

Getting Ready to Bid

DMEPOS Bidding System (DBidS) Checklist

You will bid in Medicare's DMEPOS Competitive Bidding Program using an on-line application called the DMEPOS Bidding System or DBidS. We recommend that you gather the required information listed below before you enter DBidS to make the process easier and more efficient.

You will need to know the following information about your business organization:

- Business structure (i.e. single-location, corporation, subsidiary, commonly owned/controlled, national chain, franchise).
- Product category(s) and competitive bidding area(s) (CBA) for which you intend to bid. A list of [product categories](#) and [CBAs](#) are on the Competitive Bidding Implementation Contractor (CBIC) website at www.dmecompetitivebid.com.
- Accrediting organization(s) for each location.
- All locations licensed for the product category(s) in the CBA(s) you intend to bid.
- If you plan to expand to meet the obligations required under the contract, develop your expansion plans for the applicable areas: staff (manpower), financing (funding levels), facilities (square footage), inventory control (method of tracking inventory), distribution methods (vehicles, mail-order).
- If you plan to use a subcontractor(s), identify its legal name and current or expected function. Obtain signed letters of intent to enter a subcontracting relationship from all current or anticipated subcontractors to include in your hardcopy package.
- Estimated total number of customers served in each CBA during the past calendar year.
- Estimated percentage of customers that were Medicare beneficiaries.
- Commonly owned or controlled suppliers that intend to bid with you for the same CBA and product category combination(s). Only one bid should be submitted on behalf of all commonly owned or controlled suppliers for the same CBA and product category combination(s). The above information should be obtained from each commonly owned or controlled supplier and the required financial documents from each supplier must be submitted in one hardcopy package. More information on common ownership and control is in the [Common Ownership and Common Control](#) fact sheet on the CBIC website.
- If you are bidding as part of a network, the primary network member will submit a bid on behalf of the network. The primary network member should obtain the above information from each network member and submit – in one hardcopy package - the legal agreement, certification statement, and required financial documents from each network member. More information on network requirements is available in the [Request for Bids \(RFB\) instructions](#).

You will need to confirm the following information about each of your locations (some of the data will be pre-populated in DBidS from your Medicare enrollment record):

- Legal business name, doing business as (DBA) name, mailing address, physical location address, telephone number, length of time doing business.
- Provider Transaction Access Number (PTAN), National Provider Identifier (NPI) and Tax Identification Number (TIN).
- Authorized official(s) name, location, and title.
- Contact person(s) name, title, phone, and e-mail address.

- Years location has been in business.
- Sanctions or legal actions within the last five years.
- Service delivery type (i.e., retail, mail-order, home delivery).

You will need the following information about the items/services you intend to provide:

- Number of units for top Healthcare Common Procedure Coding System (HCPCS) codes in each product category provided to total customers.
- Number of units for the top HCPCS codes in each product category provided to Medicare beneficiaries.
- Percentage increase in volume you (or your network) would be capable of providing for all codes in the product category during a 12 month period (this may be more than 100 percent).
- Manufacturer(s), model name(s), and model number(s) for items you will make available to beneficiaries.
- Total estimated capacity (number of items you can furnish) for each item (identified by HCPCS code) in the product category for one year.
- A bona fide bid price for each item. The [Requirement to Submit a Bona Fide Bid](#) fact sheet contains additional information on this requirement.

If you are planning to bid in the national mail-order recompetes, you will also need the following information that demonstrates your compliance with the 50 percent rule:

- The manufacturer(s), model name(s), and model number(s) for diabetic test strips (HCPCS code A4253KL) that you intend to furnish to Medicare beneficiaries if you are awarded a contract. More information about the 50 percent rule is in the [National Mail-Order Recompetes Competition for Diabetic Supplies](#) fact sheet.

Disclaimer: This checklist is to be used only as an aid to the Request for Bids (RFB) instructions and not as a substitute. All bidders should thoroughly read the RFB to ensure compliance with all of the program requirements.