



CMS Medicare FFS Provider e-News *Brought to you by the Medicare Learning Network®*

CMS asks that you share the following important information with all of your association members and state and local chapters.

This issue of the e-News will be available in PDF format within 24 hours of its release in the [archive](#) with other past issues.

The e-News for Friday, October 5, 2012

Only 14 Days Left to Register for the Round 1 Recompete of the DMEPOS Competitive Bidding Program

Reminder: If you are a supplier interested in participating in the Round 1 Recompete of the Medicare Durable Medical Equipment, Prosthetics, Orthotics, and Supplies (DMEPOS) Competitive Bidding Program, *you must register before Friday, October 19, 2012, at 9 pm prevailing Eastern Time.* Suppliers that do not register cannot bid and are not eligible for contracts. Don't wait – go to the Competitive Bidding Implementation Contractor (CBIC) website at www.DMECompetitiveBid.com and register *today.*

Registration is typically a quick and easy process if you follow the step-by-step instructions in the [Individuals Authorized Access to CMS Computer Services \(IACS\) Reference Guide](#) posted on the CBIC website. To register, visit the [Round 1 Recompete](#) homepage on the CBIC website and click "REGISTRATION IS OPEN" above the Registration Clock on the homepage. Please note that suppliers with multiple locations typically must register only one Provider Transaction Access Number (PTAN) that will submit the bid for all locations.

The target registration dates have passed for authorized officials (AOs) and backup authorized officials (BAOs). End users (EUs), as well as any AOs and BAOs who have not yet registered, should register *now.* Suppliers may wish to register multiple EUs to help enter bid data in Form B of DBidS, the online bidding system. You will need to complete a Form B for each product category/competitive bidding area (CBA) on which you are bidding. Multiple users (AO, BAOs, EUs) may be in the Form B section of DBidS at the same time as long as each user is entering information for a different product category/CBA. Only suppliers that have registered and received a user ID and password will be able to access the online bidding system and submit bids.

If the AO for your company has not already registered, we cannot guarantee that he or she will be able to complete the registration process before registration closes. This is especially a concern if your files with the National Supplier Clearinghouse

(NSC) are not current and accurate. If your AO does not register, you cannot bid and will not be eligible for a contract. In addition, suppliers whose AOs have not registered are at risk of experiencing delays in accessing the online bidding system to get a bidder number and thereby missing the opportunity to submit financial documents by the covered document review date (CDRD).

If you have registered an AO but not a BAO, we strongly recommend that a BAO register *now*. The establishment of a BAO is encouraged to avoid any disruption in the bidding process. The individual in the BAO role can assume the AO role if for some reason the AO can no longer fulfill his or her bidding responsibilities. If there is no BAO for a company and the AO leaves the company, all end users associated with the company will lose access to the bidding system.

Remember, the AO and BAO must be listed on the CMS-855S enrollment form as an AO. After an AO successfully registers, the AO may designate other authorized officials on the CMS-855S to serve as BAOs; the AO and BAOs can then designate other supplier employees as EUs. BAOs and EUs must also register for a user ID and password to be able to use the online bidding system. The name and Social Security Number of the AO and BAOs must match exactly with what is on file with the NSC to register successfully.

If you have any questions about the registration process, please contact the CBIC Customer Service Center at 877-577-5331 between 9am and 9pm prevailing Eastern Time, Monday through Friday.

*The CBIC is the official information source for bidders. All suppliers interested in bidding are urged to sign up for “Email Updates” on the home page of the [CBIC](#) website. For information about the Round 1 Recompete, please refer to the bidder education materials on the CBIC website located under *Round 1 Recompete > Bidding Suppliers*.*

More helpful links...

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