



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.



Many email filters automatically block messages that look suspect. Please make sure your email system and inbox is setup to accept emails from administrator@tswg.net as this is the email account BIDS uses to notify you of the results of your submission. Regardless, it is always advisable to login and check your dashboard every two weeks for updates.



If you are requested to provide a Clarification, White Paper and / or Full Proposal, please note what, if any, additional information / documentation is requested in the notification email. Failing to provide this information will slow the approval process.

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.

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 correct information in your BIDS registration.

Contact the Help Desk for point of contact (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- Reregister if a POC is no longer valid and no submission evaluations are pending.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**.

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.
- **BAA Questions** - provides answers to submitter questions about specific BAAs and requirements.
- **Help Request** - submits an e-mail to the BIDS Help Desk.

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.

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 here**.
- Select **Submitter** as the registration type.

CTTSO BIDS Registration Process

Have an idea or product in response to a BAA requirement? [Submitter - Click Here](#)

OR

Invited to participate as a source selection team member to evaluate proposals? [Evaluator - Click Here](#)

Already have a registration?
If you know your username, but not your password, change your password here.
If you don't remember your username, create a help request for further assistance here.

Login

New to CTTSO BIDS?
[Register here](#)

USERNAME

PASSWORD

LOGIN

- Next click **Continue to Registration**. Complete all mandatory fields (marked *) on the registration form.



User Names must be unique to the database and contain no special characters or spaces.

- 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.

*Business Type: (Check all that apply)

8a Program Participant

HUB Zone Firm

Historically Black College/University

Minority Institution

Minority Owned Minority Type

Large Business

Small Business 51 - 100 2,000,001 - 3.5 Million

Small Disadvantaged Business

Veteran Owned Business Service Disabled

Woman Owned Business

Educational Institution

Nonprofit Institution

Research Institution

Government Government Type

Other

*Business Location: US Only Select Foreign Country

*Congressional District (State and District Number): VIRGINIA 11

Search by zip code at: www.house.gov/Welcome.html

Submit

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

Login

New to CTTSO BIDS?
[Register here](#)

USERNAME

PASSWORD

LOGIN

Updating Contact Information

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

Point of Contact Information

*First Name: John

*Last Name: Barton

*Company Name: Barton Inc.

- Click **Submit**.

Change Password

- Under **My Account**, select **Change My Password**.
- In the **Old Password** field, enter your 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.

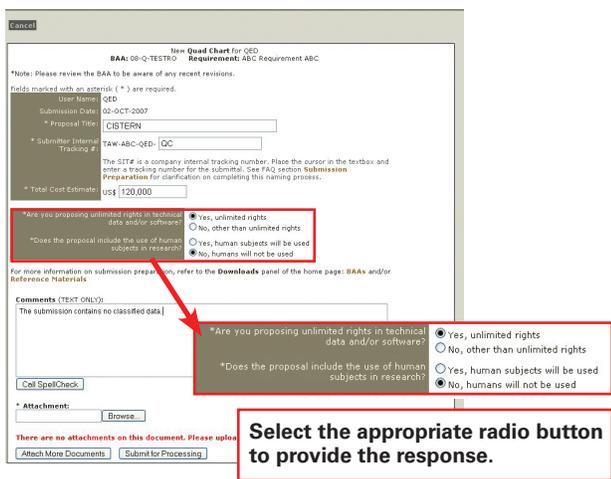
Uploading a Submission

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 **Submitter Dashboard**, select **Submit to a BAA**.



- Under **Open BAAs**, click the BAA of interest.
- Click the requirement number of interest.
- 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.



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 **Check My Current Proposals**.
- Select the document identifier to open the submission.
- Click **Edit Submission**.
- Use **Browse** to select the updated file.
- Select the checkbox to remove the previous file.
- Click **Submit for Processing**.

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

Checking Submission Progress

- Login to BIDS, select **Check My Current Proposals**.



- Open the submission you wish to view.
- Your most recent submission will be at the top of the list.

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 **Check My Current Proposals**.
- Select any submission with the status "Pending Evaluation."
- Click **Delete Submission**.
- Click **Submit for Processing**.

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 **Submit a Request Proposal**.
- 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 for 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 3.6 or higher

- From the **Tools** menu, select **Clear Recent History**.
- Set **Time Range** to **Everything** and select all check boxes, then click the **Clear Now** button.
- From the **Tools** menu, select **Options** and click the **Advanced** tab.
- Under **Offline Storage**, click the **Clear Now** button.

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 1 MB (1048576 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 as a JPEG, GIF, or other compressed format.

Remember, the resolution must be clear to print and view the final document onscreen.

BIDS Email Notifications



The BIDS system is designed to send a notification email to submitters when a decision is made on their submissions. Recent changes to email spam filters have caused a number of these notifications to be deleted by the submitter's email system before they reached their email box. Please remember that these emails are a courtesy and that all submitters are required to check the status of their submissions by intermittently logging into the system and clicking the **Check My Current Proposals** on the Submitter Dashboard.