

Navigation

- Business Organization Types
- Help

Today's Date: 09/18/2018
 Today's Time: 10:52:45
 Open Bid: 08/28/2018
 Bid: 09/04/2018
 Close Bid: 12/31/2018
 Bid: 11:29:04

Form A: Business Organization Information Print Save Next

Each bidding supplier type (single location, multiple locations, or network) must provide information about its business organization. You must complete all required fields. Required fields are marked with an *

Business Organization Information

Indicate how your business organization will be doing:

Legal Business Name

Supplier Bidding Type Multiple Location Bidder

Select one of the following descriptions that best defines your business organization. Click on **+** at the top of the screen for business organization sub-menu.

Specialty Supplier

Indicate if you are existing as a specialty supplier:

Is your organization a defined nursing facility (DNF) or a nursing facility (NF) that is bidding as a specialty supplier and plans to furnish competitively bid items only to its own residents? Yes No

Contact Person

Provide the name(s) and title(s) of the authorized official(s) or key personnel for the business organization. You must click the **Add Contact Person** button in order for this information to be saved below. You may enter more than one contact person. Instructions: Once you have entered the name(s) of your contact person(s), scroll down to verify the entries.

First Name

Last Name

Title

E-mail

Telephone Number

Add Contact Person **Clear**

Modify/Delete Contact Person(s)

Modify or delete the contact person's information:

Print Name (Last Name, Title, Address)

No Contact Person(s) Saved

Authorized Official or Key Personnel

Provide the name(s) and title(s) of the authorized official(s) or key personnel for the business organization. You must click the **Add Authorized Official or Key Personnel** button in order for this information to be saved below. Once you have entered the name(s) of your authorized official or key personnel, scroll down to verify the entries.

First Name

Last Name

Title

Add Authorized Official or Key Personnel **Clear**

Modify/Delete Authorized Official / Key Personnel Information

Modify or delete the authorized official or key personnel information:

Print Name (Last Name, Title, Address)

No Authorized Official(s)/Key Personnel Saved

Accreditation Information

If the code of the bid window, all options must meet Medicare enrollment requirements, including being accredited for all items in the product category(s) for which you are bidding. All requests for CA, PFI, and LTL, etc. each supplier website must be reviewed, meet quality standards, and be accredited in order to be awarded a contract. Only accredited providers will be reviewed on the contract.

Select the name(s) of the Medicare approved organization(s) that has accredited your business organization. You must click the **Add Accreditation** button in order for the information to be saved below. You must also review and acknowledge that you have read and agree with the statement below. Click the box to accept:

Accreditation Organization Select Accreditation Organization

Add Accreditation

I acknowledge and understand that I, as a bidder, must be properly accredited to furnish the specific items and services included in the bid. This information must be on file in the Medicare enrollment system (i.e., Provider Enrollment, Chain and Ownership System (PECOS)).

Accreditation List

To delete your accreditation, click the **Delete** button next to the applicable accreditation organization. To change this information, you must delete the entry and add a new accreditation organization.

Accreditation Organization(s) Accr'd

No Accreditation(s) Saved

Licensure

If the code of the bid window, all options must meet Medicare enrollment requirements, including possessing all applicable state license(s) for the product category(s) and state(s) for which you are bidding.

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

Please check the **Licensure** checkbox on the HIC website, which serves as a guide, and the **Licensure for Medicare Bidding** tool sheet on the CMS website. You must also review and acknowledge that you have read and agree with the statement below. Click the box to accept:

I acknowledge and understand that I, as a bidder, have all applicable state licenses for every item in the product category for each CA for which I am bidding. This information must be on file in the Medicare enrollment system (i.e., Provider Enrollment, Chain and Ownership System (PECOS)).

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.

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 (RFI) instructions for a checklist of required financial documents.

Type of Business Please Select Business Type

Service Delivery

How will your organization furnish items and services to Medicare beneficiaries? (check all that apply)

Retail Location with Home Delivery

Mail Order

Home Delivery

Sanctions

Does your organization, or any individual on your staff, have any legal actions or settlements (such as judgments or settlements) filed against you within the last five (5) years? If your organization or location has been sanctioned, refer to the RFI instructions for a list of additional information that you must submit.

Yes No

Select Competitive Bidding Area (CBA) and Product Category

The CBA and product category combination 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 checked your categories, click the **ADD CBAs** button to save your selections. You may filter by CBA or product category using the arrows or you can filter the results by typing in the table cell above the list of CBAs and product categories.

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

CBAs and Product Categories		1 - 19 / 91 (91)	Show 100 rows per page
CBA	Product Category	Select	
Charlotte-Concord-Gastonia, NC	Empire Furniture, Equipment and Supplies	<input type="checkbox"/>	
Charlotte-Concord-Gastonia, NC	General Home Equipment and Related Supplies and Accessories	<input type="checkbox"/>	
Charlotte-Concord-Gastonia, NC	Neulucers and Related Supplies	<input type="checkbox"/>	
Charlotte-Concord-Gastonia, NC	Negative Pressure Wound Therapy (NPWT) Pumps and Related Supplies and Accessories	<input type="checkbox"/>	
Charlotte-Concord-Gastonia, NC	Respiratory Equipment and Related Supplies and Accessories	<input type="checkbox"/>	
Charlotte-Concord-Gastonia, NC	Standard Mobility Equipment and Related Accessories	<input type="checkbox"/>	
Charlotte-Concord-Gastonia, NC	Transcutaneous Electrical Nerve Stimulation (TENS) Devices and Supplies	<input type="checkbox"/>	
Chesler, Lancaster & York Counties, SC	Empire Furniture, Equipment and Supplies	<input type="checkbox"/>	
Chesler, Lancaster & York Counties, SC	General Home Equipment and Related Supplies and Accessories	<input type="checkbox"/>	
Chesler, Lancaster & York Counties, SC	Neulucers and Related Supplies	<input type="checkbox"/>	

CBA/Product Category List

Displayed below is a summary of the CBA(s) and product categories that you have selected. Please review for accuracy.

CBA / Product Category List		0 - 0 / 0 (0)	Show 100 rows per page
CBA	Product Category	Action(s)	
Search...	Search...		

Bidder:

Welcome, Jade Joseph

Navigation

- Status Page
- Business Organization Types
- Modify Form A
- Help
- Logout

Today's Date: 09/30/2016 10:40:20
 Open Bid Date: 06/26/2015 09:00:00
 Close Bid Date: 12/31/2016 13:59:59

Form A: Primary Location Specific Information

Print Save Next

Date location was added in DBids: 09/30/2016
 Date of last location update in DBids:

Please provide the requested information below for your primary location, which is the location (PTAN) that you used when you registered for a User ID and password to access DBids. The pre-populated information provided in DBids is from your enrollment record in the Provider Enrollment, Chain and Ownership System (PECOS). You must select at least one CBA/product category combination for the primary location.

Required fields are marked with an *

Identifying Information

Provide the toll free phone number (if available) for your primary location.

Legal Business Name
 Address Line 1
 Address Line 2
 City
 State
 Zip Code
 Telephone Number
 Toll Free Number (if available)
 PTAN for this location
 NPI Identification Number

Physical Address

The physical address for your primary location.

Address Line 1
 Address Line 2
 City
 State
 Zip Code

Business Information

The Tax Identification Number and Doing Business As name for the location as identified by the PTAN above.

Tax Identification Number (TIN)
 Doing Business As (DBA)

Location Information Accuracy

Please review the information above for your primary location. If any of the information is inaccurate, select No and provide the correct information in the text box.

Is the information listed above accurate for this location? * Yes No

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.

CBAs and Product Categories		1 - 3 / 3 (3)	Show 10 rows per page
CBA	Product Category	Select	
Search...	Search...	All	
Charlotte-Concord-Gastonia, NC	General Home Equipment and Related Supplies and Accessories	<input type="checkbox"/>	
Charlotte-Concord-Gastonia, NC	Nebulizers and Related Supplies	<input type="checkbox"/>	
Charlotte-Concord-Gastonia, NC	Enteral Nutrients, Equipment and Supplies	<input type="checkbox"/>	

CBA/Product Category List

Displayed below is a summary of the CBA(s) and product category(s) for which you intend to submit a bid. Please review for accuracy.

CBA / Product Category List		0 - 0 / 0 (0)	Show 10 rows per page
CBA	Product Category	Action(s)	
Search...	Search...		

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Print Save Next

Bidder:

Welcome, Jade Joseph

Navigation

- Status Page
- Business Organization Types
- Modify Form A
- Help
- Logout

Today's Date: 09/30/2016 10:43:54
Open Bid Date: 06/26/2015 09:00:00
Close Bid Date: 12/31/2016 13:59:59

Form A: Add Additional Locations[Print](#) [Save](#) [Back](#) [Next](#)

In this section, you will add locations to your bid. You must include on your bid all locations that currently furnish or will furnish items for the competitively bid product category(s) in the CBA(s). On your bid(s), you must include all commonly owned or commonly controlled locations that are located in the CBA or outside the CBA that will furnish items for the product category(s) to beneficiaries who maintain a permanent residence in the CBA(s).

Listed below are all PTANs associated with your primary location's tax identification number (TIN). To add a location(s) to your bid that is not associated with your primary location's TIN, enter the PTAN, TIN, and NPI in the Find Additional Location(s) section, and click the Find Location(s) button. The locations related to the new TIN(s) will appear in the Additional Location(s) section. If you have additional locations associated with a different TIN, you must repeat this step for each TIN combination.

Please note that if you exit this page without selecting a PTAN, the PTAN listing will not appear again. You will need to follow the instructions and repeat the steps.

If you are bidding as a network, the primary network member should add its location(s) on this screen. If there are members of the network with multiple locations, the primary network member should add these members' locations on the Form A: Add Network Member Locations page.

Find Additional Locations
To add a PTAN, TIN, NPI, click on the plus (+) sign. To remove, click on the minus (-) sign.

+ PTAN TIN NPI

Additional Location(s) 0 - 0 / 0 (0) Show 10 rows per page

PTAN	Legal Business Name	Address	City	State	Zip	NPI	TIN	Select
<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	All <input type="button" value="v"/>

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[Print](#) [Save](#) [Back](#) [Next](#)

Bidder:

Welcome, Jade Joseph

Navigation

- [Status Page](#)
- [Business Organization Types](#)
- [Modify Form A](#)
- [Help](#)
- [Logout](#)

Today's Date: 09/30/2016 10:57:07
 Open Bid Date: 06/26/2015 09:00:00
 Close Bid Date: 12/31/2016 13:59:59

Form A: Assign Locations
[Print](#) [Save](#) [Back](#) [Next](#)

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 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 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.

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.

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 locations, the primary network member should assign these members' locations on the Form A: Assign Network Member Locations page.

Total Locations Complete: 1
 Total Locations Incomplete: 0
 Total Updates Available: 0

Primary Location										
PTAN	Legal Business Name	Address	City	State	Zip	NPI	TIN	CBA PCs	Status	Actions
								3	Complete	View/Modify

[+ Apply Toll Free Number To Locations](#)

[+ Delete Additional Locations](#)

Assign CBA/PCs to Locations (Required) i

Displayed below are the CBA and product category combinations selected by your organization. Assign only those locations that currently furnish or will furnish items for the product category in the selected CBA. Each location identified will be evaluated to ensure it meets all the necessary requirements for the CBA/product category combination.

To assign locations, first select the CBA(s) and product category(s). Next, select the location(s) that will be furnishing the items in the product category(s) by checking the box in the right column. Then click the **Assign CBA/PCs** button. You can assign multiple CBA/product category combinations to multiple locations at one time. You can sort by CBA and product category using the arrows or you can filter the fields by typing in the blank field above the list of CBAs and product categories within this section.

You will need to repeat these steps for all of the CBA/product category combinations for which you wish to bid. To delete a CBA/product category combination for a location, click the **View/Modify** button in the Additional Location(s) section for the location you wish to modify. Once on the location page, you may delete the CBA/product category combination.

Example of how to assign a location: You are bidding for respiratory equipment in El Paso, TX, and you want to assign all of your Texas locations to this bid. Select "El Paso, TX" and "Respiratory Equipment and Related Supplies and Accessories" in the Assign CBA/PCs to Locations section. You can filter by state by entering TX in the field in the Additional Locations section, and then select the PTANs of all locations in Texas that will furnish respiratory equipment in El Paso, TX, and click the **Assign CBA/PCs** button. This will assign those locations to this CBA/product category combination.

CBAs and Product Categories			1 - 3 / 3 (3)	Show 10 rows per page
CBA	Product Category	Select		
<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	All <input type="text" value="v"/>		
Charlotte-Concord-Gastonia, NC	General Home Equipment and Related Supplies and Accessories	<input type="checkbox"/>		
Charlotte-Concord-Gastonia, NC	Nebulizers and Related Supplies	<input type="checkbox"/>		
Charlotte-Concord-Gastonia, NC	Enteral Nutrients, Equipment and Supplies	<input type="checkbox"/>		

[Assign CBA/PCs](#)

Additional Locations											0 - 0 / 0 (0)	Show 10 rows per page
PTAN	Legal Business Name	Address	City	State	Zip	NPI	TIN	CBA PCs	Status	Actions	Select	
<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	All <input type="text" value="v"/>	

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[Print](#) [Save](#) [Back](#) [Next](#)

Bidder:

Welcome, Jade Joseph

Navigation

- Status Page
- Business Organization Types
- Modify Form A
- Help
- Logout

Today's Date: 09/30/2016 10:56:21
 Open Bid Date: 06/26/2015 09:00:00
 Close Bid Date: 12/31/2016 13:59:59

Form A: Additional Locations
[Print](#) [Save](#) [Back](#) [Next](#)

Date location was added in DBIDS: 09/30/2016
 Date of last location update in DBIDS:

Please provide the requested information for each location or PTAN in your business organization. If you are bidding as a network, the primary network member should provide information for all its locations first.

On your bid(s), you must include all commonly owned or commonly controlled locations that are located in the CBA or outside the CBA that will furnish items for the product category(s) to beneficiaries who maintain a permanent residence in the CBA(s).

Required fields are marked with an *

Identifying Information

Provide the toll free phone number for the location identified by the PTAN below.

Legal Business Name
 Address Line 1
 Address Line 2
 City
 State
 Zip Code
 Telephone Number
 Toll Free Number (if available)
 PTAN for this location
 NPI Identification Number
 Tax Identification Number (TIN)

Physical Address

The physical address for the location as identified by the PTAN above.

Address Line 1
 Address Line 2
 City
 State
 Zip Code

Business Information

The doing business as (DBA) name for this location as identified by the PTAN above.

Doing Business As (DBA)

Location Information Accuracy

Please review the information above for this location. If any data is inaccurate, select **No** and provide details in the text box identifying the inaccurate data and provide correct information.

Is the information listed above accurate for this location? * Yes No

Competitive Bidding Area (CBA) and Product Category

The CBA and product category combinations appear below. You must identify the locations within a CBA and product category that will be furnishing the competitively bid items and services by checking the box in the right column for each combination.

The CBA/product category combination(s) you selected earlier appear in the list below. You must check the box in the right column for the combination(s) that this location will be servicing. After you have made your selection, click the **Add CBA/PCs** button to save your selection(s).

To delete a CBA/product category combination for a location, click the **Delete** button associated with the CBA/product category combination.

CBA and Product Categories		1 - 3 / 3	Show 10 rows per page
CBA	Product Category	Select	
Search...	Search...	All	
Charlotte-Concord-Gastonia, NC	General Home Equipment and Related Supplies and Accessories	<input type="checkbox"/>	
Charlotte-Concord-Gastonia, NC	Nebulizers and Related Supplies	<input type="checkbox"/>	
Charlotte-Concord-Gastonia, NC	Enteral Nutrients, Equipment and Supplies	<input type="checkbox"/>	

Add CBA/PCs

CBA/Product Category List

Displayed below is a summary of the CBA(s) and Product Categories for which you intend to submit a bid. Please review for accuracy.

CBA / Product Category List		1 - 3 / 3	Show 10 rows per page
CBA	Product Category	Action(s)	
Search...	Search...		
Charlotte-Concord-Gastonia, NC	General Home Equipment and Related Supplies and Accessories	Delete	
Charlotte-Concord-Gastonia, NC	Nebulizers and Related Supplies	Delete	
Charlotte-Concord-Gastonia, NC	Enteral Nutrients, Equipment and Supplies	Delete	

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[Print](#) [Save](#) [Back](#) [Next](#)