

## Investor Catalyst (IC) Hub BIDS Guide

Use the following instructions to respond to a RFS. 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. Submitters are strongly encouraged to register as a new user well in advance of the submission deadline.

**Note: Browser settings must be configured to allow pop-ups for BIDS to work properly. In addition, disable any third party pop-up blockers.**

### IC Hub Request for Solutions

Visit the IC Hub Opportunities webpage to view the Request for Solutions (RFS):

<https://investorcatalysthub.org/opportunities/>.

### IC Hub BIDS

Visit the IC Hub BIDS webpage to view the homepage:

<https://arpaneth.acqcenter.com/ICHUB/BIDS.NSF/Start?ReadForm>

## BIDS Guide

### Step 1. Complete Registration

To respond to a RFS, submitters must register for a submitter account. Only individuals uploading submissions to the BIDS site need to register for a BIDS account. Submitters are strongly encouraged to register well in advance of the submission deadline. This can be done at any time after an RFS is released. ONE account accesses all ARPA-H BIDS sites.

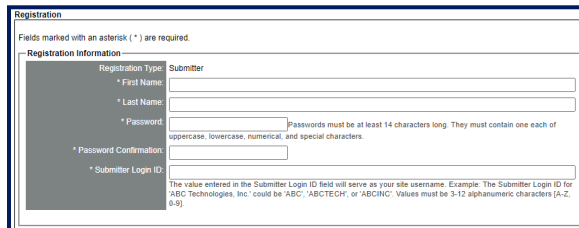


**Existing User:** DO NOT RE-REGISTER if a valid account exists and submissions are pending evaluation.

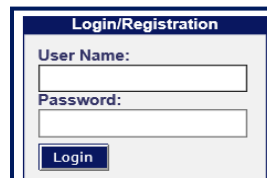
- Select Log In.
- Complete Username and Password (see Forgot my Username and Password Instructions, if needed).
- Select Edit My Profile.
- Select Investor Catalyst Hub.
- Select Submit Registration.
- Submitter registration is automatic and will be acknowledged by email. Please be patient as this takes several seconds to be recognized by BIDS.

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 You may re-register if a POC is no longer valid and no submission evaluations are pending.

- Select New Registration.
- Select Submitter (Select this in order to submit responses).
- Complete all required fields (marked \*). Registration Information fields. (Note: Submitter Login IDs must be unique to the database and contain no special characters or spaces.)
- Complete all required fields (marked \*). Contact Information fields (Note: Use a group email, if possible)
- Select Submit Registration.
- Make sure Success Message displays.
- Submitter registration is automatic and will be acknowledged by email. Please be patient as this takes several seconds to be recognized by BIDS.



### Step 2. Log In



From the Homepage:

- Enter Username
- Enter Password
- Click Login

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

- Select the 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 different code numbers.**
- Enter code and click "Enter."

### Step 3. Complete Submission

A submission may be submitted any time after an RFS is published and until the submission due date and time.

- Login to BIDS.
- Click Respond to RFS on the left menu.
- Review the RFS checklist.
- Select the RFS and click Continue.
- Complete the required fields.
- Select the underlined Upload function. (Note: This will display the dialog box to be able to browse for specific submission documents.)
- Select Upload Files to attach the file and verify upload.
- Acknowledge there is NO classified information contained in the submission.
- Accept submitter agreement.
- Click Submit to complete the submission.
- View submission under “My RFS Submissions.”

### Step 4. Modify Submission (As needed)

Make all edits or corrections to the document on the local computer drive prior to submission modification.

- 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.

### Step 5. Review Evaluation Feedback

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

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

**Request for Solution is a competitive evaluation process. No further information is available for release, including any verbal discussions on the feedback.**

## General Tips

### General BIDS Help

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

### Tips to Update Username

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

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

### Tips to Update Password

Registered users with a valid email address can

automatically reset a password. From the Homepage:

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

### Tips to Update Contact Information

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

Contact Information	
* Full Company / Agency Name:	<input type="text"/>
* Organization:	<input type="text"/>
Position/Title:	<input type="text"/>
* Street Address1:	<input type="text"/>
Street Address2:	<input type="text"/>

### Tips for Password Management

Protect Usernames and Passwords at all times. Change the account password especially when changes to personnel occur. Passwords must be at least 14 characters. They must contain one each of uppercase, lowercase, numerical, and special characters.

### 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 filename, 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 on screen.