

Submissions uploaded to BIDS are secure from public access. All data is considered source selection sensitive and protected accordingly. Submissions are reviewed by the user and authorized evaluators only.



Internet Explorer version 6.0 or higher is recommended. BIDS also supports Firefox 3.0 or later.



Submitters can now add to or change the Comment field in their registration at any time. All information contained in emails, related to follow on submissions (if one is requested), is now saved as part of the submission record.

Getting Started

Homepage

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



Use the RSS (Really Simple Syndication) news feed to automatically receive BIDS notices. See **Online Help** for set up instructions.

General BIDS Help

Help links are available to all users in any BIDS view.

- **Online Help** - provides instruction on topics related to BIDS use.
- **FAQs** - lists frequently asked questions and answers about BAAs.
- **Help Request** - submits an e-mail to the BIDS Help Desk.
- **Submitter QuickCard** - download a PDF version of the QuickCard from the BIDS Homepage.

Web Browser Settings



Browser settings must be configured to allow pop-ups for BIDS to work properly. In addition, disable any third party pop-up blockers.

Doing Business with the Government

This section provides links to other Government sites that will help submitters prepare for contract award.

Doing Business with the Government



Vendors that contract with the Federal Government must comply with several **prerequisites** before a contract is awarded.

Help with Submissions

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



Examples and templates are available online.

From the BIDS Homepage:

- Under **Downloads**, click **Reference Materials**.
- Under **Document Format**, right click the document of choice.
- Save the file locally.

View or Download a BAA

From the Homepage:

- Click **Download BAAs**.
- Right click to save file locally.
- Select **Save Target As**.
- Name the file and click **Save**.



Login is not required to download a BAA or access help.

Accounts and Password Information



Account integrity is critical to BIDS and the solicitation process. **E-mail is the only method** of communication between the Government Contracting Officer and submitters. Be sure to maintain the information in your BIDS registration.

Contact the Help Desk for POC changes during an active BAA. Be prepared to verify company identity, account information, and the reason for the change.

New Accounts and Reregistering

The BIDS registration POC should reflect the submitter's contract authority.

- Register if you are a new user to BIDS and a submitter account does **NOT** exist.
- Reregister if a POC is no longer valid and no submission evaluations are pending.

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

Passwords



Protect user names and passwords at all times.

- Change the account password especially when changes to personnel occur.
- Passwords should be at least six digits. Include alphanumeric combinations of upper and lower case letters and special characters.

Forgot My Password

Registered users with a valid e-mail address can automatically reset a password.

From the Homepage:

- Select **Forgot My Password**.
- Enter required information.
- Click **Submit**.

Registration and Other User Information

Submitting a Registration

A registration is required to respond to a BAA.
From the Homepage:

- In the **Login** panel, click **Register**.
- Select **Submitter** as the registration type.

- The registration form is typical to e-applications. Complete all mandatory fields (marked *).



User Names must be unique to the database and contain no special characters or spaces. POC information should reflect the business or contracting authority for the agency or company.

- BIDS registration business information is used for statistical data collection only. To ensure accurate analysis and consideration in special business programs, current information is requested.

- Click **Submit**; make sure the Success Message displays.



Submitter registration is automatic and will be acknowledged by e-mail. Be patient this takes several seconds to be recognized by BIDS.

Login

From the Homepage:

- Enter **User Name**.
- Enter **Password**.
- Click **Login**.

Updating Contact Information

- From **My Account**, select **Edit My Account**.
- Verify and edit contact information as required.

- Click **Submit**.

Change Password

- From **My Account**, select **Change My Password**.
- In the **Old Password** field, enter current password.
- In the **New Password** field, enter a new password.
- In the **Confirm Password** field, re-enter the new password.
- Click **Submit**; ensure the Success Message displays.

Changing the password will terminate the BIDS session and you will need to login using the new password.

Evaluation Criteria and Other BAA Information

Evaluation Criteria

Submissions are evaluated according to individual merit and relevance to the 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.

Schedule:

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

Technical Performance:

- Approach is feasible, achievable, and complete.
- Technical team has expertise and experience.
- Effort defined, complete, and in 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 need dates.
- Intellectual property ownership addressed.
- Transition to production addressed.
- Other agency interest or funding is documented.

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.

Mandatory BAA Closing Date and Time

Every BAA will specify a closing date and time. Times are always in the current Eastern Time zone. Submissions will not be accepted after closing. Be sure to register, login, and upload submissions early.

Submitting to a BAA Requirement

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 file size.

- Login to BIDS.
- Under **Submitters Tools**, select **Respond to BAA**.



Submitter Tools are accessible only after login.

- Under **Show BAA#**, select the BAA of interest.
- Click the requirement number.
- Review the checklist, click **OK** to continue.
- Complete the required fields in the submission record.

- Use **Browse** to select a file.
- Click **Submit for Processing**.
- Wait for the Success Message to display.
- To verify proper file upload, click the file attachment link.

BIDS Submission - Successful

Your proposal has been successfully submitted to the BIDS System. Click on the link below to view your saved submission:
CISTERN

It is recommended that you click on the link(s) below to test your uploaded document(s):
CISTERNv2.pdf

Note: If you need to reattach or replace a file, you must first remove the current file attachment, then attach the new file.

Changes to uploaded responses will be permitted **up to the closing date and time**. Changes after the due date are not permitted.



Shot-gunning or uploading a submission to every requirement is not good practice and is strongly discouraged.

Modifying a Submission

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

- Login to BIDS, select **My Submissions**.
- Under **Show BAA#**, select the BAA of interest.
- Under **Status**, select **Pending Evaluation**.
- Select the document identifier to open the record.
- Click **Edit Submission**.
- Use **Browse** to select the updated file.
- Select the checkbox to remove the previous file.
- Click **Submit for Processing**.

Removing a Submission from Consideration

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

- Login to BIDS, select **My Submissions**.
- Under **Show BAA#**, select the BAA of interest.
- Under **Status**, select **Pending Evaluation**.
- Select the submission.
- Click **Delete Submission**.
- Click **Submit for Processing**.

Checking Submission Progress

- Login to BIDS, select **My Submissions**.
- Under **Show BAA#**, select the BAA of interest.
- Click appropriate status - **All Submissions, Pending Evaluation, Accepted, or Rejected**.

- Open the accepted submission subjects record to view next submission due date and time.

Uploading a Follow-On Submission

For each follow-on phase, submitters are prompted at first login to update/validate registration information.

- Login to **BIDS**, select **My Submissions**.
- Under **Show BAA#**, select the BAA of interest.
- Under **Status**, select **Accepted**.
- Click the appropriate submission to open the record.
- Click **Create Next Submission**.
- Review the checklist and click **OK** to continue.
- Complete the required fields.
- Use **Browse** to select the file.
- Click **Submit for Processing**.

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 revoked from further consideration.

Phase I Document Preparation

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 as guidance. Refer to the BAA package for all content requirements. Quad Charts do not require a cover page.

From the Homepage:

- Under **Downloads**, select **Reference Materials**.
- Under **Document Format**, select either Quad Chart Sample.

Document Identifier

Each submission must contain the document identifier for that submission in the header.

The format is: XX-REQTNO-USERNAME-SIT#

- **XX** – Subgroup or Mission Area.
- **REQTNO** – Requirement Number.
- **USERNAME** – BIDS User Name / Submitter Login Name.
- **SIT#** - Submitter Internal Tracking Number.

The prefix (underlined in the format above) is based on the selected BAA mission area, requirement, and submitter's user name. The SIT number will be entered by the submitter when the submission is uploaded. SIT numbers must be unique and must contain only alphanumeric characters, hyphens, and underscores.

Suggested SIT Number Formats

Submission Type	Suggested Naming Conventions	
Quad Charts	####-QC, ####-QC2, ...	QC01, QC02, ...
White Papers	####-WP, ####-WP2, ...	WP01, WP02, ...
Full Proposals	####-FP, ####-FP2, ...	FP01, FP02, ...

File Naming

File attachment names should consist of alphanumeric characters, hyphens, and underscores only; special characters are not allowed. **Correct file names before beginning the upload process.**



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



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

Public Access – Up-Loading Options

Up-Loading a submission from computers such as those found in public libraries or businesses is permissible. Keep the following security guidelines in mind:

- Store attachments on an external media (CD-ROM or Flash drive).
- Do not save any information on the local computer.
- Keep all login information private.
- Do not let the computer “remember” the login name and password.
- When finished be sure to clear the browser history and cache.

Clearing the Computer Cache

Internet Explorer

- From the **Tools** menu, select **Internet Options**.
- Under **General, Temporary Internet Files**, select **Delete Cookies**, click **OK** to perform action. Select **Delete Files**, include **Delete all offline content**. Click **OK** to perform action.
- Under **General, History**, select **Clear History**. Click **OK** to perform action.
- Click **OK** to return.

Firefox 3.0 or higher

- From the **Tools** menu, select **Options**.
- Click the **Privacy** icon.
- In **Private Data**, click **Clear Now**.
- In the **Clear Private Data** window, check the **Cache** box and click **Clear Private Data Now**.

Restrictive Marking on Proposals

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.

Procedures for Classified Submittals

First, the submitter must create a placeholder record in BIDS. Attach only the cover page. Indicate in the **Comments** field that the document cannot be uploaded to BIDS due to classification.

Next, the submission must be marked, packaged, and mailed in accordance with handling requirements for the level of classification. Include the BIDS document identifier in the header of the mailed document. Refer to the BAA package for more information regarding classified submittals.



Never enter or attach classified data in BIDS. Refer to the published BAA package for classified data handling.

Classified documents **MUST** be received by the applicable due date and time. Classification does not eliminate the requirement to comply with all BAA instructions.

Format and File Size Limits

Document format is specified in the BAA package. The most common file formats are Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and Adobe Acrobat (PDF). Any single uploaded file is limited to 500kb (512000 bytes). Help on reducing overall file size can be found in **Online Help**.

Tips to Reduce File Size

Adobe Acrobat

- From the **File** menu, select **Reduce File Size**.
- Select Acrobat Version Compatibility and click **OK**. Setting compatibility to later versions of Acrobat will allow greater reduction in file size.
- Select a location, enter a file name, then click **Save**.

Microsoft PowerPoint

- Select a graphic image in the file.
- **Right click** the image, select **Format Picture**.
- In the flyout, select **Compress**.
- In the **Compress Pictures** frame, select **All pictures in Document**.
- Click **OK**.



These instructions do not apply to Vista compatible applications.

Graphical Images

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

Use image formats that are already reduced in size (such as JPEG or GIF); however, resolution must be clear to print and view the final document onscreen.



Use the BIDS **Logout** feature when the session is complete. Logout terminates communications with the BIDS server and helps to ensure the overall integrity of the BIDS database by preventing inadvertent access from an open user session.