

CBIC Posting September 13, 2007 Required Documentation Reminder

The competitive bid submission system (CBSS) has been updated to allow bidders to verify receipt of required hardcopy documents by the Competitive Bidding Implementation Contractor (CBIC). The CBSS provides a private, unique home page for each bidder. Effective immediately, bidders can visit their individual CBSS home pages to check the status of the receipt of their hardcopy documents.

It is important to note that a bidder's CBSS home page will only indicate whether that bidder's hard document package has been received. It will not indicate whether the hard copy document package is necessarily accurate, complete, or meets CMS criteria. It is each bidder's responsibility to ensure that a complete package of all required documentation has been correctly submitted. The CBIC will not be able to notify bidders of any specific missing documentation or otherwise provide confirmation of the accuracy or completeness of the hard copy documentation.

We would like to remind all bidders of the required hard copy documentation. For your convenience, we are providing here a summary of the requirements; additional required details are found in the official instructions.

All bidders, regardless of the type of business structure, must submit the certifying statement(s) as well as the following financial documents for the past three years prior to the date on which the bid is submitted:

- Income statements.
- Balance sheets.
- Cash Flow statements.
- Credit report and score (completed within 90 days prior to date on which the supplier submits its bid).

In addition, to the above financial documents:

- **Sole proprietors** or individuals that submit individual tax returns must send the Schedule C from their 1040 tax return for the immediate three years prior to the date on which the bid is submitted.
- **Corporations, limited partnerships, and other partnerships** must submit their Schedule L for the immediate three years prior to the date on which the bid is submitted.
- **Publicly traded companies** must submit a copy of their 10-K filing reports with the Securities Exchange Commission for the immediate three years prior to the date on which the bid is submitted.

Other documents are required depending upon the bidding entity.

- New suppliers must send projected financial statements for any year for which they do not have past financial information.
- Networks must send signed legal contracts among all network members.
- Suppliers that plan to expand using subcontractors must send signed Letters of Intent to Enter into an Agreement.
- Settlement Agreements and Corporate Integrity Agreements must be sent if applicable.
- Copies of accreditation organization's Certificates of Accreditation must be sent if available.

Bidders can find helpful additional information on documentation requirements on the DMEPOS Competitive Bidding Program website at www.dmecompetitivebid.com in the Bid Application Tool Kit. You may also wish to review the transcript, "Understanding the Bidding Rules," which may be found under "Outreach and Education Events" on the Web site.

If you have already sent in your hard copy documentation but believe required information may have been omitted, please be sure to send the missing documentation to the CBIC by the bid application deadline. All required hardcopy documents must be postmarked by the bid application deadline of Tuesday, September 25, 2007.