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

Round 2021

DBidS User Guide

PALMETTO GBA®
A CELERIAN GROUP COMPANY

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

Contents

Introduction

This 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 the [Request for Bids (RFB) Instructions](#), [Bid Preparation Worksheet](#), [financial documentation requirements](#), [state licensing rules](#), [Bid Surety Bond](#) fact sheet, and other important information about the program on the [Competitive Bidding Implementation Contractor](#) (CBIC) website.

Tips

Do not press the enter key on your computer keyboard. This may cause the screen to reset and your information to be lost.

After keying information into any screen in DBidS, it is always a good idea to save your entry by clicking **Save.** Make sure you use the **Save**, **Back**, or **Next** buttons to navigate in DBidS.

Do <u>not</u> 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 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 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 10 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 in Form A is completed, and you have been assigned a bidder number. It is important to remember your assigned bidder number as you will select it from a drop-down list in Connexion, the program's secure portal, when uploading your required documents.

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.

When entering information in DBidS, you may copy and paste data from Microsoft Excel. Simply click on the cell in Excel, copy the data, then click in the field in DBidS and paste the data. Since this data affects your entire bid, review the information you entered in DBidS 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 11, Mozilla, Firefox, Google Chrome, or Safari. DBidS does not support the use of mobile devices such as tablets or iPhones. DBidS will check your browser when you log in and display a message if you are using an unsupported browser. If you use an unsupported browser, you may experience slow response times and certain 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 47.)

Note: This guide uses numbers to identify the screens and sections in DBidS. However, the screens and sections in the DBidS application are not actually numbered.

We encourage you to call the CBIC customer service center toll-free at **877-577-5331** between 9 a.m. and 5:30 p.m. prevailing Eastern Time, Monday through Friday, if you have any questions or need assistance. Hours are extended to 7 p.m. prevailing Eastern Time during registration and bidding, and to 9 p.m. prevailing Eastern Time during the last two weeks of both the registration and bidding windows.

Important Reminders about DBidS:

- You do not need to enter location specific data. Location information (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 (i.e., Provider Transaction Access Numbers (PTANs)) that are associated with your business organization.
- Some tables in DBidS allow you to sort and/or filter certain fields.
- You can assign multiple competitive bidding area (CBA) and product category combinations (competitions) to multiple locations at one time by using the sort and filter options.
- You can copy your manufacturer information from one bid (i.e., Form B) to another.
- You can select manufacturer, model name, and model number from pre-populated drop-down lists in most instances.
- The status page alerts you to important information such as total number of bids, who the last person was 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 email 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:

- Not allowing sufficient time to complete and review bids before the bid window closes.
- The AO or BAO not re-approving Form A and/or re-certifying Form B after a change has been made to the form(s). An unapproved Form A and/or uncertified Form B is an incomplete bid and will not be considered.
- Not checking your status page often to ensure the bid is complete.

- Commonly owned and/or commonly controlled suppliers bidding against each other in the same competition. Please see the ***For Commonly Owned and Commonly Controlled Suppliers*** section (page 15) in the RFB Instructions for more information.
- The AO not completing the first section in Form A, which prevents the end user(s) from completing the remainder of Form A.
- Submitting bid amounts that do not meet the definition of a bidding unit. For example, an item, such as a hospital bed, is furnished to beneficiaries as a monthly rental item. However, the definition of a bidding unit for a hospital bed is the "purchase of one new unit." The bidder incorrectly entered a "rental" amount instead of a "purchase" amount for the hospital bed in DBidS.
- Not carefully reviewing your bid amounts for accuracy (e.g., ensuring no keying errors when entering bid amounts, bid amount is for a new item).
- Not uploading a bid surety bond in Connexion for each CBA on the bid.
- Not providing all required information on the bid surety bond (see Bid Surety Bond Sample Template on the CBIC website).

Getting Started

You must be registered in the CMS Enterprise Portal, have received your user ID and password, and have requested access to DBidS by the time registration closes. You can request access to Connexion at any time after the registration window opens. You will use your CMS Enterprise Portal user ID and password to access both DBidS and Connexion. For more information and instructions on registering in the CMS Enterprise Portal for a user ID and password and/or adding access to DBidS and Connexion, please visit the Registration page on the CBIC website.

If you already have a CMS Enterprise Portal account and an active user ID and password, make sure your last name, Social Security number, and date of birth match PECOS data. Also, please ensure your email address is correct and remains active throughout bidding and bid evaluation as critical information will be communicated to you using this email address. If you do not already have a CMS Enterprise Portal account (for applications such as DBidS, Connexion, SPOT-FCSO, PS&R, Novitasphere, or HPG/HETS), you will need to register in the CMS Enterprise Portal to obtain a user ID and password before completing the three steps below to add access to DBidS and Connexion.

When registration opens for Round 2021 you will need to:
1. Log into the CMS Enterprise Portal with your user ID and password and add access to DBidS and Connexion.
2. Select the same role (authorized official (AO), backup authorized official (BAO), or end user (EU)) for both DBidS and Connexion.
   See the DBidS and Connexion User Role Table that describes the actions each user role can perform.
3. Enter the same organization information and PTAN for DBidS and Connexion. The organization's legal business name (LBN) and PTAN must be valid in PECOS.

> **Important: The LBN on the bidding entity's bid surety bond must be the same as the LBN associated with the PTAN you use to register for DBidS and Connexion. This LBN will auto-populate in the Business Organization Information section of Form A in DBidS.**

As a reminder, each person who intends to view or enter data in DBidS must be registered in CMS Enterprise Portal, have his or her own user ID and password, and add DBidS access to his or her profile. Sharing CMS Enterprise Portal user IDs and passwords is strictly prohibited, as they are for the individual's use only and serve as an electronic signature. Sharing of user IDs may result in termination of system access privileges and/or other adverse actions up to and including legal prosecution.

To log into DBidS when the bid window opens**:**

Go to the Round 2021 page on the CBIC website
Select **Bidding**
Click **DBidS: DMEPOS Bidding System**
Click the **Bid Now in DBidS** button

1. You will be directed to the Portal System Use Notification screen
   Click **I Accept**
   Enter your CMS Enterprise Portal user ID into the User ID field
   Click **Next**
   Enter your password into the **Password** field. (CMS Enterprise Portal 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 into DBidS and completed this screen, the **Status** screen will appear. If you registered with more than one PTAN in the CMS Enterprise Portal according to the exceptions described on page 18 in the RFB Instructions, click on the **Select Provider Transaction Access Number (PTAN) to Create Form A** screen. Select the PTAN for the bid you wish to enter in DBidS.

Form A

Important:

- ☐ Only AOs or BAOs can complete the **Business Organization Information** 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 in Form B.
- ☐ The LBN on your bidding entity's bid surety bond must be the same as the LBN associated with the PTAN you use to register for DBidS and Connexion. This LBN will auto-populate in the **Business Organization Information** section.
- ☐ You will receive your bidder number when you complete the **Business Organization Information** Section in Form A. You will use your bidder number when uploading your required documents in Connexion.

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Form A – 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 regardless of your bidder type.

You will be asked questions about:

- ☐ **Business Organization Information** – indicate how your organization will be bidding (single location, multiple locations, network).
- ☐ **Specialty Supplier** – indicate if you are bidding as a skilled nursing facility (SNF) or nursing facility (NF) that will only furnish the enteral nutrition product category 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 organization(s) that has accredited the location(s) in your business organization, and attest that each location is properly accredited for the lead item and non-lead items and service(s) included in the bid.
- ☐ **Licensure** – attest that all of your locations on your bid have the 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 furnish 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** – acknowledge that you have obtained a bid surety bond for each CBA for which you are submitting a bid, and identify the competitions for which you are submitting a bid.

① **Form A: Business Organization Information**

① **Business Organization Information** – the bidder's LBN for the location used for registration will be pre-populated from PECOS. This is the name reported to the Internal Revenue Service (IRS) for tax reporting purposes. This LBN must also be listed as the principal/obligor on the bid surety bond for the CBA.

Click the drop down arrow and select one of the following supplier bidding types:

- Single Location Bidder – bidders with only one location and not bidding as part of a network.
- Multiple Location Bidder –bidders with more than one location and not bidding as part of a network.
- Network Bidder – small suppliers that are bidding 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 on pages 36-37 in the 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 have 3 locations."

If **Network Bidder** is selected, the **Network Name** box appears, and the screen expands to ask if each member has signed a legal agreement or 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 legal agreement or contract signed by each member. For more information on networks and network requirements, please see page 29 of the RFB Instructions.

② **Form A – Specialty Supplier**
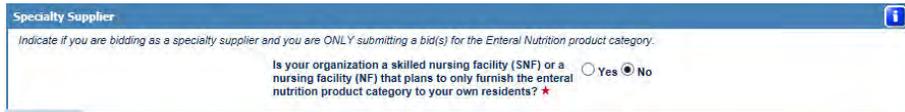
Specialty Supplier

Indicate if you are bidding as a specialty supplier and you are ONLY submitting a bid(s) for the Enteral Nutrition product category.

Is your organization a skilled nursing facility (SNF) or a nursing facility (NF) that plans to only furnish the enteral nutrition product category to your own residents? ★   ○ Yes ● No
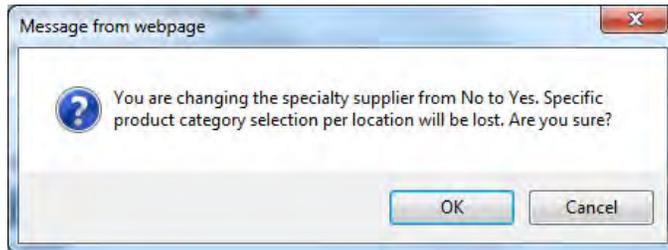
Message from webpage

You are changing the specialty supplier from No to Yes. Specific product category selection per location will be lost. Are you sure?

OK   Cancel

③ **Form A – Contact Person**
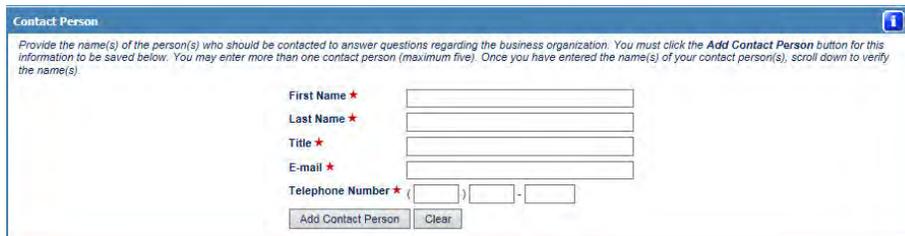
Contact Person

Provide the name(s) of the person(s) who should be contacted to answer questions regarding the business organization. You must click the Add Contact Person button for this information to be saved below. You may enter more than one contact person (maximum five). Once you have entered the name(s) of your contact person(s), scroll down to verify the name(s).

First Name ★ [   ]
Last Name ★ [   ]
Title ★ [   ]
E-mail ★ [   ]
Telephone Number ★ ([   ]) [   ] - [   ]

[Add Contact Person] [Clear]

② **Specialty Supplier** – Only SNFs and 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 CBA.

③ **Contact Person** – Provide at least one, but you may list a maximum of five, person's name 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**

4 **Authorized Official or Key Personnel** – Provide at least one, but you may list a maximum of five, AO or key personnel per business organization. An AO is a person identified as an AO 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 furnish competitively bid items to Medicare beneficiaries. Key personnel are crucial to the operation of the business organization but may or may not be an AO 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.

5 **Form A – Accreditation Information**

5 **Accreditation Information** – Each location(s) on the bid for the lead item and non-lead items in the product category must be accredited by one of the Medicare-approved accrediting organizations. Select the organization(s) that has accredited your location(s) 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.

⑥ Form A – Licensure

Licensure By the close of the bid window, all locations must meet Medicare enrollment requirements, including possessing all applicable state licenses for the lead item and non-lead items within the product category(s) and competitive bidding area(s) for which you are bidding.

As required by 42 CFR § 414.414 (b)(3), every location on the bid 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(s) and product category(s).

Please check the Licensure Directory on the National Supplier Clearinghouse (NSC) website, which serves as a guide, and the Licensure for Bidding Suppliers fact sheet, to help ensure your location(s) is properly licensed.

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 as a bidder that my location(s) must have all applicable state licenses for the lead item and non-lead items in the product category CBA for which I am bidding. This information must be on file with the National Supplier Clearinghouse (NSC) and in the Provider Enrollment, Chain, and Ownership System (PECOS) by the close of the bid window. ★ ☐

⑦ Form A – Business Information

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.

⑧ Form A – Type of Business

Type of Business

Select the business type that describes your organization. Bidders must upload in Connexion certain financial documents based on the type of business identified in this response. Refer to the Request for Bids (RFB) Instructions for a checklist of required financial documents.

Type of Business ★ Please Select Business Type ▾

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⑥ **Licensure** – Each location(s) on the bid for a product category in a CBA must meet all applicable state licensing requirements for the lead item and non-lead items in the product category. Check the box next to the licensure acknowledgement statement. The bidder should make sure that the license(s) is in PECOS and on file with the National Supplier Clearinghouse (NSC) by the close of the bid window. During bid evaluation, we will verify that all applicable state licenses are in PECOS. For additional information, review the DMEPOS State Licensure Directory on the NSC website and the Licensure for Bidders fact sheet on the CBIC website.

⑦ **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 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. You should enter the number of years and months your organization has been in existence and furnishing DMEPOS items to any customer.

⑧ **Type of Business** – Select one:

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

⑨ Form A – Service Delivery

⑩ Form A – Sanctions

⑨ **Service Delivery** – Check all delivery methods that apply:

- Retail Location with Home Delivery
- Mail-order
- Home Delivery

⑩ **Sanctions** – If **Yes** is selected, you must enter a description of any sanctions within the past five years (maximum of 1,000 characters.)

Note: The user is required to manually enter text into the sanction text box. Do not use the copy/paste function in this field as it may result in an error. If using special characters, please use the international keyboard or Alt Control keys to enter information (see instructions on page 47). If you select **Yes**, a copy of either the settlement or corporate integrity agreement must be uploaded in Connexion.

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

(11) **Select Competitive Bidding Area (CBA) and Product Category**

Read and acknowledge the statement that you have obtained a bid surety bond for each CBA for which you are submitting a bid. Select the competitions for which your organization is submitting a bid. You must select a minimum of one CBA and one 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 competition.

Click on the **Add CBA/PCs** button at the bottom of the screen after selecting the competitions from the list. This information will appear in the **CBA/Product Category List** section below. You will then be able to select additional competitions from this section.

To customize or narrow your list of competitions, you can use various displaying, sorting, and filtering options. You can display as few as 10 and as many as 40 rows per page.

To sort to your desired preference, click on ⇕. To search for a particular CBA, product category, or competition, click on the search box at the top of each column header and begin typing in the name of the CBA or product category. DBidS has an autocomplete function that will identify all possible competition names as you type. You may also use the drop-down 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. All ZIP codes included in a county may not all be included in a CBA.

Note: If you previously selected **Specialty Supplier**, only the enteral nutrition product category will be displayed.

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Message from webpage

⚠ You have now completed questions about your organization; you must now complete location specific questions.
Your Bidder number is: [redacted]

OK
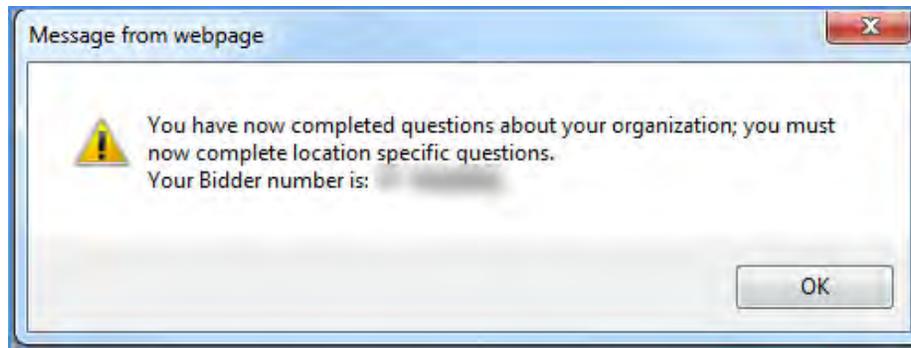
12 **Important!** Once you select **Next** after completing the required information on the **Form A: Business Organization Information** screen, you will be assigned a bidder number. A pop-up box containing a unique bidder number will appear. Your bidder number will also be in the top left corner of all DBidS screens moving forward.

The navigation menu on the left side of the DBidS screen will now expand and allow you to navigate to other screens within DBidS. It is important to remember your assigned bidder number as you will select it from a drop-down list in Connexion when uploading your required documents.

Form A – 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; the location used for registration purposes. This information is pre-populated from your enrollment record in PECOS. You will be asked to verify:

- ☐ **Identifying information** – verify LBN, PTAN, and 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 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 or with the NSC. You must follow the standard process to make these changes to your enrollment record.
- ☐ **Competitive Bidding Area (CBA) and Product Category – Primary Location** – The competitions you selected on the previous screen will appear. Select the competitions your primary location will be servicing.
- ☐ **CBA/Product Category List** – This section will display the competitions that your primary location will be servicing.

Form A: Primary Location Specific Information

1 **Identifying Information** – The LBN, address, telephone number, PTAN, and NPI for the location you registered in the CMS Enterprise Portal is pulled from PECOS and pre-populated on the screen. Please verify this information and enter a toll-free number if available.

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

3 **Business Information** – Verify the TIN and 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.

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

⑤ Competitive Bidding Area (CBA) and Product Category – Primary Location – This section lists the competitions that you selected in the **Business Organization** section. Select the competitions that your primary location will service. Once you select **Add CBA/PCs**, the competitions 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.

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 33 of this guide for further instructions on completing Form A.

- ➢ If you have **multiple locations**, please view pages 25-28, then skip to page 33.

- ➢ If you have a **network**, please complete pages 29-32, and continue to page 33.

Form A: Single Location

A supplier with one location that is owned by one or more owners will complete one Form A, listing the location represented by a single PTAN that will furnish the lead item and non-lead items, and which is not bidding as part of a network.

1 **Form A: Assign Locations**

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

To see a listing of the 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.

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 in DBidS along with the current data 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.

Please review the information for your location. 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 (step 4 on page 19) and follow the instructions.

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 furnish the lead item and non-lead items. For more information on what constitutes a commonly owned or commonly controlled supplier, please refer to the [Common Ownership and Common Control](#) fact sheet on the CBIC website.

① Form A: Add Additional Locations

① The **Form A: Add Additional Locations** screen will list all PTANs associated with your primary location's 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.

② **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.

❸   **Form A: Assign Locations**

❸   **Form A: Assign Locations** – On the **Assign Locations** screen, you will indicate which competitions 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 competition(s). Your bid must include all locations that would furnish the lead item and non-lead items for the competition(s). Click the **Assign CBA/PCs** button and repeat to add competition(s) to your location(s).

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 competitions.

Please remember that bid evaluation is based on the enrollment qualifications of the locations assigned in this section. You should only assign locations that are properly accredited and licensed to provide the entire product category(s) in the CBA(s).

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 by selecting the locations in the **Assign Locations** section, then entering the toll-free number under the **Apply Toll-Free Number to Locations** section and clicking **Apply**.

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 (and values) that are both current and that have been updated in PECOS.

If the updated information is correct, click **Accept PECOS Update** 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 **Cancel** 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 (step 4 on page 19) and follow the instructions.

Form A: Networks

A network is a group of between two to twenty small suppliers that form a legal entity to furnish the lead item and all non-lead items for the product category throughout an entire CBA. These suppliers must certify they cannot independently furnish the lead item and all non-lead 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 the lead item and all non-lead items for the product category throughout the CBA(s).

Note: Networks are not commonly owned or commonly controlled suppliers. For instructions on bidding as a commonly owned or commonly controlled supplier, please refer to section **Form A: Multiple Locations** on page 25.

① Form A: Add Network Member Locations

① Form A: Add Network Member Locations allows you to add each member of your network, as well as its locations that furnish or will furnish the lead item and non-lead items for the 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, TIN, and NPI. 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.

2 **Form A: Assign Network Member Locations**

2 On the **Form A: Assign Network Member Locations** screen, you will indicate which location(s) will service which competition(s). Your bid must include all locations that would furnish the lead item and non-lead items for the competition(s).

Please remember that bid evaluation is based on the qualifications of the locations assigned in this section. You should only assign locations that are properly accredited and licensed to furnish the entire product category(s) in the CBA(s).

Select the competition, and then select the location(s) that will be furnishing the lead item and non-lead items. Click **Assign CBA/PCs** to assign the competition(s) to the location.

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.

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, **Accept PECOS Update** 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 (step 4 on page 19) 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 AO or BAO approves Form A.

You must:

☐ Review your **Summary** page

Review the **Checklist** provided and then:

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

① Form A: Summary

① 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 locations 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.

② Form A: Checklist – A checklist for your entity type can be found in the RFB Instructions. Use this checklist to help you prepare your documents for uploading in Connexion. It is important that you follow the RFB Instructions carefully to ensure your documents meet all requirements. We strongly recommend using an accounting professional to prepare your required financial documents. Remember, financial statements should be prepared in accordance with generallly accepted accounting principles (GAAP).

Click **Next**. At this point, AOs and BAOs will see the **Form A: Approval** screen. EUs will be returned to the **Status** screen.

③ Form A: Approval – Only an AO or BAO may approve Form A. The AO's or BAO's name will be pre-populated. To approve, the AO or BAO must enter his or her user ID, which is the CMS Enterprise Portal user ID, to serve as the signature of approval. Once the AO or BAO clicks **Approve**, Form A is complete and you will be able to create a Form B.

4

Message from webpage

⚠ 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.

OK

Form A: Summary

Next

Click on the link below to view your summary page PDF. Please print and/or save the summary page data to a PDF for your records.

Form A Summary PDF (Opens in a new window)
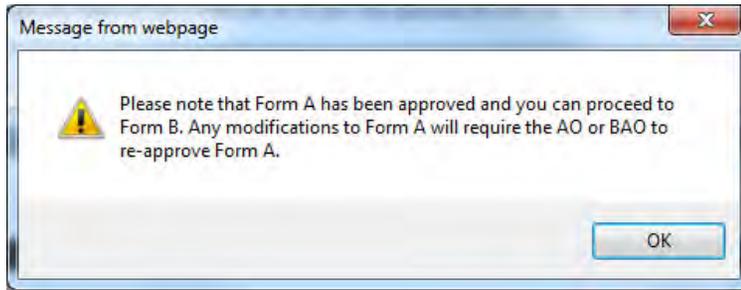
Next

4 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 is not certified.

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.

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** screen. Click the **Print All Locations** button.

Form B

Tips for Form B:

- ☐ If you are submitting bids for more than one competition, you must complete a Form B for each competition.
- ☐ Multiple users (AO, BAO, or EU) may enter information into different Form Bs at the same time, but only one user can enter data in an individual Form B.
- ☐ Your Form A must be **Complete** and **Approved** before you can proceed to Form B or access any created Form B(s). If you are accessing Form A, Form B will be locked until you exit Form A.

Form B: Create Bid

1   **Navigation Menu**
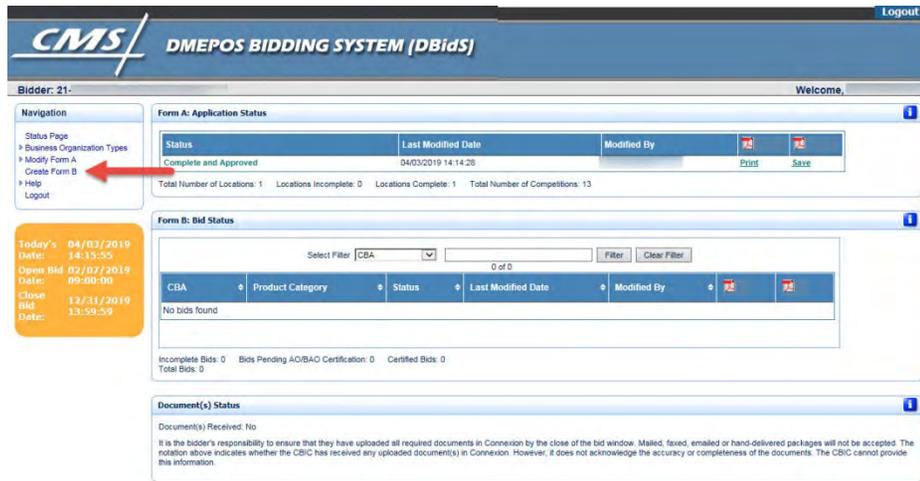
1 To create a Form B, click **Create Form B** from the **Navigation** menu on the left side of your DBidS screen.

2   **Form B: Create Bid**
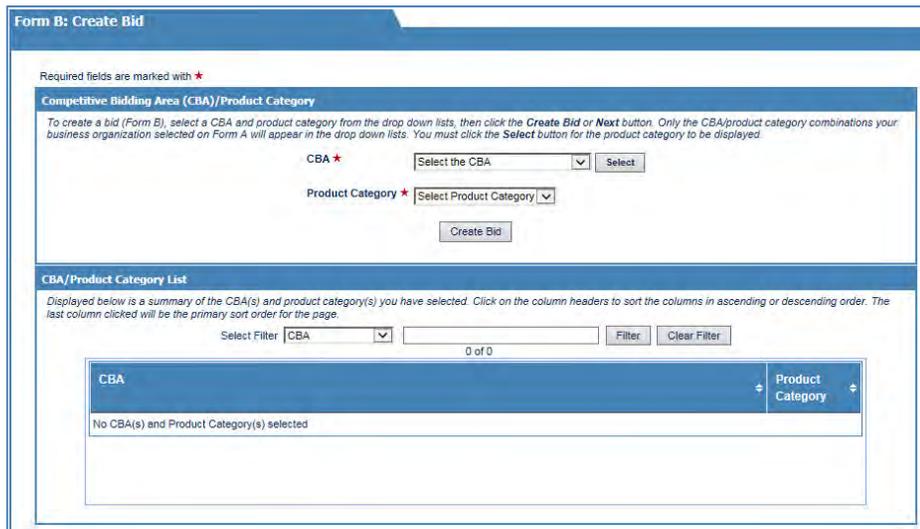
2 The **Form B: Create Bid** screen will appear. The CBA and product category fields have been pre-populated with information you provided on Form A. Choose the CBA from the drop down menu and click **Select**. The product category(s) will then be displayed. To create a bid for that competition, click the **Create Bid** button.

③ **Form B: Furnished Items**

③ On the **Form B: Furnished Items** screen, the **Units Furnished** section lists the Healthcare Common Procedure Coding System (HCPCS) code for the lead item in the product category that you selected. 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 furnished only to Medicare beneficiaries in this CBA in the past calendar year. If your business organization has not furnished any of the items in the past calendar year, indicate **0** in the appropriate column.

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

④ In **Percentage Increase in Medicare Business**, indicate the percentage increase in Medicare business that your organization or network would be capable of furnishing for the lead item in the product category for this CBA during a projected 12-month period. The percentage increase may exceed 100 percent.

Form B: Bid Sheet

Print   Save   Back   Next

Bidder #: 21-
CBA: Aiken & Edgefield Counties, SC
Product Category: Transcutaneous Electrical Nerve Stimulation (TENS) Devices
PTAN(s):

You must provide your total estimated capacity and your bid price for the lead item (identified by the Healthcare Common Procedure Coding System (HCPCS) code) listed for this product category.

Bid Chart Descriptions and Instructions:

- *HCPCS - Healthcare Common Procedure Coding System is a standardized coding system that is used primarily to identify products, supplies, and services.*
- *Product Category Identifier - A letter that corresponds to the product category for which you are submitting a bid.*
- *Item Description - Short narrative description of each lead item HCPCS code. For a long description, go to the CBIC website and use the HCPCS Lookup tool on the top navigation bar.*
- *Type of Bid (Rental or Purchase) - Indicates whether your bid should be for the purchase or monthly rental of the lead item (identified by the HCPCS code). 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.*
  - *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.
- *Lead Item - 1.0000000000 indicates the lead item for the product category. 0.0000000000 indicates the non-lead items within the product category.*
- *Total Estimated Capacity - For bidding purposes only, you must indicate the number of units for the lead item that you estimate you can furnish throughout the entire CBA for one (1) year. To determine the capacity for the lead item, 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 furnishing annually at the start of the contract period. Please refer to the Bid Preparation Worksheet(s) for the definition of a unit and additional bidding information.*
- *Bid Limit - Indicates the 2019 unadjusted fee schedule amount for the lead item HCPCS code in this CBA. For the lead item only, you must provide a bid price that is less than or equal to this amount. For more information, please see the bid limit files available on the CBIC website.*
- *Bid Price - You must indicate your bid price for the lead item in this field. Your bid price must be a bona fide bid amount. The price submitted must be rational, feasible, supportable, and reflect all costs associated with providing the lead item 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 furnish the lead item to the beneficiary for the bid price. The bid price you submit must include the cost of furnishing the lead item throughout the CBA (except for skilled nursing facilities and nursing facilities that elect to participate as specialty suppliers) for the duration of the contract period. Refer to the Bid Preparation Worksheet(s) and the Requirement to Submit a Bona Fide Bid fact sheet for the definition of a unit and additional bidding information. Refer to the Lead Item Pricing Calculator for the lead item's bid amount impact on the non-lead items for the product category.*

HCPCS Code	Product Category Identifier	Item Description	Rental Or Purchase	Lead Item	Total Estimated Capacity	Bid Limit	Bid Price
A4595	K	Tens suppl 2 lead per month	Purchase	1.0000000000	★ [ ]	33.17	★ [ ]
A4557	K	Lead wires, pair	Purchase	0.0000000000		33.17	
E0720	K	Tens two lead	Purchase	0.0000000000		33.17	
E0730	K	Tens four lead	Purchase	0.0000000000		33.17	
E0731	K	Conductive garment for tens/	Purchase	0.0000000000		33.17	

5

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 the lead item in the product category. Please refer to the Bid Preparation Worksheet on the CBIC website for more information.

Product Category Identifier: A letter that corresponds to the product category for which you are submitting a bid.

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.

Lead Item: 1.0000000000 indicates the lead item for the product category. 0.0000000000 indicates the non-lead items within the product category.

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 additional number of units or capacity you would be capable of providing annually at the start of the contract period of performance.

The definition of a unit for each item in the product category may be found in the Bid Preparation Worksheet on the CBIC website.

The **Bid Price** must be at or below the 2019 unadjusted fee schedule amounts for the lead item HCPCS code in the state in which the CBA is located. Your bid price must be rational, feasible, supportable, and reflect all costs associated with providing the lead item and services. It is also important that you consider the impact of your bid price for the lead item on the potential single payment amounts (SPAs) for the non-lead items in the product category. During bid evaluation, the CBIC may ask bidders to upload in Connexion (1) a narrative rationale that describes the bidder's ability to furnish the lead and non-lead items in the product category, and (2) supporting documentation that substantiates the bidder's ability to obtain the lead item for less than its bid price. The narrative rationale should explain how the bidder considered the

impact its bid price for the lead item would have on the potential SPAs for the non-lead items.

Note (Lead Item): Bid prices for the lead item in the product category will be used to calculate the SPAs for the non-lead items within that product category. The SPA for the lead item is the maximum bid price submitted for that lead item by suppliers whose bid price for the lead item is in the winning range in that CBA and product category. The SPAs for the non-lead items within the product category are determined by multiplying the lead item SPA by a relative ratio. The relative ratios are based on the historic differences in the fee schedule amounts for the lead item and non-lead items. See the Lead Item Pricing fact sheet for more information.

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

6   **Form B: Manufacturer**

6 On the **Form B: Manufacturer** screen, you must click **Add** next to the lead item 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.

7

7 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 furnish 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 the lead item HCPCS Code, click the **Back** button in the upper or lower right side of your screen. You will be returned to the previous screen.

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 the lead item HCPCS code.

8 **Form B: Summary**

8 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.**

9 **Form B: Certification Statement**

9 **Form B: Certification Statement** – 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 upload the certifying statement to Connexion.

10 **Form B: Public Address Announcement**

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

11   **Form B: Certification**

11 **Form B: Certification** – Form B must be certified by the AO or BAO. The user ID is your CMS Enterprise Portal/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.

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.

Click **Next** to be returned to the **Status** page.

Form A and B Status

The status screen shows you the status of your Form A and Form B(s). This page will display each time you log into DBidS. We 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** – 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. An unapproved bid will not be considered for evaluation.
- **Complete and Approved** – Form A is complete and has been approved (or reapproved, if applicable) by the AO or BAO.

Form 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 B is complete but must be certified (or re-certified, if applicable) by the AO or BAO. An uncertified bid 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.

This screen also shows whether your required documents have been uploaded in Connexion. In most cases, the DBidS indicator will update within two business days of receipt of the uploaded documents in Connexion. The DBidS indicator does not show whether the documents are complete or if they are accurate or acceptable. If your documents were not uploaded, the DBidS indicator will remain **No**.

Documentation Status:
- **Document Received – Yes** – your documents were successfully uploaded in Connexion.
- **Document Received – No** – your documents were not received.

	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
(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**.

Alt Control

Hold down the **Alt** key while typing the corresponding key combinations indicated in the box below (use the numeric keypad to enter numbers).

Character	Description	Windows	Macintosh
¡	inverted exclamation mark	173	opt-1
¿	inverted question mark	168	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