

Proposal 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.



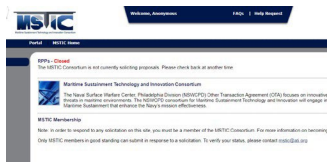
Web Browser Settings

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://submissions1.ati.org/MSTIC/BIDS.NSF/Start?ReadForm>

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



Since only members of MSTIC can respond to an RPP, the home page also provides a link to join the MSTIC Consortium.

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- You may re-register if a POC is no longer valid and no submission evaluations are pending.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

Submitting a New Registration

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

- In the **Login** panel, click **New Registration**.
- Click on **Submitter** as the registration type
- Complete the registration form
- Click **Submit Registration**; make sure the success message displays

Best Practices:

- Use a group email if possible. This will ensure other POCs within your organization will be able to gain access to feedback as only the Submitter is able to access that information.
- Submitter Login IDs must be unique to the database and contain no special characters or spaces
- Submitter registration is automatic and will be acknowledged by e-mail. Be patient as this takes several seconds to be recognized by BIDS.

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**.

Login/Registration

User Name:

Password:

Login

[Forgot Your User Name?](#)
[Forgot Your Password?](#)
[New Registration](#)

NOTE:
To respond to a RPP you must register for a submitter account.

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**.

Login/Registration

User Name:

Password:

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”**

Select code delivery way:

SMS

E-Mail Send code >>>

Please only press the “Send Code” button once.

Enter Code:

Request for Prototype Projects (RPP)

Visit the [Members Only Portion of the MSTIC website](#) to view documentation related to a Request for Prototype Projects (RPP). This includes:

- Specific RPP for a given solicitation
- Proposers Conference material
- Sample MSTIC 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://atisc.formstack.com/forms/ati_portal_access_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 BIDS.

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.

Updating Contact Information

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



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 Eastern Time. 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.

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.

Retrieving Evaluation Feedback

After the Competitive Evaluation has been approved, the submitter will receive an email notification indicating the evaluation has been completed and feedback is now available. Utilize the link provided within the email to get to the BIDS site.

- Log into BIDS.
- Select **My Submissions**.
- Select the submission you received the feedback email for.
- Select "Enhanced Whitepaper Feedback" or "Full Proposal Feedback."

Note: All available feedback has been provided in the BIDS Portal under your submission feedback. No further information is available for release, and communication is prohibited as proposals are still considered source selection sensitive.

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**.
- ### Graphics/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.

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 HelpDesk.