NEW

BIDS no longer transmits questions or directions via email. This type of data is now stored and viewable on your submission. Always check for this information in BIDS before submitting a follow-on proposal.

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

GETTING STARTED

REGISTRATION INFORMATION

Homepage

The homepage offers several areas of interest to submitters. Check the **BIDS Advisory Announcements** section for information about BAAs and other news items.

RSS Feed - BIDS has a Really Simple Syndication (RSS) news feed you can set up to automatically receive BIDS notices. See our Online Help section for directions.

⚠️ 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.

Online Help provides a link to the following help types:

- **FAQs** – A list of Frequently Asked Questions to our Help Desk.
- **Help?** – A list of documents that explain how to do most things in BIDS.
- **BAA Questions** – A list of questions and answers to queries about specific requirements under a BAA.
- **Search Results** – Displays documents related to the term you type in the search box.

Request Help allows users to send questions directly to the Help Desk Staff when they can't find an answer in the Online Help section.

View or Download BAA

To obtain a copy of current BAAs, look under "BAA Information" in the middle left hand side of the homepage to find a link to recent "BAA Packages."

Double click any link to open the file in your browser or right-click a link to save the file locally on your computer.

You do not have to be registered or logged into BIDS to read our BAAs or Request Help.

New Registrations

A registration is required to respond to a BAA.

⚠️ Do not reregister if a valid account exists and submissions are pending evaluation.

- From the Homepage, select the **New to BIDS** link.
- Click the "**Vendor**" image on the left hand side of the pop-up window.

- Complete all mandatory fields (marked *).
- User Names 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 submitters. Be sure to maintain the correct information in your BIDS registration.
- 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 **Submit 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 conformation email before attempting to login.

Logging in to BIDS

To login to BIDS, select the **Submitter** link on the homepage. Enter your Username and Password, then click the **Login** button

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 before starting a submission.

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

- To start the submission process, click any Requirement of interest.
- Review the checklist, then click **Continue** once you have everything ready.
- Complete the required fields in the submission form.

- Use **Choose File** to select your submission document.
- Click **Submit Proposal** once the form is filled out.
- Confirm your submission is now listed under **Past Proposals** on your homepage.

⚠️ Shot-gunning, or uploading a submission to every requirements is not good practice and is strongly discouraged.
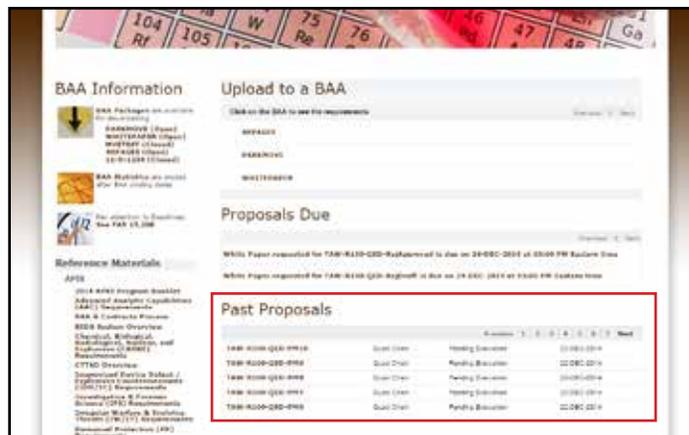
Modifying a Submission

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

- Login to BIDS and look under **Past Proposals.**
- Select the submission you want an open it by clicking on it.
- Click **Edit Proposal.**
- Click the trashcan icon and confirm you want to delete your old file.
- Click **Choose File** and upload the new file.
- Click **Submit Proposal.**

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

Checking Submission Progress

- Login to BIDS, and look under the **Past Proposals** section.

- Each submission's status in the review process is listed.
- You can open any submission to review it, but cannot change anything if the due date is past.

Removing a Submission from Consideration

Submissions can only be removed from consideration before the BAA closing date or before a follow-on submission due date.

- Login to BIDS, and look under the **Past Proposals** section.
- Select any submission with the status **Pending Evaluation.**
- Open it and then click **Delete Proposal.**
- Click to confirm you want to delete the submission.
- Confirm your submission is no longer listed under **Past Proposals** on your homepage.

Uploading a Follow-On Submission

For each follow-on phase, submitters are prompted at first login to confirm and update the registration information. Once the update is done, you will be taken to the submitter homepage.

The **Proposals Due** section will show all follow-on submissions we have requested from you.

- Click any of the links to open a submission.
- Click **Create Next Proposal.**
- Review the checklist, then click **Continue** once you have everything ready.
- Complete the required fields in the submission form.
- Use **Choose File** to select your submission document(s).
- Click **Submit Proposal** once the form is filled out.
- Confirm your submission is now listed under **Past Proposals** on your homepage.

No Bid Guidance

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

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 Reference Materials section as guidance. Refer to the BAA package for all content requirements.

To view the sample Quad Chart,

- Click the "Reference Materials" link on the BIDS Homepage.
- Scroll down to the section "Document Format" and click "Quad Chart Sample."

⚠️ Quad charts do not require a cover page.

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 Reference Materials and Online Help sections of the website.

The information in the BAA package trumps 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 **Submit Proposal** button on the form is clicked. This button does not become click-able until all required fields are filled in and the required file(s) are uploaded.

You may change a submission up to the time the BAA closes. Therefore, be sure to register, login and upload submission early.

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

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 Password?** feature if necessary.)

- On the left hand side of the page, under "Helpful Links" select **Edit My Account.**
- Verify and edit contact information as needed.

Point of Contact Information

| *First Name | John | *Last Name | Doe |

Department

Position

| *Address Line 1 | 725 75th St |

| Address Line 2 | Suite 100 |

- Click **Submit Registration.**

Evaluation Criteria

Submissions are evaluated according to individual merit and relevance to program requirement 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.

Past Performance

- Success in similar efforts.
- Demonstrated ability to deliver products within budget and schedule.
- Team has demonstrated expertise in the technical area proposed, and in cost, schedule, and risk management.

⚠️ 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.

Requirements to Receive Government Funding

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

In order to be awarded a contract, however, a vendor must register with the Government. There is no cost for these registrations. To find out what you may need:

- On the homepage find the section labeled "Helpful Links."
- Click the link **Prerequirements for Working with the Government.**
- Follow the directions for obtaining a DUNS number and registering in SAM.

Submitter Internal Tracking Number (SIT#)

This number, chosen by the submitter, allows them to uniquely identify their proposals. This is especially important if they are submitting more than one solution to a BAA or Requirement. This number may contain up to 24 alphanumeric characters, hyphens, or underscores.

Vendors uploading a single submission can use simple text such as "QC" or "WP" as their SIT#.

Vendors uploading multiple submissions should use the number generated by their company's proposal tracking system, or any numbering system that allows them to track multiple initial and follow on submissions. For example:

Submission Type	Suggested SIT#
Quad Charts	QC1, QC2, QC3, …
White Papers	WP1, WP2, WP3, …
Full Proposals	FP1, FP2, FP3, …

The SIT# forms part of the Document Identifier which BIDS uses to track all submissions.

Document Identifier

Each submission is assigned a unique document identifier by the BIDS system. The number has four parts. The first two parts are the Mission Area and Requirement number (resp.) the submission was made against. The third part is the Submitter's BIDS User Name and the fourth part is the Submitter Internal Tracking Number (SIT#)

This number is generated upon completion of the submission process. An example might look like:

TOS-R3678-XYZCorp-QC1

File Naming

File attachment names shall consist of alphanumeric characters, hyphens and underscores only. Special characters are not allowed. You must correct any file names before beginning the upload process.

> ⚠️ Merely editing the file name in the Attachment field on the submission form will result in a submission record with no file attachment.

> 🍎 Apple users must have the entire file name and path free of special characters and spaces.

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.

Internet Explorer

- From the Tools menu, select "**Safety**" then "**Delete browsing history.**"
- Select all boxes and then click "**Delete.**"

Google Chrome

- Left click the menu located in the upper right hand corner of the browser.
- Select "**History**" and recent tabs then click the "**Clear browsing data**" button.
- Select how far back you want to clear the data and check all boxes.
- Click "**Clear browsing data**"

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.

Procedure for Classified Submittals

When responding with a classified proposal, the submitter must first create a "place holder" submission in the BIDS system. Attach only the cover page (which should contain an unclassified summary). Indicate in the Comments area that the proposal could not be uploaded due to classification.

> ⚠️ Never enter or attach classified data in BIDS.

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

Remember, classified submission must be received by CTTSO **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.

Format and File Size Limits

Acceptable document formats and file types are specified in the BAA package. The most common file types are Microsoft Word, PowerPoint and Excel, as well as Adobe Acrobat. File size limits explained in the BAA. Suggestions to reduce file sizes are found below and in the **Online Help** section of BIDS.

Tips to Reduce File Size

Graphical Images in General

- Crop unnecessary borders or unused space.
- Resave the image as a JPEG, GIF, or other compressed format.

Microsoft PowerPoint

- Select a graphical image in the file.
- Click the "**Picture Tools**" menu on the "**Format**" tab.
- In the Adjust group select "**Compress Pictures.**"
- In the Compress Picture frame, click "**Apply to selected pictures only**" if you don't want all pictures compressed.
- Click **OK.**

Adobe Acrobat

- From the File menu, select "**Save As**"
- Select "**Optimized PDF**" and click **OK**
- Select a new location, enter a file name, and then click **Save**

Remember, the resolution must be clear enough to print and view the final document on screen.

BIDS Email Notifications

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

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