

## REGISTRATION IS NOW OPEN FOR SUPPLIERS INTERESTED IN COMPETITIVE BIDDING FOR DMEPOS

Registration is now open and available to all suppliers interested in participating in the Round 1 Rebid of the Medicare Durable Medical Equipment, Prosthetics, Orthotics, and Supplies (DMEPOS) Competitive Bidding Program. Interested suppliers will submit their bids using an on-line internet application. To help ensure bid security and privacy, suppliers must first register to obtain a user ID and password. Only suppliers that have a user ID and password will be able to use the on-line bidding system; suppliers that do not register will not be able to bid.

**If you are a supplier interested in bidding, register now – don't wait.** Designate one Authorized Official (AO) listed on the CMS-855S enrollment form to act as your AO for registration purposes. The AO must register first and must approve other supplier employee requests to register. The AO's user ID and password will be sent by mail and should be delivered within 10 days after successful registration. After an AO successfully registers, the AO may designate other supplier employees to serve as Backup Authorized Officials (BAO) and/or End Users (EU). BAOs and EUs must also register in order to be able to use the on-line bidding system. The legal name, date of birth, and Social Security number (SSN) of the AO and BAOs must match exactly with what is on file with the National Supplier Clearinghouse in order to register successfully. Legal names, dates of birth, and SSNs of all users must match what is on file with the Social Security Administration.

We strongly urge all AOs to register no later than September 14, 2009 to ensure that BAOs and EUs have time to register before bidding begins. We recommend that BAOs register no later than October 9, 2009 so that they will be able to assist AOs with approving EU registration. Registration will close on November 4, 2009 at 9:00 p.m. EST – no AOs, BAOs, or EUs can register after registration closes.

To register, go to the Competitive Bidding Implementation Contractor (CBIC) website at [www.dmecompetitivebid.com](http://www.dmecompetitivebid.com). Please review the *IACS Reference Guide* for step-by-step instructions on registration. The CBIC web site also has the following useful tools: a registration checklist; Quick Step guides; and frequently asked questions. All suppliers interested in bidding are urged to sign up for E-mail Updates on the home page of the CBIC website.

We would like to remind all suppliers interested in bidding that we will be holding the first in a series of eight Special Open Door Forum (ODF) bidders' conferences for the Round 1 Rebid of the DMEPOS Competitive Bidding Program on August 19, 2009 from 2:00 to 3:00 pm EDT. At this Special ODF, we will provide an overview of what to expect during the bidder education period and provide suppliers with a step-by-step explanation of the registration process. In addition, we will identify common registration issues from the original Round 1 of the DMEPOS Competitive Bidding Program and discuss refinements to the bidding system. The PowerPoint presentation for the conference, along with information on how to participate, can be found on the CBIC website.

If you have any questions about the registration process, please contact the CBIC Customer Service Center at 1-877-577-5331. For information about the competitive bidding areas and product categories included in the Round 1 Rebid, as well as bidder education materials, please visit the CBIC website at [www.dmecompetitivebid.com](http://www.dmecompetitivebid.com).