



## What is BIDS?

BIDS (BAA Information Delivery System) is IWTSD's public facing website used by vendors to submit proposed solutions to the requirements posted in our Broad Agency Announcements (BAAs).



## Okta Verify

The BIDS system now requires everyone to register with Okta Verify. You must download the **Okta Verify** application in order to use the 2 Factor Authentication.

## BIDS Homepage

The homepage offers several areas of interest to vendors. Check the top left side for information about BAAs and Announcements. The **Register, Login & Have a Question?** buttons are described below. The lower half of the page provides links to information helpful to users new to the BAA process.

*Your browser must be configured to allow pop-ups for BIDS to work properly. Please disable any third-party pop-up blockers.*

## New Registration

All vendors must register before they can begin performing submissions. To register follow these steps.

*If you have any problems registering, please email [BIDSHelp@iwtsd.gov](mailto:BIDSHelp@iwtsd.gov)*

### 1. Start the registration

From the homepage, click the **Register** button.

### 2. Create a vendor registration

Click the **Create Vendor Registration** button on the right-hand side of the pop-up window.

### 3. Username choice

You may select any username you wish that is not already in use. Names cannot contain spaces or special characters i.e. "@". **WARNING:** your username is part of your submission's Document ID. We advise keeping them professional.

### 4. Point of contact importance

Account integrity is critical to the submission process. E-mail is the main method of communication between the BIDS system and you. Be sure to maintain the correct POC information on your registration.

### 5. Business type information

Business type information is used for general statistical data collection only. To ensure accurate analysis and consideration in special programs current information is requested.

### 6. Complete other required fields

Complete all the mandatory, required fields marked with an asterisk (\*).

### 7. Complete registration

Click the **Create Vendor Registration** button to finalize the account setup process. Make sure the success message displays.

### 8. Confirm registration

You will receive an email once your account has been approved. You will then be redirected to sign in.

## Password Settings

Important: You will be required to change your password **every 60 days**.

### ■ Password requirements

- The BIDS System requires strong passwords that must be at least **14 Characters, 1 Uppercase & 1 Lowercase letter, 1 Digit & 1** of the following (#?@\$^&\*-.).
- You must change your password every 60 days.

### ■ Forgotten password procedure

If you already have a BIDS account, but have forgotten your password, you can have the system reset it. To reset your password click the **Login** button on the homepage.

- Click the **Forgot your password?** link at the bottom.
- Fill in your **Username or Email**.
- Click the **Submit** button.

*If you entered the correct information, you should receive an email with a pass-code and reset link to create a new password. Please note: you can only reset/change your password once a day.*

## Okta Verify Registration

### 1. Download Okta Verify app

On your mobile device in the app store search **Okta Verify** and download the application.

### 2. Login to BIDS

Login to your BIDS account as you normally do, you will be prompted to begin the setup process.

### 3. Add Okta account

On your mobile device, open the **Okta Verify** app, click the + icon at the top right hand level of the page. Click the **Organization**, then click the **Skip** button.

### 4. Scan QR code

Click the **Yes, Ready to Scan** button, then scan the QR Code shown on the BIDS page with your mobile device.

# Requirements To Submit

## Restrictive marking on submissions

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 Vendor Internal Tracking Number

Each proposal must have a unique Vendor Internal Tracking Number (VIT#). A VIT# may contain a maximum of 15 alphanumeric characters, hyphens & 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 submission's Document Identifier

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

- The first part of the Doc ID is the Subgroup's abbreviation in BIDS (e.g. TOS, I2C or PSR).
- The second part of the Doc ID is the Requirement Number under which you are submitting (e.g., R000, R2408).
- The third part of the Doc ID is your BIDS username (e.g., XYZCORP).
- The fourth part of the Doc ID is your proposals VIT# (This is what is mentioned in the above section), (e.g., QC1, WP1).

A complete example might be: PSR-R7408-XYZCORP-QC1). This Doc ID must be included in the proposal file.

## Submission 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 & spaces.

*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 8.5 X 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 & 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.

# Submitting To A Requirement

Before you begin, review the directions in the BAA document. Know the location of the file to upload. Check the file name and size, then login to BIDS.

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

## Current BAAs

Requirements
R000-AAC-FY25 - Test R000 Requirement for AAC
R000-CBRNE-FY25 - Test R000 Requirement for CBRNE
R1106 - Remote Starter
R1107 - Chemical Detector

- To start the process, click any **Requirement** link.
- Review the checklist, and once you have everything ready, click **Create Proposal**.
- Complete the required (**red dot**) 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

WARNING: Do not upload files from a network or shared drive as BIDS will not save them. You must copy the files to your desktop (local drive) first, then upload to BIDS.

Upload Proposal File  No file chosen

- Use the **Choose File** button to select your submission document.
- Click **Create Proposal** once the form is filled out and file uploaded.
- Confirm your submission is now listed under **Past Submissions** on your dashboard.

# Format & File Sizes

Acceptable document formats and file sizes are specified in the BAA package. In general, **Quad Charts & White Papers must be submitted as a single Adobe Acrobat File (.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.

## Reducing Adobe Acrobat file size

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

## Classified Submittals

### ■ Placeholder importance

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

### ■ Handling requirements

Next, the hard copy submissions 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.

### ■ BAA 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.

*Never enter or attach classified data in BIDS.*

## Modifying A Submission

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

- Login to BIDS and look under **Past Submissions**.
- 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 noted 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@iwtسد.gov](mailto:BIDSHelp@iwtسد.gov) and requesting it be deleted from the system.

## Session timeout

For security reasons, the BIDS system logs out all users after 20 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.

## Follow-On Submission

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

On the Vendor Dashboard, the **Requested Follow-on Submissions** section will show all follow-on submissions we have requested from you.

- Click any of the links to open a follow-on 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 **Submit Proposal** once the form is filled out and files uploaded.
- Confirm your submission is now listed under **Past Submissions** on the Vendor Dashboard.

## 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.

## Submission Help

### ■ Resources and help tabs

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

Other explanations and templates are available both in the **RESOURCES & HELP** sections of the website.

*The information in the BAA package supersedes all other instructions.*

## Closing Date & Time

### ■ Mandatory BAA closing date and time

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

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

## White Paper Guidance

White papers 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. Refer to the BAA document for additional direction.

## Clarification Guidance

At times a vendor may be asked to submit a clarification to a previous submission. 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, **Requested Follow-on Submission**.
- Be aware that the restrictions for the file attachment (**name, size & type**) will still apply.
- Given the generally shorter response time for Clarifications, it is a best practice to check your submission(s) in BIDS frequently.

## Full Proposal Guidance

Read the **SOW, CDRLs** and any other documents carefully before beginning your response. Government provided files can be accessed by logging into BIDS and clicking on the link under **Requested Follow-on Submissions**. They are attached to the checklist that is presented. Refer to the BAA document for more direction.

# Evaluation Criteria

Submissions are evaluated according to individual merit & relevance to program requirements. 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. (Department of Defense, other government agencies, etc)

## Cost

- Achievable, reasonable & complete for work proposed.
- Costs analyzed and risks addressed.
- Cost sharing with the government is documented.

## Schedule

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

## Technical performance

- Approach is feasible, achievable & complete.
- Technical team has the required experience.
- Effort defined, complete and in a logical sequence.
- Deliverables & products clearly defined and will meet the requirement.
- Technical risks and mitigation defined, feasible & reasonable.
- Government Furnished Equipment & 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 Info

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**.

# Contract Award Requirement

## Unique Entity Identity required

- 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 Unique Entity Identity (UEI). This can be obtained by registering in the **System for Award Management** (SAM.gov). There is no cost for these registrations.

*UEI numbers are free, but require around 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-up that appears.
- Left click the **Clear browsing data** option from the menu list.
- Select the appropriate time-frame 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 BIDS system and checking their **Past Submissions** 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**.