

BAA INFORMATION DELIVERY SYSTEM (BIDS) OVERVIEW



December 12, 2017

BIDS SYSTEM OVERVIEW



- System used to disseminate BAA related information
- Repository for the BAA package
- Tracks your submissions
- Encrypts all data
- For UNCLASSIFIED submissions only!

ACCESSING BIDS

- Site's web address is:
<https://bids.cttso.gov>
- If you already have an account , there is no need to re-register!
- To reset a password from the Homepage
 - Click "Forgot Password?" link below "Useful Links"
- New users click the "New to BIDS" link



Pay attention to Deadlines!
See FAR 15.208

Useful Links

[Forgot Password?](#)

[Prerequisites for Working with the Government](#)

[Related Links](#)

 [RSS Feed](#)

Get the latest version of Adobe® Reader:



REGISTRATION IS EASY

CTTSO BIDS Registration Process



- After clicking "New to BIDS" select the "VENDOR" image
- Fill in required fields
- Avoid using personal e-mails
- You can begin submitting immediately

Point of Contact Information

*First Name *Last Name

Department

Position

*Address Line 1

Address Line 2

SUBMITTER HOMEPAGE



- “Dashboard” layout has been designed to prioritize the information people access the most

BAA Information

 BAA Packages are available for downloading

- CLASSIFIED (Open)
- PARKMOVE (Open)
- WHITEPAPER (Open)
- MVETEST (Closed)
- 4XPAGES (Open)
- 11-D-1234 (Closed)

 BAA Statistics are posted after BAA closing dates

 Pay attention to Deadlines! See FAR 15.208

Upload to a BAA

Click on the BAA to see the requirements Previous 1 Next

4XPAGES
CLASSIFIED
PARKMOVE
WHITEPAPER

You have no proposals due

Past Proposals

Previous 1 2 3 4 5 6 Next

Proposal ID	Type	Status	Due Date
TAW-R111-QED-WP1	White Paper	Pending Evaluation	09-JAN-2015
TAW-R100-QED-QCC	Quad Chart	Pending Evaluation	22-DEC-2014
TAW-R100-QED-QCB	Quad Chart	Pending Evaluation	22-DEC-2014
TAW-R100-QED-QCA	Quad Chart	Pending Evaluation	22-DEC-2014
TAW-R1234-QED-QC10	Quad Chart	Pending Evaluation	04-DEC-2014

- Useful links are on the left
- Click on any BAA listed under “Upload to a BAA” to start the process

SELECTING A REQUIREMENT

- BIDS will display all the requirements under each BAA you click
- Click on the Requirement you want
- Review the checklist to make sure you have everything ready
- You may submit to more than one Requirement

CTTSO Proposal Checklist

Please check your proposal against the following list to ensure

The first page of your submittal must contain:

- BAA Announcement Number
- Mission Area
- Document Identifier

The header must contain the Document Identifier, which must be in the following format:
are some examples:

- ATL-R100-USERNAME-1234
- RCV-R824-ABC-1200WP

The last grouping of characters is your Submitter Internal Tracking (SIT).
enter this on the Proposal form.

Digital files must be submitted in the version as described in the BAA

- Microsoft Word (.doc/.docx)
- Microsoft Excel (.xls/.xlsx)
- Microsoft PowerPoint (.ppt/.pptx)
- Adobe Portable Document Format (.pdf).

Graphic images must be in a format (GIF/JPEG) that will minimize the document printing.

SUBMISSION FORM

Quad Chart for R100 Requirement One Hundred

*TAW-R100-QED- Submitter Internal Tracking Number (SIT)

The SIT Number can be your company's internal tracking number, or, if you don't have one, it can be as simple as "QC1"

*Proposal Title

*Total Cost Estimate (USD)

*Are you proposing unlimited rights in technical data and/or software?

- Yes, unlimited rights
- No, other than unlimited rights

*Does the proposal include the use of human subjects in research?

- Yes, human subjects will be used
- No, humans will not be used

*Proposal File

An acceptable file upload

- has a filename that is alphanumeric and may contain underscores, hyphens, and whitespaces.
- has a filename that is 100 characters long or less.
- has a filename that contains one of the following extensions: .doc/.docx, .xls/.xlsx, .ppt/.pptx, or .pdf.
- must be sized 1MB or less.

No file chosen

- Review Intellectual Property Rights and Human Subject Testing statements carefully
- Check file sizes before uploading
- You must complete uploading your file and click the "Submit Proposal" button *before* the BAA closes

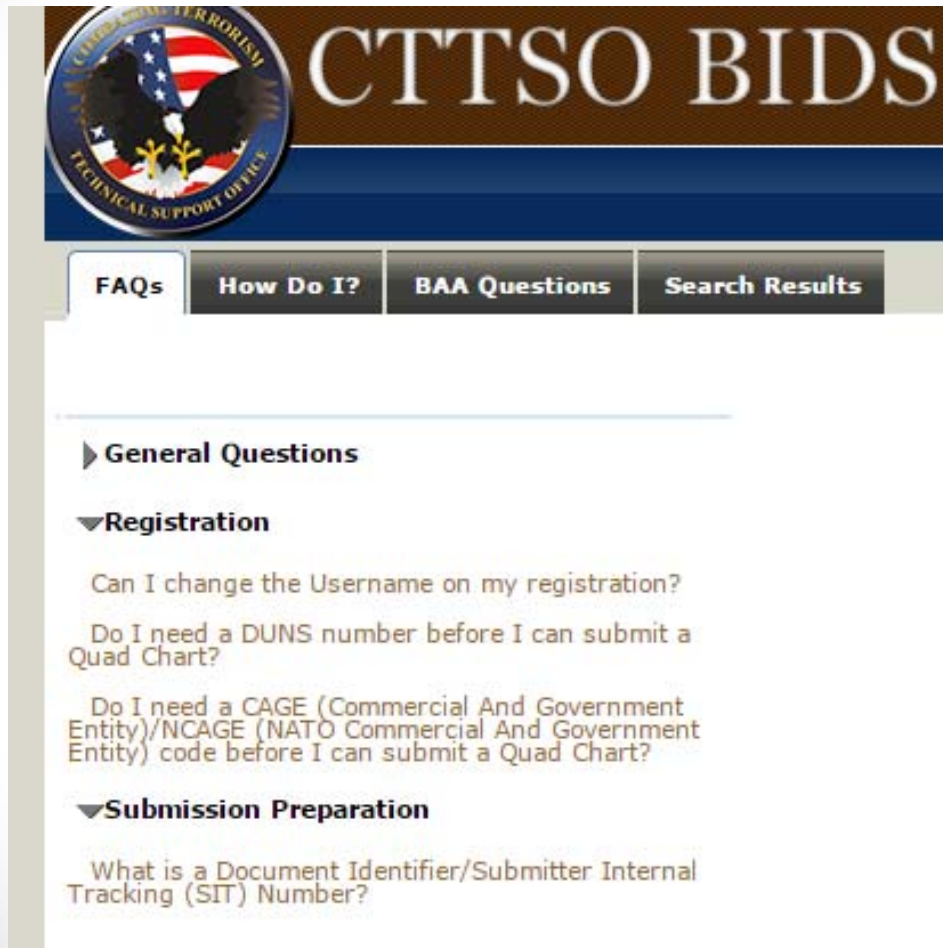


SYSTEM HELP



- The **Reference Materials** section has templates for Quad charts, White papers and cover sheets
- **Online Help** provides access to FAQs, How To directions and BAA Questions
- **Request Help** allows you to send a ticket to the Help Desk

ONLINE HELP



CTTSO BIDS

FAQs How Do I? BAA Questions Search Results

► **General Questions**

▼ **Registration**

Can I change the Username on my registration?

Do I need a DUNS number before I can submit a Quad Chart?

Do I need a CAGE (Commercial And Government Entity)/NCAGE (NATO Commercial And Government Entity) code before I can submit a Quad Chart?

▼ **Submission Preparation**

What is a Document Identifier/Submitter Internal Tracking (SIT) Number?


- “Online Help” provides three types of information:
- “FAQs” cover answers to the most frequent questions to the Help Desk
- “How Do I?” provides directions for the most common BIDS tasks
- “BAA Questions” lists the answer to any questions about the Requirements and allows you to ask a new one.

CHECKING YOUR SUBMISSIONS


- Do not wait for e-mails, check every week
- Log in and check under "Past Proposals"
- Failure to get the automated e-mail is not grounds for an extension
- Sign up for RSS Feed




BAA Information

 BAA Packages are available for downloading

- CLASSIFIED (Open)
- PARKMOVE (Open)
- WHITEPAPER (Open)
- MVETEST (Closed)
- 4XPAGES (Open)
- 11-D-1234 (Closed)

 BAA Statistics are posted after BAA closing dates

 Pay attention to Deadlines! See FAR 15.208

Upload to a BAA

Click on the BAA to see the requirements

Previous 1 Next

4XPAGES

CLASSIFIED

PARKMOVE

WHITEPAPER

You have no proposals due

Past Proposals

Previous 1 2 3 4 5 6 Next

TAW-R111-QED-WP1	White Paper	Pending Evaluation	09-JAN-2015
TAW-R100-QED-QCC	Quad Chart	Pending Evaluation	22-DEC-2014
TAW-R100-QED-QCB	Quad Chart	Pending Evaluation	22-DEC-2014
TAW-R100-QED-QCA	Quad Chart	Pending Evaluation	22-DEC-2014
TAW-R1234-QED-QC10	Quad Chart	Pending Evaluation	04-DEC-2014

CONCLUSION

BAA or Requirement Questions:

Click “Online Help” then the “BAA Questions” tab.
Review the existing questions before posting a new one.

BIDS Application Questions:

BIDSHelp@cttso.gov

Or find us after the briefings!