BIDS Unsolicited Project
Pathways Submitter Quick Card

DEFENSE INDUSTRIAL BASE CONSORTIUM

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 outside of Australia, Canada, Great Britian/United Kingdom. Offerors are strongly encouraged to register as new user well in advance of the submission deadline.
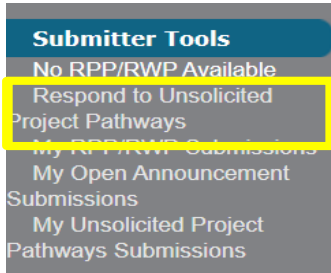
Web Browser Settings

⚠️ 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/

You can find the UPP opportunity under the submitter tools on the left side of the page.

Submitter Tools
No RPP/RWP Available
Respond to Unsolicited Project Pathways
My RPP/RWP Submissions
My Open Announcement Submissions
My Unsolicited Project Pathways Submissions

Click Here

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.

Unsolicited Project Pathways (UPP)

Visit the Unsolicited Project Pathways page on the DIBC Members Only website, https://access.ati.org/, or the DIBC Public website https://www.dibconsortium.org/ to view documentation related to the UPP.

This includes:

- Anticipated FY25 Schedule
- UPP Guidance
- Required Templates

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 UPP is released. Members are strongly encouraged to register well in advance of submission deadlines. If you have a valid BIDS account from a previous UPP/OA/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.
- **Please keep in mind the BIDS site for the DIBC program is on a different URL than most other ATI managed Consortiums.**

Forgot My Username

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

- 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 the UPP. 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.

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.

Registration

Fields marked with an asterisk (*) are required.

Registration Information

Registration Type: Submitter
* First Name:
* Last Name:
* Password: Passwords must be at least 14 characters long. They must contain one each of uppercase, lowercase, numerical, and special characters.
* Password Confirmation:
* Submitter Login ID:
The value entered in the Submitter Login ID field will serve as your site username. 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 **UserName**
- 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 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 UPP Closing Date and Time

Every UPP will specify a closing date and time. Submissions will not be accepted after closing. Eastern Time zone is the default for submission deadlines unless otherwise stated. **Submissions that are "in progress" during the UPP 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 offerer using system-to-system interfaces with BIDS. If the offerer 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 UPP is published, and until the submission due date and time, a submission may be submitted.

- Login to BIDS.
- Click **Respond to Unsolicited Project Pathways** on the left menu.

- Review the checklist.
- Click **Continue**.

Submission Checklist

Please Note Submission Information you will select your UPP Requirement

- 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 PowerPoint (.ppt or .pptx) 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.

NOTE: Submissions can be made in advance of the deadline but **cannot** be updated (or files replaced) once submitted.

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.
- Save 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 on screen.