and the added the product information and the added the action that is the product information and the added the information and the added information and the added the added information and the added information and the added information and the added information and the added information and the added information and the added information and the added information and the added information and the added information added informatio	0 0	ust click the Add Manufacturer, Model Name & I HCPCS codes. Select 40ther af from the list and area un the Available take section. Your must use the p	Add Add to receive the information. Woold Number button below for this which is fails provided in the	information to be saved. Click the Back butto New Data section. Before you select # Other J
UNISOURCE OR Search: GO Search Results: Search Results: UNISOURCE MANUfacturer Name Model Number UNISOURCE NATURITE PLUS N/A	E0163 E0633 In is confidential C In is confidential C In the manufacture, m added the product is not inco added the product is not inco s action the is liste Secto two	O O	ust click the Add Manufacturer, Model Name & I HCPCS codes. Select 40ther af from the list and area un the Available take section. Your must use the p	Add Add to receive the information. Woold Number button below for this which is fails provided in the	information to be saved. Click the Back butto New Data section. Before you select # Other J
UNISOURCE OR Search: GO Search Results: Search Results: UNISOURCE MANUfacturer Name Model Number UNISOURCE NATURITE PLUS N/A	E0163 E0633 In is confidential C In is confidential C In the manufacture, m added the product is not inco added the product is not inco s action the is liste Secto two	O O	ust click the Add Manufacturer, Model Name & I HCPCS codes. Select 40ther af from the list and area un the Available take section. Your must use the p	Add Add to receive the information. Woold Number button below for this which is fails provided in the	information to be saved. Click the Back butto New Data section. Before you select # Other J
Search Results: Select Manufacturer Name Model Name Model Number UNISOURCE NATURITE PLUS NA	E0163 E0633 n is confidential C n is confidential C he manufacture, m added the product is not inco the product is not inco sector the Steet how	O O	ust click the Add Manufacturer, Model Name & I HCPCS codes. Select 40ther af from the list and area un the Available take section. Your must use the p	Add Add to receive the information. Woold Number button below for this which is fails provided in the	information to be saved. Click the Back butto New Data section. Before you select # Other J
Select Manufacturer Name Model Name Model Number UNSOURCE NATURITE PLUS N/A	E0163 E0633 In its confidential: C of on HIPCPS B41 The manufacturer, m added the product line aber of the product line section that is listed Select how Select how Select the 1		ust click the Add Manufacturer, Model Name & I HCPCS codes. Select 30therd from the list and ente u in the Available Data section. You must use the p could be disqualified You can search us	Add Add To receive the information.	information to be saved. Click the Back butto New Data section. Before you select # Other J
	E0163 E0633 E0633 a for HICC's B41 he manufacture, m deade the product added the product added the product section that is in and inci- section that is in a section that is in a section that is in a section that is in a section that is in a section that is a section that is in a section that is in a section that is a section that is in a section that is in a section that is a section that is in a section that is in a section that is in a section that is a section that is in a section that is a section that is in a section that is a section that is a section t		ust click the Add Manufacturer, Model Name & I HCPCS codes. Select 30therd from the list and ente u in the Available Data section. You must use the p could be disqualified You can search us	Add Add To receive the information.	information to be saved. Click the Back butto New Data section. Before you select # Other J
	E0163 E063 StortINCHS B41 In is confidential. C StortINCHS B41 In an interpretation of the product of the store interpretation of the store sector that is listed sector that is listed Select thor Select thor Select thor Select thor Select thor		ust click the Add Manufacturer, Model Name & I HCRCS codes. Select 40thed if from the list and exit ru in the Available Data section. You must use the p could be disquelified You can search us QR Search:	Add Add Add to receive the information.	information to be saved. Click the Back butto New Data section. Before you select # Other J
Add Manufacturer, Model Name & Model Number Clear	E0163 E063 StortINCHS B41 In is confidential. C StortINCHS B41 In an interpretation of the product of the store interpretation of the store sector that is listed sector that is listed Select thor Select thor Select thor Select thor Select thor		ust click the Add Manufacturer, Model Name & A HCPCS codes. Select &Ctherê from the list and ente to the Available Data section. You must use the p could be dispusified You can search us OR Search: Model Name	Add Add Add Add Add Add Add Add Add Add	information to be saved. Click the Back butto New Data section. Before you select # Other J
	E0163 E063 StortINCHS B41 In is confidential. C StortINCHS B41 In an interpretation of the product of the store interpretation of the store sector that is listed sector that is listed Select thor Select thor Select thor Select thor Select thor		ust click the Add Manufacturer, Model Name & A HCPCS codes. Select &Ctherê from the list and ente to the Available Data section. You must use the p could be dispusified You can search us OR Search: Model Name	Add Add Add Add Add Add Add Add Add Add	information to be saved. Click the Back butto New Data section. Before you select # Other J

After entering the Total Estimated Capacity and your Bid Price for each HCPCS code listed, click **Next**.

On the Form B: Manufacturer screen, you must select Add next to each HCPCS code in the product category and provide the manufacturer, model name, and model number that you will make available to Medicare beneficiaries in the CBA.

Depending on the HCPCS code, you will either be shown a drop down menu (listing manufacturer(s), model name(s) and model number(s)), blank fields to enter the information, or a combination of the two. You will choose from a drop-down menu or you may search for the product. Click **Add Manufacturer, Model Name & Model Number** to add the data to the list of items you intend to furnish. Please note that you must provide at least one manufacturer, model and model number for each item. If you do not currently provide the item, you should provide the information for the item(s) that you intend to furnish if awarded a contract.

If you are unable to locate the manufacturer information in the system using the search function or drop-down menu, you may enter the information in the **New Data for HCPCS Code** section, if this section is displayed.

After you have entered all of the manufacturer information for a particular HCPCS Code, click the **Back** button in the upper or lower right side of your screen. You will be returned to the previous screen so that you may enter manufacturer, model name, and model number information for the applicable HCPCS codes in the product category.

Round 1 2017 DBidS User Guide

ALLETE PHARMACEUTICALS

LETE PHARMACEUTICALS

Model Nam

AMTE HIGH CAL 2.0

N/A

AMTE HICAL 2.0

Modify Delete

	DMEPOS BIDI	DING SYS	STEM (DBids				
dder:	DMEPOS BIDI	DING SY	STEM (DBids	-			
dder:				u a			
	the lot below address to a lot	COLUMN STREET, ST					Welcome,
avigation	Form B: Summary						
tatus Page							Print Ba
usiness Organization Types lodify Form A	Date: 05/22/2015 16:08:42						
reate Form B lodify Form B	CBA: Charlotte-Concord-Gasto Product Category: Negative P	mia, NC Pressure Wound Ther	any (NPWT) Pumps and Rela	ted Supplies and Acc	cessories		
elect Bid	Date: 05/22/015-16-08-42 Bidder #: CBA: Charlotte-Concord-Gasto Product Category: Negative Pr PTAN(s): Bid Status: Pending Certificatio	on	apy (in this tangs and this	neo ouppres and rec			
elp ogout							
	Displayed below is a summary of	of the information you	u entered in Form B. Please c	arefully review for ac	curacy. You may make change	s by selecting Edit.	
and the second second	Contractor 1						-
day's 05/22/2015 te: 16:08:49	Units Provided						
en Bid 04/23/2015 te: 10:81:22	HCPCS Code		Total Units Provided			Units F	Provided to Medicare Benef
06/08/2015 13:59:59	A6550			1	1		1
te: 13:59:59	A7000 F2402			1			1
	62402						1
	Expansion Plan		d. The percentage increas	ness organization o e may exceed 100 p	or network would be capabl percent.	e of providing for all HC	PCS codes in the product cate
	If you plan to expand you characters). If additional minimum of one answer is	ur business under t space is needed, y is required.	the Competitive Bidding Pr ou may submit document	e may exceed 100 j	percent.		
	If you plan to expand you characters). If additional	ur business under t space is needed, y is required.	the Competitive Bidding Pr ou may submit document	e may exceed 100 j	percent.		1 27-1
	If you plan to expand you characters). If additional minimum of one answer is Can you increase your curren category in the CBA? If yes, y	ur business under t space is needed, y is required. nt capacity for this pr you must complete a	the Competitive Bidding Pr ou may submit document	e may exceed 100 j	percent.		1 27-1
	If you plan to expand you characters). If additional minimum of one answer to Can you increase your curren category in the CBA? If yes, y expansion plan.	ur business under t space is needed, y is required. is reapacity for this pr you must complete a	the Competitive Bidding Pr ou may submit document	e may exceed 100 j	percent.		er provided (maximum 1000 ti apply, please leave blank, <i>I</i>
	If you plan to expand you characters). If additional minimum of one answer is Can you increase your current category in the CBA? If yes, y expansion plan.	ur business under t space is needed, y is required. is reapacity for this pr you must complete a	the Competitive Bidding P ou may submit document oduct n No	e may exceed 100 j	percent.		er provided (maximum 1000 ti apply, please leave blank, <i>I</i>
	If you plan to expand you characters). If additional minimum of one answer is Can you increase your current category in the CBA? If yes, y expansion plan.	ur business under t space is needed, y is required. is reapacity for this pr you must complete a	the Competitive Bidding P ou may submit document oduct n No	e may exceed 100 j	percent.		er provided (maximum 1000 ti apply, please leave blank, <i>I</i>
	If you plan to expand you characters), If additional minimum of one answer i conservation of the second second second character of the second second second second second second second second second second second second second biological second second second second Biol Sheet	ur business under t space is needed, y is required. nt capacity for this pn you must complete a ion contractor(s)?	the Competitive Bidding P ou may submit document oduct n No	e may exceed 100 p	percent.		ce provided (maximum 1000 1 opply, please leave blank, A
	If you plan to expand you characters), if additional minimum of one answer i can be an experi- ted on the second second second second second second second bases Bid Sheet HEPCS Code Product	ur business under t space is needed, y is required. It capacity for this pn you must complete a ion contractor(s)?	he Congettitre Tilding P or may submit document oduct n No	e may exceed 100 j	our carrent structure and e- our carrent structure and e- required hardcopy docum		ce provided (maximum 1000 1 opply, please leave blank, A
	If you plan to expand you characters), if additional minimum of one answer i can an experiment of the second second second expension plan. Subcontractor Information Do you plan to use a subco Bid Sheet HEPCS Code Product 45500 1	ur business under f space is needed, y s required, ur capacity for the capacity for the pro- you must complete a non contractor(s)? Ct Claus Item D N/A Ne	the Congetitive Bidding P or may submit documents and the submit documents No No Description	Rental Or Purc	have Item Weight have 0.037956279	spansion plan in the spa ents. If an item does no Total Estimated Capa	cc provided (maximum 1000 t oppy, please leave blank, A compared to the second
	If you plan to expand you characters), if additional minimum of one answer i can an experiment of the second second second expension plan. Subcontractor Information Do you plan to use a subco Bid Sheet HEPCS Code Product 45500 1	ur business under f space is needed, y s required, ur capacity for the capacity for the you must complete a too contractor(s)? Ct Claus Items C t Claus Items C	the Conspetitive Bidding P or unary submit document and the second secon	Rental Or Purc	have Item Weight have 0.0375552278	opension plan in the spo ents. If an item does no Total Estimated Coppo 2	cre provided (maximum 1000 t apply, please leave blank, / creating and the second seco
	If you plan to expand you characters), if additional minimum of one answer i can an experiment of the second second second expension plan. Subcontractor Information Do you plan to use a subco Bid Sheet HEPCS Code Product 45550 1	ur business under f space is needed, y s required, ur capacity for the capacity for the pro- you must complete a non contractor(s)? Ct Claus Item D N/A Ne	the Congetitive Bidding P or may submit documents and the submit documents No No Description	Rental Or Purc	have Item Weight have 0.037956279	rgannion plan in the spa ients. If an item does in rotal Estimated Capa 1	cty Fee Schedule 1 426-25 436-96 446-25 436-95 436-35 456-35 45
	If you plan to expand you characters), if additional minimum of one answer i can an experiment of the second second second expension plan. Subcontractor Information Do you plan to use a subco Bid Sheet HEPCS Code Product 45550 1	ar business under tr space is needed, is required. to apply the space of the pro- temport of the pro- sect Class Item D of the pro- NIA Needer State of the space of the space NIA Needer State of the space of the space of the space NIA Needer State of the space of t	he Congetitive Tilding P ou may submit document oduct n No No <u>No</u> <u>Peecription</u> press wound ther day set press wound the ray purp	Rental Or Purc	have Item Weight have 0.037956279	rgannion plan in the spa ients. If an item does in rotal Estimated Capa 1	cc provided (maximum 1000 t oppy, please leave blank, A compared to the second
	If you plan to expand you characters), if additional minimum of our answer is to answer it to be an over the constraint of the constraint	ar business under tr space is needed, is required. to apply the space of the pro- temport of the pro- sect Class Item D of the pro- NIA Needer State of the space of the space NIA Needer State of the space of the space of the space NIA Needer State of the space of t	he Congettive Tidding P or may submit documents and No No Description gress wound ther drug set gress wound ther drug set gress wound therapy pump press wound therapy pump	Rental Or Purc	hase term Weight 0 - 0.337662379 0 - 0.451885309	rgennion plan in the spe enits. If an item does in rotal Estimated Capa 1 1 2	cc provided (maximum 1000 ct apply, please leave blank, / ct apply, please leave blank, / ctury Fee Scheduler Store Store Scheduler Store Scheduler Store Scheduler Store Scheduler
	If you plan to expand you characters), if additional minimum of one answer to can assert to expanse the CRD y set, you expanse plan. Subconstructor Information Do you plan to use a subconst Rid Sheet HCPCS Code Product State Sheet Top HCPCS Hamifacturer, MCPCS Code	ar business under r space is needed, is required. to capachy for bia pr you must complete a soon contractor(s)? ct Classa [term D NIA [Den NIA] [Den NIA] [D	he Congettitive Ridding P or may submit document of the second second second second biology of the second s	Rental Or Purchase Parchase Purchase Purchase Purchase	have them Weight a 0.37555279 0.41865279 0.41865109	roansion plan in the spo enerts. If an item does no Total Estimated Capos 1 2 3 3	ct provided (maximum 1000 t apply, please leave blank, A ct ap
	If you plan to expand you characters), if additional minimum of our answer is to answer it to be an over the constraint of the constraint	ar business under r space is needed, is required. to capachy for bia pr you must complete a soon contractor(s)? ct Classa [term D NIA [Den NIA] [Den NIA] [D	he Congettive Tidding P or may submit document and No No Description press wound ther drug set press wound ther drug set press wound therapy pump press wound therapy pump	Rental Or Purchase Parchase Purchase Purchase Purchase	hase term Weight 0 - 0.337662379 0 - 0.451885309	rotal Estimated Capacity January 1000000000000000000000000000000000000	cc provided (maximum 1000 ct apply, please leave blank, / ct apply, please leave blank, / ctury Fee Scheduler Store Store Scheduler Store Scheduler Store Scheduler Store Scheduler
	If you plan to expand you characters), if additional minimum of one answer to can assert to expanse the CRD y set, you expanse plan. Subconstructor Information Do you plan to use a subconst Rid Sheet HCPCS Code Product State Sheet Top HCPCS Hamifacturer, MCPCS Code	ar business under r space is needed, is required. to capachy for bia pr you must complete a soon contractor(s)? ct Classa [term D NIA [Den NIA] [Den NIA] [D	he Congettitive Ridding P or may submit document of the second second second second n No No <u>Second Second </u>	Rental Or Purc Purchase Purchase Purchase Purchase	have Item Weight have Item Weight balance bala	repartsion plan in the spo enerts. If an item does no international sectors of the international sector	ct provided (maximum 1000 t apply, please leave blank, A ct ap
	If you plan to expand you characters), if additional minimum of one answer is a super characters of the super super characters in the SUP year, you increase you character to be SUP year, you plan to use a subcomplex. Subconstructor Informative Super SuperSuperSuper Super Super Super Super Super SuperSuperSuper Super	ar business under r space is needed, is required. to apach for bill pro- you must complete a tom contractor(s)? ct Class [ferm D NA De NA Ne NA Ne NA Ne you held NA Heg	he Congettitive Ridding P roor may submit document of the second second second second second n No No No No No No No No No No No No No N	Rental Or Purc Purchase Purchase Purchase Purchase Purchase Purchase SINC	hase Item Weight a 0.37355279 b 0.41385279 b 0.41385278 b 0.41385278 b	rotal Estimated Capa 1 2 Construction 1 2 2 Construction 1 2 2 2 2 2 2 2 2 2 2 2 2 2	ct Provided (maximum 1000) t apply, please leave blank, A ct a

Note: If you are bidding for the same product category in multiple CBAs, you may copy the product information from another bid. After you enter the product information for one CBA, when you create another Form B, you may select a bid from the **Copy Manufacturer, Model Name, and Model Number Data** list on the **Form B: Manufacturer** page. Click the **Add** button. The data will be applied to this bid. You can make changes to the data on this bid by clicking the **Add** button next to each HCPCS code.

¹⁰ The Form B: Summary screen displays all the information you entered into Form B. Please review each section carefully. If you need to make changes or updates to a section, click Edit for that section. This will return you to the selected screen to make any changes. If you are satisfied with the information listed on the Summary screen, click Next.

Form B: Public Address Announcement orm B: Public Address Announcement CBA: Product Category DEPARTMENT OF HEALTH AND HUMAN SERVICES CENTERS FOR MEDICARE & MEDICAID SERVICE Form Approved OMB No. 0938-1016 PUBLIC ADDRESS ANNOUNCEMENT FORM Penalties for Falsifying Information on this Enrollment Application This section explains the penalties for deliberately furniting fails information to gan envalment in the Medicare program. 1: 81.9.5.5.5 (3001 authorizes cominal penalties against an individual who, any matter within the paradiction of any department or agency of the United States, looningly and willfully failings, occurses or covers up by any totic, scheme or devices antibination for the coming penalties against an individual who, any matter within the paradiction of any department or agency of the United States, looningly and willfully failings, fotboor or fauxUeint Statement or representations, or whole any failes relations and the statement or representations and the statement or adjust or adjust to the statement or relative statement or retry. 2: Section 12:80(1)(1) of the local Scaturity Acta dominant common specifically authorized by the centering statute. 2: Section 12:80(1)(1) of the local Scaturity, Acta dominant common specifically authorized by the schement or cause to be need any faile statement or representation of an asterial fact in any application for The officient statement and the statement or retry in individual who, in many and in whole ways. 3: The out failed causes and the statement or representation of a material fact in any application for the officient statement and the statement or representation of a material fact in any application for 1: Biotry factor statement and the output of the statement or representation of a material fact in any application for 3: Jionomy's present, and causes to be presented, the onfloer or any employee of the Linked States. verment a faire of fauldent daim for payment or approval: forwardy makes, use, or causes to be made or used, a faite record or statement to get a faise or fauldent daim pad or approved by the Government; or comprises to defauld the Government by getting a faite or fauldent daim allowed or pad. A strappose a of legating of strappose (SUD) Oper violation, but there there the mean of damages sustained by the Government. Section 1128/a(1) of the Sould Sourt's Act imposes to its likelity; in part, on any person (including an organization, approv or other entity) that involvingly presents or causes to be presented to an officer, employ deform: will form: should ke) was not provided as claimed: and/or b) the dam is false or frauduent.
This provision automations and without provide the provided of the provided and t emment may assert common law claims such as "common law fraud," "money paid by mistake," and "unjust enrichment." Indude compensatory and punitive damages, restitution, and recovery of the amount of the unjust profit. nation is confidential. Contents shall not be used, modified, or distributed (electronically or otherwise) to persons not authorized to receive the information Print Back Ne ¹² Form B: Certification Form B: Certification Bidder #: 13,5856722 CBA: Charlotte Gast e nie-Rock Hill NC-SC Product Category: Enteral Nutrients, Equipment and Supplies PTAN(a): 1015480001 Required fields are marked with * Certification e authorized official (AO) or back-up authorized official (BAO) must certify the bid is accurate. Please complete all fields below to certify your bid and then click Certify and Submit Bid. If changes are mad Form B after It has been certified, the AO or BAO must recertify the bid. You should check your status page often to confirm the current status of your bid. First Name * David Last Name 🖈 Arrest User ID ★ Certify and Submit Bid This information is confidential. Contents shall not be used, modified, or distributed (electronically or otherwise) to persons not authorized to receive the information Print Back Nex

The next screen is the **Form B: Public Address Announcement** (penalties for falsifying information). Please read this form and then click **Next**.

Only AOs and BAOs are allowed to access the Form B: Bid [Certification Statement]. At this point, EUs will be returned to the Status screen.

An AO or BAO should read the certification statement carefully.

Important Note for Networks:

Network members are required to certify that they cannot independently service the entire CBA. The primary supplier for your network must print the certifying statement for each member. Each member must carefully read and sign the statement. The primary supplier must submit the certifying statement with the network's hardcopy documents. You are required to include your bidder number on each page of the hardcopy documents you submit as part of your bid package.

Form B: Certification – Form B must be certified by the AO or BAO. The User ID is your EIDM/DBidS user ID and must be entered on the certification screen to serve as your signature certifying that all information submitted is true. Please note that if any modifications are made to Form B after it is certified, the AO or BAO must re-certify Form B. If Form B is not certified, your bid cannot be evaluated and you will not be considered for a contract.

Round 1 2017 DBidS User Guide

	Borm B: Summary	Once Form B is certified, a PDF version of the Form B Summary screen will appear. We strongly encourage you to print or save this PDF
Bidder:	Form B: Summary	for your reference.
Status Page > Business Organization Types > Modity Form A Create Form B > Modity Form B Select Bid > Help Logout	Next Ecrit B. Summary 20F (Opens in a new window) Next	Click Next to be returned to the Status page.

dder:	Form A: Application St	iatus.	6a						ome,	0
itatus Page	Status		Last Modil	End Data	Modified E		1	1		-
usiness Organization Types lodify Form A reate Form B	Complete and Approv	ved	05/22/2015		modified E		Print	Save		
elect Bid elp	Total Number of Location	ns: 2 Locations Incomple	ete: 0 Locations Complete	2 Total Number of Competitions	: 18					
gout	Form B: Bid Status									0
lay's 05/22/2015 te: 16:02:32		Select Filte	er CBA	6 of 6	Filter Cle	ar Filler			^	
	СВА	Dest of Calo		e Status	Last ♦ Modified	Modified		Select Bid		
	СВА	Product Catego	лу	e Status	Date	By	•	2		
te: 13:39:39	Cincinnati, OH	Nebulizers and Rel		Incomple	05/22/2015 10:51:56	Sec. Lago	Print	Save	~	
	Incomplete Bids: 6 Bi Total Bids: 6	ids Pending AO/BAO Certifi	cation: 0 Certified Bids: 0							
	Documentation Status	5								0
	Documentation Received	d: No								
	received by the CBIC by	the close of the bid window	. Late packages will not be a	age of all required hardcopy docume accepted. The notation above indicate information.	es whether the CBIC	has received any han	dcopy docum	ent(s). Howeve	r, it does not acl	mowledge
		energe er and accuments. In								

status screen shows you the status of your Form A and Form B(s). page will display each time you log in to DBidS. We suggest that check this screen often to ensure your bid is complete, approved, certified before the close of the bid window.

orm A Application status:

- **Incomplete** Form A is missing required field(s). Click on **Incomplete** to return to the section that is missing information.
- **Pending Approval** Approval for Form A is pending; it has not been approved (or re-approved, if applicable) by the AO or BAO.
- **Complete and Approved** Form A is complete and has been approved (or reapproved, if applicable) by the AO or BAO.

orm B Bid Status:

- Incomplete Form B is missing required information. Click on Incomplete to return to the Form B: Bid Status page. Each page of Form B will be listed with individual statuses.
- Pending Certification Certification is pending; form is complete but must be certified (or re-certified, if applicable) by the AO or BAO. An uncertified bid (Form B) will not be considered for evaluation.
- Complete and Certified Form B is complete and has been certified (or re-certified, if applicable) by the AO or BAO.

screen also shows whether your hardcopy document package has received. It does not show whether the package is complete or if locuments are accurate or acceptable. If your document package not received, the DBidS indicator will remain No.

ocumentation Status:

Document Received – Yes – displays if the CBIC has received a

Form A and B Status

 package. Document Received – No – displays if the CBIC has not received a package.
You may continue to view your DBidS status screen up to 90 days after the bid window closes to certify whether your online bid is complete, approved, and certified by the AO or BAO. However, no changes can be made to any bidding information.

International Keyboard & Alt Control Instructions

International Keyboard	Alt Contro	ol			
(For Windows XP users)					
(For Windows XP users) Click Start in the bottom left of your screen. Select Settings, then Control Panel. Double click Regional and Language Options. A pop up box will appear. Select the Languages tab. In the Installed services box, click Add and select United States - International under Keyboard Layout/IME. Click OK. Click Apply.	indicated		Description inverted exclamation mark inverted question mark small a, acute accent capital A, acute accent small e, acute accent capital E, acute accent small i, acute accent small i, acute accent small n, tilde capital N, tilde small o, acute accent capital O, acute accent capital U, acute accent	neric key	