BIDS
Submitter Quick Card

Submissions uploaded to BIDS are secure from public access. All data is considered source selection sensitive and therefore protected accordingly. Submissions are reviewed by the user and authorized evaluators only. Bids is not accessible via a foreign Internet Protocol (IP) address. Offerors are strongly encouraged to register as a new user well in advance of the submission deadline.

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.

Homepage

https://submissions2.ati.org/ATI2/Portal.nsf/Start?ReadForm A description of any open Requests for Prototype Projects (RPP) or Requests for White Paper (RWP) are described at the top.

General BIDS Help

Help links are available to all users on any BIDS page.

- **FAQs -** lists frequently asked questions and answers.
- **Help Request -** submits an e-mail to the BIDS Help Desk.

RPP/RWP

Visit the Members Only Portion of the DIBC website, https://identity.ati.org/login/default/, to view documentation related to a RPP/RWP. This includes:

- Specific RPP/RWP and Problem Statement for a given solicitation
- Industry Day material
- Questions and Answers (Q&A)

NOTE: The log-in used for the Members Only site is different than the one used for the BIDS site. If you do not have a log-in to the Members Only site, please visit https://www.dibconsortium.org/how-to-join/members-only-request-form/ and request a log-in. Approval by your organization's primary POC may be required, which could result in a delay.

Only those individuals uploading submissions to the BIDS site need to register for a separate BIDS log-in. This can be done at any time after an RPP/RWP is released. Members are strongly encouraged to register well in advance of submission deadlines. If you have a valid BIDS account from a previous RPP/RWP, you do NOT need to re-register.

New Accounts and Re-registering

The BIDS registration POC should be the individual responsible for uploading submissions.

- Register if you are a new user to BIDS and a submitter account does **NOT** exist.
- You may re-register if a POC is no longer valid and no submission evaluations are pending.
- **DO NOT RE-REGISTER** if a valid account exists and submissions are pending evaluation.
- **ONE account accesses all ATI BIDS sites. Please log-in to BIDS and click Edit My Profile on the left-hand side. Select the Consortium you wish to gain access to and click Submit Registration.**

Forgot My Username

Registered users with a valid e-mail address can automatically request their username.
From the Homepage:

- Select **Forgot Your Username?**
- Enter required information.
- Click **Submit.**

Forgot My Password

Registered users with a valid e-mail address can automatically reset a password.
From the Homepage:

- Select **Forgot Your Password?**
- Enter required information.
- Click **Submit.**

Submitting a Registration

A registration is required to respond to a RPP/RWP. From the Homepage:

- In the **Login** panel, click **New Registration**.
- Click on **Submitter** as the registration type.

Please select the type of account you are registering for:

Industry
- Submitter – Select this in order to submit responses.

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

Submitter Login IDs must be unique to the database and contain no special characters or spaces.

Registration

Fields marked with an asterisk (*) are required.

Registration Information

Registration Type:	Submitter
* First Name:	
* Last Name:	
* Password:	
* Password Confirmation:	
* Submitter Login ID:	

The value entered in the Submitter Login ID field will serve as your site username and the Submitter ID in your submission document identifiers. Example: The Submitter Login ID for 'ABC Technologies, Inc.' could be 'ABC', 'ABCTECH', or 'ABCINC'. Values must be 3-12 alphanumeric characters [A-Z, 0-9].

- Fill in your organization's contact information.
- Use a group email if possible.
- Click **Submit Registration**; make sure the Success Message displays.

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

Passwords

- Protect user names and passwords at all times
- Change the account password especially when changes to personnel occur.
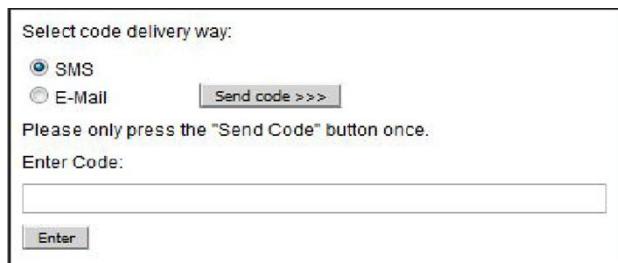- Passwords must be at least 12 characters

Login

From the Homepage

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

Upon successful entry of User Name & Password, user will be required to verify identity using **Multi-Factor Authentication (MFA)**

- Select code delivery method, then click "**Sendcode**"
  - All users have the option of receiving the code via email.
  - Users with a mobile phone number saved to their profile will also have an option of SMS (text).
  - Note: Only click "Send code" once, repeated attempts will generate differing code numbers
- Enter code and click "**Enter**"

Updating Contact Information

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

- Click **Submit Registration**

Mandatory RPP/RWP Closing Date and Time

Every RPP/RWP will specify a closing date and time. Submissions will not be accepted after closing. Times are always in the current Eastern Time zone. Submissions that are "in progress" during the RPP/RWP closing date and time will not fully upload.

Be sure to register, login, and upload submissions early.

Neither the Government nor ATI can make allowances/exceptions for submission problems encountered by the offeror using system-to-system interfaces with BIDS. If the offeror receives errors and fails to upload the full submission prior to the submission deadline, the submission will not be accepted.

Uploading Submissions

At any time after an RPP/RWP is published, and until the submission due date and time, a submission may be submitted.

- Login to BIDS.
- Click **Respond to RPP/RWP** on the left menu.
- Review the checklist.
- Select the particular RPP/RWP and click **Continue**.
- Complete the required fields.
- Select the underlined **Upload** function, this will pull up the dialog box to be able to browse for specific submission documents.
  - A Word (.docx or .doc), Adobe Acrobat (.pdf), or Excel (.xlsx) that is 5MB or less in file size.
- Click **Upload Files** to attach the file and verify it uploaded
- Acknowledge there is **NO classified information** contained in the submission.
- Accept submitter agreement.
- Click Submit to complete the submission.

Modifying a Submission

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

- Login to BIDS, select **My Submissions**.
- Under **Status**, select **Submitted**.
- Select the document identifier to open the record.
- Click **Edit** to update the submission information.
- Click **Replace** to upload the modified document.
- Select **Submit** when finished.

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**.

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.