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





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## 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, www.dmecompetitivebid.com.

This guide numbers 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. This will cause your DBidS account to lock. Instead, click **Logout** located in the left navigation menu and in the upper right corner of the DBidS screen.

DBidS will time out after 15 minutes of inactivity. A warning message will appear after 10 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 data entered. If DBidS times out, you must completely close all browser windows and open a new browser to log back into DBidS. To remain active in DBidS, you must click **Save** or proceed to the next screen by clicking **Next** every 10 minutes to keep your session active. Simply inputting information on a screen will not keep you in an active status.

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 will check your browser when you login and display a message if you are using an unsupported browser. If you use a non-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.

If you modify any information in Form A or Form B, after Form A is approved or Form B is certified, the AO or BAO must 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 your status is incomplete, click on **Incomplete** in the **Status** column, you will then be taken to the appropriate page to complete your form. It is important that you visit 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 41.)

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**DMEPOS Competitive Bidding Program** 

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Call the CBIC customer service center from 9 a.m. to 9 p.m. Eastern Time, Monday through Friday, at 877-577-5331 for assistance during registration and bidding periods.

### What is new in DBidS:

- You will not need to enter location specific data. Location information will be pre-populated with information from your enrollment data (address, National Provider Identifier (NPI), Taxpayer Identification Number (TIN), etc.) from the Medicare Provider Enrollment Chain and Ownership system (PECOS).
- You can easily add locations that have the same TIN or different TINs that are associated with your business organization.
- Some tables will be provided throughout DBidS that allow you to sort and/or filter on certain fields.
- You can assign multiple 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.
- If you are bidding in the national mail-order competition, you will complete the 50 Percent Compliance Form in DBidS.
- The status page will alert you to important information such as your total number of bids and the current status of your bid, whether it is complete and if not complete, what is missing. 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 alerts during the last week of bidding to remind you to complete and approve your Form A and complete and certify Form B.

### 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 complete Form A until the Authorized Official (AO) has completed the first section in Form A.
- There is no need to complete multiple Form As for each registered PTAN.
- 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 Individuals Authorized Access to the CMS Computer Services (IACS) system user ID and password by the time registration closes. You must have an IACS user ID and password to access DBidS. For more information on registering in IACS, please visit the CBIC website at www.dmecompetitivebid.com.

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: Go to <u>www.dmecompetitivebid.com</u> Click **Round 2 Recompete & National Mail-Order Recompete** 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 www.dmecompetitivebid.com

Click Round 2 Recompete & National Mail-Order Recompete on the left side of the page. Select Bidding Suppliers Select Bidding Click DBidS: Online Bid Submission System Click the Bid Now button

You will be directed to the IACS Terms and Conditions screen Click I Accept Type your IACS user ID into the User ID field Type your IACS password into the Password field. (IACS user IDs and passwords are case sensitive) Click Log In Click Enter DBidS on the Welcome to DMEPOS Bidding System (DBidS) screen.

If this is your first time logging in to 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 are the primary supplier for a network and are also bidding in a separate product category or CBA as an individual supplier, and you registered more than one Provider Transaction Access Number (PTAN) in IACS, the **Select PTAN to Create Form A** screen will appear. Select the PTAN for the bid you wish to enter in DBidS.

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## Form A

### Important:

- □ Only AOs or BAOs must 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 data can be entered 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 answer 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, 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



Business Organization Information – the supplier's legal business name that is reported to the Internal Revenue Service (IRS) for tax reporting purposes will be prepopulated from the Provider Enrollment, Chain and Ownership System (PECOS). Click the drop down arrow and select one of the following bidding supplier types:

- Single Location Bidder suppliers with only one location and NOT bidding as part of a network.
- Multiple Location Bidder suppliers with more than one location and NOT bidding as part of a network.
- Network Bidder small suppliers that are submitting a bid as part of a network.

If **Multiple Location Bidder** is selected, additional options will appear to further define your organization's business structure. Definitions may be found in the Request for Bids (RFB) instructions on the CBIC website. Your options are:

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

If **None of the above** is selected, the screen will refresh and the **Enter the name of your business organization structure** field will appear. Type a description of the organization's business structure into this field. For example, "I am the sole owner and have three locations."

If **Network Bidder** is selected, the **Network Name** box appears and the screen expands to ask if each member has signed a 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.

Specialty Supplier		
Indicate if you are bidding as a sp	ecialty supplier.	
nurs	our organization a skilled nursing facility (SNF) or a sing facility (NF) that is bidding as a specialty plier and plans to furnish competitively bid items to be our precidents?	○ Yes <sup>®</sup> No
oniy	v to its own residents? ★	
	2 Form A – Specialty Suppli	ier
tact Person		
vide the name(s) of the person(s) who should be co ed. You may enter more than one contact person (r	ontacted to answer questions regarding the business or network organization. You mus naximum 5). Once you have entered the names of your contact person(s), scroll down t	st click the Add Contact Person button below for this information to verify the name(s) was entered correctly.
	First Name *	
	Last Name 🖈	
	Title *	
	E-mail *	
	Add Contact Person Clear	
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uthorized Official or Key Pers	onnel	
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Specialty Supplier – Only skilled nursing facilities (SNFs) and nursing facilities (NFs) are eligible to bid as specialty suppliers. If Yes is selected and the business is identified as a specialty supplier, you will only be allowed to bid on the enteral nutrition product category. 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).

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.

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 are not the AOs as described above. Once the information is added in this field, it will appear in 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.

### Accreditation Information



Accreditation Information – Suppliers submitting a bid for a 5 product category must be accredited by one of the Medicare approved accreditation 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.

You must also review and acknowledge the disclaimer that you have read and agree with the statement.

6 Licensure – Suppliers submitting a bid for a product category in a CBA must meet all DMEPOS state licensing requirements and any other applicable state licensing requirements, if any, for that product category. 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.

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Business Information - Years in Business	
Provide the number of years 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.  Torm A – Business Information	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 months this organization has been in existence and furnishing DMEPOS items to any customer.
Type of Business         Select the business type that describes your organization. Bidders must submit certain financial documents based on the type of business identified in this response. Refer to the Request for Bid (RFB) instructions for a checklist of required financial documents.         Go to www.dmecompetitivebid.com/financialrequirements for additional information.         Type of Business * [Corporation]         3         Form A – Type of Business	<ul> <li>8 Type of Business – Select one:</li> <li>Corporation</li> <li>Sole Proprietorship</li> <li>Partnership</li> <li>Non-Profit Organization</li> <li>Municipality Owned</li> </ul>
Service Delivery         How will your organization furnish items and services to Medicare beneficiaries? (check all that apply) ★	<ul> <li>9 Service Delivery – Check all delivery methods that apply:</li> <li>Retail Location with Home Delivery</li> <li>Mail-order</li> <li>Home Delivery</li> </ul>



### 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 list 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).

CBA \$	Product Category +	Select
Search	Search	All
Aiken & Edgefield Counties, SC	Enteral Nutrients, Equipment and Supplies	
Aiken & Edgefield Counties, SC	General Home Equipment and Related Supplies and Accessories	
Aiken & Edgefield Counties, SC	Nebulizers and Related Supplies	
Aiken & Edgefield Counties, SC	Negative Pressure Wound Therapy (NPWT) Pumps and Related Supplies and Accessories	
Aiken & Edgefield Counties, SC	Respiratory Equipment and Related Supplies and Accessories	
Aiken & Edgefield Counties, SC	Standard Mobility Equipment and Related Accessories	
Aiken & Edgefield Counties, SC	Transcutaneous Electrical Nerve Stimulation (TENS) Devices and Supplies	
Akron, OH	Enteral Nutrients, Equipment and Supplies	
Akron, OH	General Home Equipment and Related Supplies and Accessories	
Akron, OH	Nebulizers and Related Supplies	

Form A – CBA and Product Category

### U Select Competitive Bidding Area (CBA) and Product Category

Note: 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.

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 CBA(s) associated with each of your locations.

Click on the **Add CBA/Product Category** 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 produce all possible CBA or product category names as you type in the name. 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.

Note: If you previously selected **Specialty Supplier**, you may only select the enteral nutrients, equipment and supplies product category. No other product categories will appear in the product category selection. Networks are prohibited from bidding in the national mail-order recompete.

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You have now completed questions about your organization; you must now complete location specific questions. Your Bidder number is: 23- XXXXXXX

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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. 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 for your location.
- **Physical Address** verify the physical address for your primary location
- **Business Information** verify the tax identification number and doing business as 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.



### 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 feights, IL	General Home Equipment and Related Supplies and Accessories					
Chicago-Naperville-Arlington leights, IL	Respiratory Equipment and Related Supplies and Accessories					
Chicago-Naperville-Arlington Heights, IL	Standard Mobility Equipment and Related Accessories					
Chicago-Naperville-Arlington leights, IL	Nebulizers and Related Supplies					
Chicago-Naperville-Arlington leights, IL	Transcutaneous Electrical Nerve Stimulation (TENS) Devices and Supplies					
Chicago-Naperville-Arlington leights, 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						
splayed below is a summary of th	e CBA(s) and product category(s) for which you intend to submit a bid. Please review for accuracy.					
CBA / Product Category Lis	t 0 0 0 0 0 0 Show 10 v rows per page					
CBA	Product Category					
Search	Search					
mation is confidential. Contents s	shall not be used, modified, or distributed (electronically or otherwise) to persons not authorized to n	ecei				
	Print	1				
	Bidding Area (CBA) and Product Category - Primary Lo	202				

**5** Competitive Bidding Area (CBA) and Product Category – Primary Location – This section lists the CBA(s) and product category(s) 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.

**5** 

### orm A: Assign Locations

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Form A – Assign Locations screen, Assign CBA/PCs to Locations Save Back 6 (**Required**) section – For a single location bidder, the **Assign Locations** Your primary location is listed below. All additional locations associated with the primary location, if any, will also appear below. All locations that currently furnish or will furnish items for screen will appear next. This screen will provide a status of all locations. the competitively bid product category(s) should be included on your bid 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 up For multiple location and network location bidders, you will indicate which for the location 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 CBA and product category combination(s) the additional location(s) will please go to the Location Information Accuracy section and follow the instructions. To view a list of CBA(s)/product category(s) chosen for a location, click the number of CBA(s)/product category(s) for the location service. Under Assign CBA/PCs to Locations (Required), select the CBA(s) If you are bidding as a network, the primary network member should assign its location(s) on this screen. If there are members of the network with multiple location: member should assign these members' locations on the Form A: Assign Network Member Locations page. and product category(s). Then select the location(s) under Additional Total Locations Complete: 1 Total Locations Incomplete: 0 Locations that will service the CBA and product category. Your bid must Total Updates Available: 0 include all locations that would furnish competitively bid items for the CBA and product category combination(s). Click the **Assign CBA/PCs** button and Address PTAN Legal Business Name City State Zip Actions repeat to add CBAs and product categories to your location(s). You may 1860 WALT WHITMAN ROAD SUITE 700 5614920001 31ST AND 3RD PHARMACY INC MELVILLE NY 1881609428 0658 1 View/Modif This information is confidential. Contents shall not be used, modified, or distributed (electronically or otherwise) to persons not authorized to receive the informat sort by CBA or product category using the arrows 💻 , or you can filter the Print Save Back Next fields by typing in the blank box above the list of CBAs and product Form A – Assign Locations screen, Assign CBA/PCs to Locations (Required) categories. If you wish to add the same toll-free number to some or all of your additional locations, you may do so on the Form A: Assign Locations screen under the Apply Toll Free Number to Locations section. 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. 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.

### 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, skip to page 28 of this guide for further instructions on completing Form A
- > If you have **multiple locations**, please view pages 22-24, then skip to page 28.
- ▶ If you have a **network**, please complete pages 25-27 and continue to page 28.

# Form A: Multiple Locations



CBA/produc	sign multiple CBA/ product category t category combinations. You can so ssign CBA/PCs button to assign you CBA/product category combination fo	rt or filter any of the fields r selected CBA/product ci	in this table. ategory combi	nation to the	selected l	ocations.					
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1	Kansas City, MO-KS			Enteral Nut	rients, Equ	ipment and Supp	olies				
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For	m A: Assign L	ocations	scree	en, A	ssig	n CBA	/РС	s to	o Loca	tions (Req	uire

Organizations with multiple locations and organizations that are commonly owned or 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 Common Ownership and Control fact sheet on the CBIC website.

The Form A: Add Additional Locations screen will list all PTANs associated with your primary location's tax 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 additional locations and enter the PTAN, TIN and NPI and click the Add Location(s) button. .

**Prind Additional Locations** – 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. 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. From this list, select the location(s) you wish to add to your bid and then click the **Add Location(s)** button. You should repeat these steps to add locations using a different TIN.

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

On the **Assign Locations** screen, you will indicate which CBA and product 2 category combination(s) each location will service. Under Assign **CBA/PCs to Locations (Required)**, select the CBA(s) and product category(s). Then select the location(s) under Additional Locations that will service the CBA and product category. Your bid must include all locations that would furnish competitively bid items for the CBA and product category combination(s). Click the Assign CBA/PCs button and repeat to add CBAs and product categories to your location(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

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DMEPOS Competitive Bidding Program

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CBAs and product categories.
If you wish to add the same toll-free number to some or all of your locations, you may do so on the Form A: Assign Locations screen under the Apply Toll Free Number to Locations section.
You can check the status for each location on this page. If the status is 'Incomplete,' click the <b>View/Modify</b> button for the location to see what information is missing.
If <b>Update Available</b> appears in the status field, this means a change has been made to your enrollment information in PECOS. Click <b>Refresh Location</b> to view the updated information for the location.
Please review the information for your location(s). To view, modify or complete information for a location, please click the <b>View/Modify</b> button. If any of the information is inaccurate, please go to the <b>Location Information Accuracy</b> section and follow the instructions.

# Form A: Networks

### Form A: Add Network Member Locations

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**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, and you may select the locations under **Network Locations.** Click the **Add Locations** button to add the locations to the network's bid. Repeat this process to add other locations.

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

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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).

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. You may sort by CBA or product category using the

arrows in the blank box above the list of CBAs and product categories.

If you wish to add the same toll-free number to some or all of your locations, you may do so on the **Form A: Assign Network Member** Locations screen under the **Apply Toll Free Number to Locations** section.

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.

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

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 signing, or approving, Form A. You must:

□ Review your **Summary** page

Review the Hardcopy Document Package Checklist and then:

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

Bidder Number: Sopplier Type: Bidder Status: Pending Approval				
Displayed below is a summary for the location make any changes or add a location, select N changes, click EDIT.	h(s) for which you are submitting a bid. Please o EXT. Only locations identified by the PTAN listed	carefully review the information you provided on Form A t on this summary page will be eligible to receive payme	for accuracy. You may modify your inform nt if awarded a contract under the DMEPO:	ation or add a location(s). If you do not wish i Competitive Bidding Program. To make any
Identifying Information			dje tida	
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City Telephone Number (xxx) xxx-xxxx	Bullimore (800) 123-4567	State Toll Free Number(if available) (xxx) xx	Zip Code	12345 (899) 123-4567
PTAN for this location	1015400001		NPI Identification Number	1234547898
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Form A: Summary – You will see a summary of the information 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. If you are satisfied with the information, click Next. To print a summary of the information provided for all locations, click the Print All Locations button. 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.

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 information in the **Form A: Additional Location/Network Location Summary** screen will appear. To change any of the information displayed on this screen, click **View/Modify**.

**Form A: Checklist** – This screen provides a checklist of the required financial hardcopy documents and a chart that describes all document requirements based on your organization's structure. We suggest you use this checklist and chart when you prepare your package of hardcopy documents. You can find this checklist and chart in the *Request for Bids (RFB)* on the CBIC website. Next, AOs and BAOs will see the **Form A: Approval** screen. EUs will be returned to the **Status** screen.



## 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).

#### 1 Navigation Form A: Application Status 1 To create a Form B, click Create Form B from the Navigation menu on the Status Page Status Last Modified Date Modified By 저 Business Orga left side of your DBidS screen. Modify Form A Complete and Approved 11/24/2014 16:24:37 Holly Hobby Print Save Create Form B Total Number of Locations: 1 Locations Incomplete: 0 Locations Complete: 1 Total Number of Competitions: 5 ▶ Help Logout 1 Form B: Bid Status Select Filter CBA ~ Filter Clear Filter 4 of 4 elect Bid CBA Product Category National Mail Incomplete Bids: 2 Bids Pending AO/BAO Certification: 0 Certified Bids: 2 Total Bids: 4 8 Documentation Status Documentation Received: No It is the bidder's responsibility to ensure that they have submitted the entire package of all required hardcopy documents to the Competitive Bidding, implementation Contrador (JEIC) and that the package is received by the CEIC by the close of the bid window. Late packages will not be accepted. The notation above indicates whether the CBIC has received any hardcopy document(s). However, it does not acknowledge the accuracy or completeness of the documents. The CBIC cannot provide this information: **Navigation Menu** Form B: Create Bid <sup>2</sup> The Form B: Create Bid screen will appear. The CBA and product category Required fields are marked with \* fields have been populated with information provided on Form A. Choose the Competitive Bidding Area (CBA)/ Product Category To create a bid (Form B), select a CBA and product category, then click the Create Bid or Next button. This field is populated from CBA from the drop down menu and click Select. The product category(s) will the information you provided on Form A. You must click the Select button for the product category to be displayed below. then be displayed. Choose the applicable product category for that CBA and CBA \* Select Select the CBA click the Create Bid button. Product Category \* Select Product Category V Create Bid CBA/Product Category List Displayed below is a summary of the CBA(s) and product category(s) you have selected. Click on the column headers to sort the columns in ascending or descending order. The last column clicked will be the primary sort order for the page. Select Filter CBA Filter Clear Filter • 2 of 2 CBA Product Category Charleston-North Charleston-Summerville, SC Enteral Nutrients, Equipment and Supplies National Mail-Order Mail-Order Diabetic Supplies Form B: Create Bid 2

### Form B: Create Bid



	ı Plan

Can you increase your current capacity for this product category in the CBA? If yes, you must complete an expansion plan. 🖈	Yes (	ON
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If you plan to expand your business under the Competitive Bidding Program, describe your current structure and expansion plan in the space provided (maximum 1000 characters). If additional space 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

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 click the Copy button. The data will be copied 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.

✓ Сору

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Inventory Control (Current) 1000 characters left

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Distribution (Current) 1000 characters left

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Additional Information (Expansion Plan) 1000 characters left

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 standard.

### above for specific requirements.

Do you plan to use a subcontractor(s)? \*

6

Select one or more of the following functions that the subcontractor will perform:

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

Purchase of Inventory

Delivery of Medicare-covered item only

• Yes O No

Subcontractor Information

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 the **Save** button to save the data. Any changes 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 41.



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

#### Print Save Back Next

#### Bidder #: International The

CBA: Product Category: 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.
- <u>Product Class</u> 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
- <u>item Description</u> Short narrative description of each HCPCS code. For a long description, go (<u>www.dmecompetitivebid.com.</u>)
- <u>Type of Bid</u> (Rental or Purchase) Indicates whether your bid should be for the purchase or monthly rental of the item (identified by the HCPCS code or product class). In most cases you must submit a bid amount that represents the purchase price of the item even if that item is routinely paid for on a monthly rental.
  - 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. <u>Item Weight</u> - Indicates the relative market importance of each item to the overall product category.
- Total Estimated Capacity 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 turnish 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 (www.dmecompetitivebid.com) for the definition of a unit and other important bidding information. • <u>Fee Schedule</u> - Indicates the fee schedule amount for the HCPCS code in this CBA. You must provide a bid price that is less than or equal to the fee schedule amount.
- the resistencies amount. Bid Price - 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 speciality suppliers) for the duration of the contract period.

HCPCS Code	Product Class	: Item Description	Rental Or Purchase	ltem Weight	Total Estimated Capacity	Fee Schedule	Bid Price
B4034	N/A	Enter feed supkit syr by day	Purchase	0.0142260653	*	6.06	*
B4035	N/A	Enteral feed supp pump per d	Purchase	0.0374194643	*	11.56	*
B4036	N/A	Enteral feed sup kit grav by	Purchase	0.0037422180	*	7.94	*
B4081	N/A	Enteral ng tubing w/ stylet	Purchase	0.0000010696	*	21.44	*
B4082	N/A	Enteral ng tubing w/o stylet	Purchase	0.0000011992	*	15.94	*
B4083	N/A	Enteral stomach tube levine	Purchase	0.000003049	*	2.45	*



Form B: Bid Sheet

The Form B: Bid Sheet 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. **Rental** means to enter your bid price for one month's rental of the new item. **Purchase** means to enter the bid price as the total purchase 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 CBIC website.

The **Bid Price** must be at or below the fee schedule amounts. The fee schedule amounts for Round 2 Recompete 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.

	CBA Product Category: I PTAN(s):							
	PTAN(s):							
	PTAN(s):	na Anci 48, 92-52 Maral Nutrante, Epuip	ment and Dupples					
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	For the HCPCS codes information for each H	a listed below, identify ICPCS code for your I	the manufacturer(s), model name(s) bid to be complete.	and model number(s) of all pro	oducts that you plan to make available to	Medicare beneficiaries in	this CSA. You must prov	iside
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	the drop down list and	click the Add button	The data will be applied to this bid.	You can make changes to the o	data on this bid by clicking the Add butto	n next to each HCPCS co	de.	
	f a contract is awarde	ed, the information ent	ered on this screen will be displayed	to the public in the online Medi	icare Supplier Directory located at http://w	www.medicare.gov_In orde	r to keep this information	s current,
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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, 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 other HCPCS codes in the product category.

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.

DBidS User Guide

He Data for HPCPS A	OWRETE COMPETITION						
cent Compliance Form antional mail-order reco	ompete competition, the law requires b	idding suppliers to demonstrate	that their bid covers at i	east 50 percent, by volume, of all by	pes of mail-order diabetic testing i	strips. To demonstrate your	compliance with
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ne wat below, select ALL 1. The cumulative marke	models of test strips (HCPCS code A4 t share will be displayed in the TOTAL	box at the bottom of the form. O	nce you reach the 50 pe	cent threshold, please enter any ac	percent or merket share for each / dditional models you intend to prov	ide. It is very important to in	naicate ALL
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If you are bidding in the national mail-order recompete, you must demonstrate that your bid covers at least 50 percent, by volume, of all types of diabetic testing strips on the market (the "50 percent rule"). Select all models of test strips (HCPCS code A4253KL) that you intend to furnish to Medicare beneficiaries. The **Market Share %** column will show the market share for each model you enter. The cumulative market share will be displayed at the bottom of the form.

f the model is not on the pre-populated list, select **Other** and enter the model nformation in the **New Data for HCPCS A4253KL** section. The models that you enter in this section will get a combined market share of 10 percent towards your total market share for compliance with the 50 percent rule.

Please note that acknowledgement of your form meeting the 50 percent requirement is not a guarantee of compliance. The form will be verified to ensure completeness and accuracy.

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84130     molecture 3     molect     nucleo 3       84131     marchature 4     molect     marchature 5       84132     marchature 4     molect     marchature 5       84134     marchature 5     molect     marchature 5       ** Access the marchature 5, public admarcance of the reserve an vehicle to admarcance definite.     marchature 6     marchature 5		64034	manufacturer1			number1	
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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.



<sup>12</sup> 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 IACS/DBidS user ID. 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.

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 for your reference.

## Form A and B Status

Status		Last Modified Date	Modified B		1	2	
Complete and Appro	oved	10/30/2014 09:07:21	Annia Aggla		Print	Save	
Total Number of Location	ons: 1 Locations Incomplete: 0 Locations Complete: 1	otal Number of Competitions: 820					
Form B: Bid Status							
	Select Filter	8A 💌 2 of 2	Filter Clear Filter			Select Bid	^
СВА	Product Category	¢ Status	Last Modified Date	Modified By	• 🖬	1	
Asheville, NC	Enteral Nutrients, Equipment and Supplies	Incomplete	10/30/2014 09:22:39	Annie Apple	Print	Save	
Akron, OH	Enteral Nutrients, Equipment and Supplies	Complete and Certified	10/30/2014 09:24:06	Acrese Apple	Print	Save	~
Incomplete Bids: 1 E Total Bids: 2	Bids Pending AO/BAO Certification: 0 Certified Bids: 1						
	us						
Documentation Statu							

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

### Form A Application status:

- **Incomplete** Supplier 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.

### Form B Bid Status:

<ul> <li>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.</li> <li>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.</li> <li>Complete and Certified – Form B is complete and has been certified (or</li> </ul>
re-certified, if applicable) by the AO or BAO.
This screen also shows whether your hardcopy document package has been received. It does not show whether the package is complete or if the documents are accurate or acceptable. If your document package was not received, the DBidS indicator will remain <b>No</b> .
Documentation Status:
• <b>Document Received – Yes</b> – displays if the CBIC has received a package.
<ul> <li>Document Received – No – displays if the CBIC has not received a package.</li> </ul>
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

Alt Control					
Hold down the <b>Alt</b> key while typing the corresponding key combinations indicated i the box below (use the numeric keypad to enter numbers).					
Character	Description	Windows	Macintosh		
I	inverted exclamation mark	173	opt-1		
٤	inverted question mark	<mark>1</mark> 68	opt-shift-/		
á	small a, acute accent	160	opt-E A		
Á	capital A, acute accent	0193	opt-E shift-A		
é	small e, acute accent	130	opt-E E		
É	capital E, acute accent	144	opt-E shift-E		
í	small i, acute accent	161	opt-E I		
í	capital I, acute accent	0205	opt-E shift-I		
ñ	small n, tilde	164	opt-N N		
Ñ	capital N, tilde	165	opt-N shift-N		
ó	small o, acute accent	162	opt-E O		
Ó	capital O, acute accent	0211	opt-E shift-O		
ú	small u, acute accent	163	opt-E U		
Ú	capital U, acute accent	0218	opt-E shift-U		
	Hold down the A the box below (u Character i á á á á á á é é é é é é í í í í ñ Ñ Ő ó ú	Hold down the Alt key while typing the correspon the box below (use the numeric keypad to enterCharacterDescriptioniinverted exclamation mark inverted question mark is mall a, acute accentásmall a, acute accent á capital A, acute accent é small e, acute accent i í small i, acute accent i í capital I, acute accent i í capital I, acute accent i small n, tilde Ñ capital N, tilde ó ó small o, acute accent i small u, acute accent	Hold down the Alt key while typing the corresponding key contribution the box below (use the numeric keypad to enter numbers).CharacterDescriptionWindowsiinverted exclamation mark173¿inverted question mark168ásmall a, acute accent160Ácapital A, acute accent0193ésmall e, acute accent130Écapital E, acute accent144ísmall i, acute accent161ícapital I, acute accent0205ñsmall n, tilde164Ñcapital N, tilde165ósmall o, acute accent162ócapital O, acute accent0211úsmall u, acute accent163		