



Naval Surface Technology  
& Innovation Consortium

## BIDS Submitter Quick Card

<https://submissions1.ati.org/ATI/Portal.nsf/Start?ReadForm>

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.



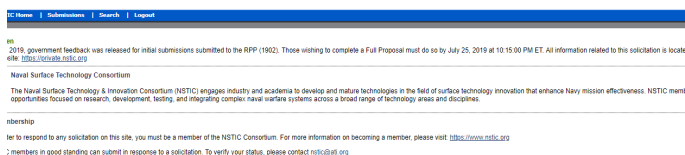
### Web Browser Settings

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://ati.acqcenter.com/ATI/Portal.nsf/Start?ReadForm>

A description of any open Requests for Prototype Projects (RPP) are described at the top.



### New Accounts and Re-registering

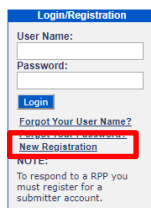
The BIDS registration POC should be the individual responsible for uploading submissions.

- 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- You may re-register if a POC is no longer valid and no submission evaluations are pending.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.**

### Registering for a New Account

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

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



- 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.
  - 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.

Note, you can update your account information at anytime once logged in by clicking on **My Account** → **Edit My Account**.

### Passwords

- Protect user names and passwords at all times
- Passwords require updating every 30 days
- Passwords must be at least 12 characters
- Inactivity of more than XX days will deactivate your user account.

### 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 **"Send code"**
  - 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"**

### 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**.

### 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.

## Request for Prototype Projects (RPP)

Visit the Members Only Portion of the NSTIC website (<https://private-NSTIC.ati.org/>) to view documentation related to a Request for Prototype Projects (RPP) including:

- Specific RPP for a given solicitation
- Proposers Conference material
- Sample NSTIC Base Agreement

**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.NSTIC.org/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 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, you do NOT need to re-register for each RPP.

## Uploading Submissions

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

- Login to BIDS.
- Click **Respond to RPP** on the left menu.
- Review the checklist.
- Select the particular RPP 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.

## Mandatory RPP Closing Date and Time

Every RPP 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 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.**

## Submission Checklist

You should be prepared to upload all compliant files as specified in the cycles RPP.

These files include:

- Statement of Work (Word)
- Other Transaction information (Word or PDF)
- Enhanced Whitepaper (EWP) (Word or PDF)
- EWP Quad Chart (PowerPoint or PDF)
- Milestone Schedule (Excel)

All files have a maximum upload size of 5MB.

It is recommended that you upload your submissions as early as possible as no late proposals will be accepted after the deadline.

## Retrieving Evaluation Feedback

After the Government evaluations are complete the original submitter of the proposal will receive an email notification indicating the evaluation has been completed and feedback is now available. Utilize the link provided within the email to go to the BIDS site or follow the steps below:

- Log into BIDS
- Select **My Submissions**
- Select the initiative you received feedback notification for
- Click on **appropriate submission feedback** (found under Links)

Links	Enhanced Whitepaper Feedback
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**Note, once feedback is released communication between members and Technical POCs can resume.**

## Contact Us

**Contracts Questions:** [NSTIC-Contracts@ati.org](mailto:NSTIC-Contracts@ati.org)

**BIDS Questions:** [NSTIC-deliverables@ati.org](mailto:NSTIC-deliverables@ati.org)

**Membership Only Site Question:** [NSTICConsortium@ati.org](mailto:NSTICConsortium@ati.org)