NEW

The Combating Terrorism Technical Support Office (CTTSO) is now the Irregular Warfare Technical Support Directorate (IWTSD). While our name is different our mission is much the same: identify and develop capabilities for DoD to conduct Irregular Warfare against all adversaries and to deliver those capabilities to DoD components and interagency partners through rapid research and development, advanced studies and technical innovation, and provision of support to U.S. military operations.

⚠️ Many email filters automatically block messages that look suspect. Please make sure your email system and Inbox are set up to accept emails from BIDSHelp@iwtsd.gov as this is the email address BIDS uses to notify you of the results of your submission. Regardless, it is always advisable to log in and check your dashboard every week for updates.

GETTING STARTED

Homepage

The homepage offers several areas of interest to vendors. The **Open BAAs** section provides info on active BAAs. The **Announcements** section presents news items. The **Draft BAAs** panel provides links to upcoming BAA's requirements.
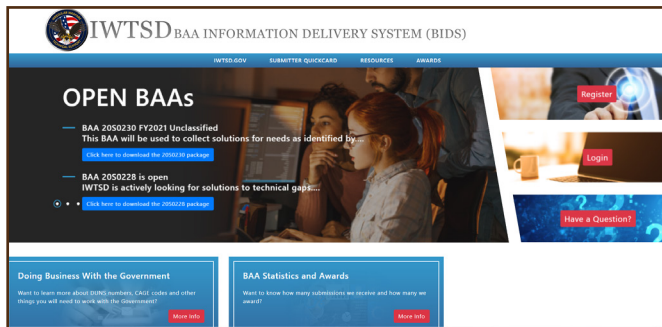
⚠️ Your browser must be configured to allow pop-ups for BIDS to work properly. Also, please disable any third-party pop-up blockers.

General BIDS Help

Help links are available to all users on any BIDS page. Clicking the "Have a Question" link on the homepage will take you to the Help page which provides the following options:

- **FAQs** – A list of Frequently Asked Questions and their answers.
- **BAA & Requirement Questions** – A list of questions and answers to queries about specific requirements to a BAA.
- **Resources** – Contains templates and links to helpful documents related to the BAA process.
- **Suggestions to Draft Requirements** – Displays documents related to the term you type in the search box.
- **Intellectual Property Rights and Human Subject Testing** – Provides links to learn more about these topics.

If these sources do not answer your question, click the button at the bottom of the page to create a new question to the BIDS Help Desk.

View or Download BAA

To obtain a copy of available BAAs, look for the "Open BAAs" or "Draft BAAs" panels in the upper left-hand side of the homepage. Each will have a download link.

REGISTRATION INFORMATION
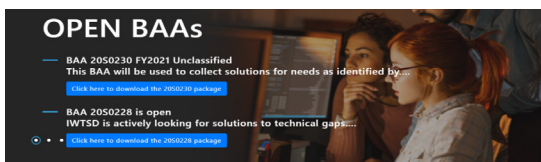
New Registrations

A registration is required to respond to a BAA.

- From the Homepage, select the **Register** button.
- Click the **Create Vendor Registration** option on the right-hand side of the pop-up window.

- Complete all mandatory fields (marked with a red dot).
- Usernames must be unique to the site and contain no spaces or special characters.
- Your registration's point of contact should reflect your organization's contract authority.
- Account integrity is critical to the solicitation process. Email is the only method of communication allowed between the Government Contracting Officer and vendors.
- Business type information is used for general statistical data collection only. To ensure accurate analysis and consideration in special programs current information is requested.
- Click **Create Vendor Registration** and make sure the success message displays.

Registrations are automatically approved, but may take a few minutes to be processed. Please be patient and wait for your confirmation email before attempting to log in.

Logging in to BIDS

To log in to BIDS, select the **Login** button on the homepage. Enter your Username, then click the **Send Link** or **Send Code** button. A message will be sent to the account's email of record that provides a link to enter your password. This is part of our required **Two Factor Authentication**.

Restrictive Marking on Proposals

Vendors should clearly indicate content disclosure limitations on all submissions. Markings can appear as "Proprietary" or words to that effect; however, do not use "Company Confidential" or other phrases that could be confused with national security classifications.

Determine Your Vendor Internal Tracking Number

Each proposal must have a unique Vendor Internal Tracking Number (VIT #). A VIT # may contain up to 15 alphanumeric characters, hyphens and underscores.

- The VIT # may be the same as the one from your company's proposal tracking system. If you have no tracking system, you will need to create your own.
- VIT #s can be as simple as "QC1" for a quad chart you upload or "WP1" for a white paper.
- If you plan to upload more than one submission, each must have their own unique VIT #.

Determine Your Proposal's Document Identifier

Each submission has a four-part unique Document Identifier (Doc ID)

- The first part is the Subgroups' abbreviation in BIDS (e.g., TOS, FEIO, HPT).
- The second is the Requirement Number under which you are submitting (e.g., R000, R2408).
- The third part is your BIDS Username (e.g., XYZCorp).
- The fourth part is your proposal's VIT # (e.g., QC1, WP1).

A complete example might be: FEIO-R7408-XYZCorp-QC1. This Doc ID must be included in the proposal file.

Proposal File Naming

In addition to the Doc Id, there are additional restrictions for any proposal file you upload. File names may only contain alphanumeric characters, hyphens and underscores.

Mac OS users must have the entire file name and path free of special characters and spaces.

Quad Charts

Quad charts are a single page, divided into four quadrants and provide the essence of the proposed solution for a specific requirement.

> Use the sample quad chart found in the Resources section as guidance. Refer to the BAA package for all content requirements.

If additional pages are allowed, make sure to use them to further describe the key technical aspects of your solution.

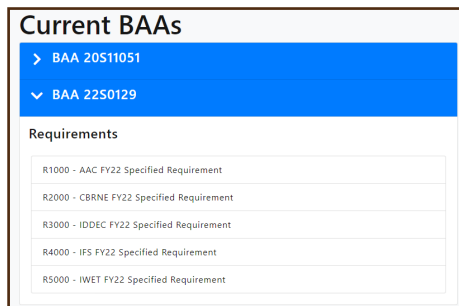> ⚠️ A multiple page submission must be saved and uploaded as a single .pdf file

White Papers

White papers, when requested, are to be no more than twelve (12) pages plus a cover page. All submission pages shall be 8 ½ by 11 inches, double-spaced with fonts no smaller than 10 point; all margins shall be one inch. If the White Paper contains more than 12 pages including tables, charts, and figures, only the first 12 pages will be evaluated. All White Paper submissions must include a cover page. The cover page template is provided at the BIDS website under Resources. The cover page is excluded from the White Paper page count.

Uploading a Submission

Before you begin, review Tips and Hints for Success (see back page.) Know the location of the file to upload. Check the file name and size and then login to BIDS.

- Active BAAs will be listed under **Current BAAs.**
- Click any BAA shown to get a list of its requirements.

Current BAAs
> BAA 20S11051
⌄ BAA 22S0129
Requirements
R1000 - AAC FY22 Specified Requirement
R2000 - CBRNE FY22 Specified Requirement
R3000 - IDDEC FY22 Specified Requirement
R4000 - IFS FY22 Specified Requirement
R5000 - IWET FY22 Specified Requirement

- To start the process, click any Requirement link.
- Review the checklist, and once you have everything ready, click **Create Proposal**
- Complete the required fields in the submission form.

🔴 Vendor Internal Tracking Number
Enter Vendor Internal Tracking Number - 15 characters maximum.

🔴 Proposal Title
Enter Proposal Title

🔴 Total Cost Estimate (USD) - numbers only
0

🔴 Estimated Project Duration in Months - numbers only
0

Want to learn about the different options you have regarding your Intellectual Property rights?
🔴 Are you proposing unlimited rights in the technical data and/or software?
◯ Yes, unlimited rights   ◯ No. other than unlimited rights

Does your proposal require testing on humans? Do you want to know what the Government requires?
🔴 Does the proposal include the use of human subjects in research?
◯ Yes, human subjects will be used   ◯ No, human subjects will not be used

🔴 Upload Proposal File
[Choose File] No file chosen

- Use the **Choose File** button to select your submission document.
- Click **Create Proposal** once the form is filled out.
- Confirm your submission is now listed under **Previously Uploaded Proposals** on your dashboard.

Format and File Size Limits

Acceptable document formats and file sizes are specified in the BAA package. In general, **Quad charts and White papers must be submitted as Adobe Acrobat (.pdf)** type. Suggestions to reduce file sizes include:

Graphical Images in General

Remember, the resolution must be clear enough to print and view the final document on screen, 120 Dots per Inch (DPI) is usually high enough.

Adobe Acrobat

- In **Acrobat**, open a **PDF file**.
- Choose Document > **Reduce File Size**.
- Select **Acrobat** 8.0 And Later for **file** compatibility, and click OK.
- Name the modified **file**. Click **Save** to complete the process.

Procedure for Classified Submittals

When responding with a classified proposal, the vendor must first create a "place holder" submission in the BIDS system. Attach only an unclassified cover page, then click **Create Proposal**.

> ⚠️ Never enter or attach classified data in BIDS.

Next, the submission must be marked, packaged, and mailed in accordance with handling requirements for its' level of classification. Vendors must include the BIDS Document Identifier in the header of the mailed submission.

Remember, classified submissions must be received by IWTSD *before* the BAA submission period ends. Classification does not eliminate the requirement to comply with all BAA Instructions. You should refer to the BAA package for more information regarding classified submittals.

Modifying a Submission

Make all edits or correction to the submission document on your local computer.

- Login to BIDS and look under **Previously Uploaded Proposals.**
- Select the submission you want and open it by clicking on it.
- Only submissions with the **Update Proposal** status can be modified.
- Make any changes you want
- Check the "**Delete File**" box if you want to delete your old submission file.
- Click **Choose File** to upload a new submission file.
- Click **Save Proposal**.

Changes to uploaded responses are permitted up to the closing date and time. Changes after closing or due dates are not permitted.

Removing a Submission from Consideration

Submissions can only be removed from consideration by sending an email to BIDSHelp@iwtsd.gov and requesting it be deleted from the system.

Session Timeout

For security reasons, the BIDS system logs out all users after 40 minutes. While the submission form is short, please make sure you have all the required information, and your submission file is the proper size and file type, before you start the submission process.

Uploading a Follow-On Submission

For each follow-on phase, vendors are required to login and complete a new submission.

On the Vendor dashboard the **Requested Proposals** section will show all follow-on submissions we have requested from you.

- Click any of the links to open a submission.
- Review the information presented, including any files the government may have provided, and then click **Create Proposal**.
- Complete the required fields in the submission form.
- Upload the required submission document(s).
- Click **Create Proposal** once the form is completely filled out.
- Confirm your submission is now listed under **Previously Uploaded Proposals** on your homepage.

No Bid Guidance

When a follow-on submission is not planned for upload by the vendor, a notice in BIDS is required. Provide a letter (attachment) as the next submission upload, indicating the submission has been removed from further consideration.

Additional Help with Submissions

Be sure to follow the guidance provided in the BAA package when creating submissions.

Other explanations and templates are available both in the **Resources** and **Help** sections of the website.

> ⚠️ The information in the BAA package supersedes all other instructions.

Mandatory BAA Closing Date and Time

Every BAA will specify a closing date and time. Times are always in the current Eastern Time zone.

A submission is not considered complete until the **Create Proposal** button on the form is clicked **AND** all data fields have been validated by the system.

The system monitors and logs all user actions and late submissions will not be accepted.

Guidance on White Papers

White papers are limited to 12 pages and provide the government a more detailed description of your solution. Review the notification email to determine if the government requested any details to specific elements of your solution. Usually, you will receive 30 days to respond, so check BIDS often.

Guidance on Clarifications

At times, a vendor may be asked to submit a clarification to a previous proposal. Please keep the following in mind:

The request will contain the due date and time, usually 7 days from notification. There is no set format for a Clarification response, just answer the questions from the request fully and accurately. Upload the Clarification in the same manner as described in the section "Uploading a Follow-On Submission."

Be aware that the restrictions for the file attachment (name, size, and type) still apply.

Given the generally shorter response time for Clarifications, it is a best practice to check your submission(s) in BIDS frequently.

Guidance on Full Proposals

Read the SOW, CDRLs, and any other documents carefully before beginning your response. Government provided file can be accessed by logging into BIDS and clicking on the link under Requested Proposals. They are attached to the checklist that is presented.

Evaluation Criteria

Submissions are evaluated according to individual merit and relevance to program requirements rather than against other proposals. Evaluation criteria highlights from the BAA package are:

Basic Requirement

- Proposed solution meets the stated requirement.
- Proposal exhibits comprehensive understanding of the problem and the requirements of intended users.
- Multiple users. (U.S. Government or Commercial)

Cost

- Achievable, reasonable, and complete for work proposed.
- Costs analyzed and risks addressed.
- Cost sharing and any other agency funding is documented.

Schedule

- Achievable and reasonable for work proposed.
- Risk and critical elements addressed.

Technical Performance

- Approach is feasible, achievable and complete.
- Technical team has expertise and experience.
- Effort defined, complete and in a logical sequence.
- Deliverables and products clearly defined and will meet the requirement.
- Technical risks and mitigation defined, feasible, and reasonable.
- Government Furnished Equipment and materials are identified with needed dates.
- Intellectual property ownership addressed.
- Transition plan to production addressed

> ⚠️ All submissions must follow the instructions in the published BAA package. Include all specified information to avoid disqualification or delays in evaluation. Always refer to the published BAA package for the most up-to-date guidance.

Updating Contact Information

It is important that the Contact information on your account is kept up to date. To change your information, login to the account (use the **Forgot your password?** feature if necessary).

On the blue menu bar, select **Edit Contact Info**. Verify and edit contact information as needed.

Click **Save Changes.**

Requirements to Receive Government Funding

To make a submission, vendors only need to register in the BIDS system.

However, in order to be awarded a contract a vendor must register with the Government. To find out what you may need, click the "More Info" button in the blue box titled "Doing Business With the Government" on the BIDS homepage. The pop-up will provide links to obtain a Data Universal Numbering System (DUNS) number and registering in the System for Award Management (SAM). There is no cost for these registrations.

> ⚠️ DUNS numbers are free, but require at least 30 days to be assigned.

Secure Public Access

Uploading a submission from public computers such as those at home or public libraries is permissible. Be sure to clear your browser cache when done. See below for directions to clear your cache.

Google Chrome

- Hold down the Ctrl key and press the "H" key then release both.
- Click "Clear Browsing Data"
- Select "All time" for the time range.
- Make sure "Browsing history" and "cookies and other site data" are checked
- Click the "Clear data" button

Microsoft Edge

- Hold down the Ctrl key and press the "H" key then release both.
- Left click the image of three dots (More Options) in the upper right corner of the pop that comes up.
- Left click the "Clear browsing data" option from the menu list
- Select the appropriate timeframe and make sure all 4 boxes are checked
- Click the "Clear now" button
- Close the browser

BIDS Email Notifications

The BIDS system is designed to send a notification email to vendors when a decision is made on their submissions. **Please remember that these emails are a courtesy**. All vendors are required to check the status of their submissions intermittently by logging into the system and checking their **Previously Uploaded Proposals** from their dashboard.

Also, changes to email spam filters have caused some of these notifications to be deleted by the vendor's email system before they reach their mailbox. Please ask your mail administrators to allow emails from BIDSHelp@iwtsd.gov

---

Contact Information

- First Name — Enter First Name
- Last Name — Enter Last Name
- Street Address — Enter Street Address
- Street Address Continued
- City — Enter City
- Country — United States
- State — Virginia
- Postal Code — Enter Postal Code
- Phone Number — 703-555-1212
- Email Address — Enter Email Address
- Additional Contact Email Address
- Title/Organization