National Institutes of Health (NIH)

Office of Acquisition and Logistics Management

NIH Electronic Bid Board (NIH-E-BB)

Public Dashboard - Quick Start Guide

June 2023

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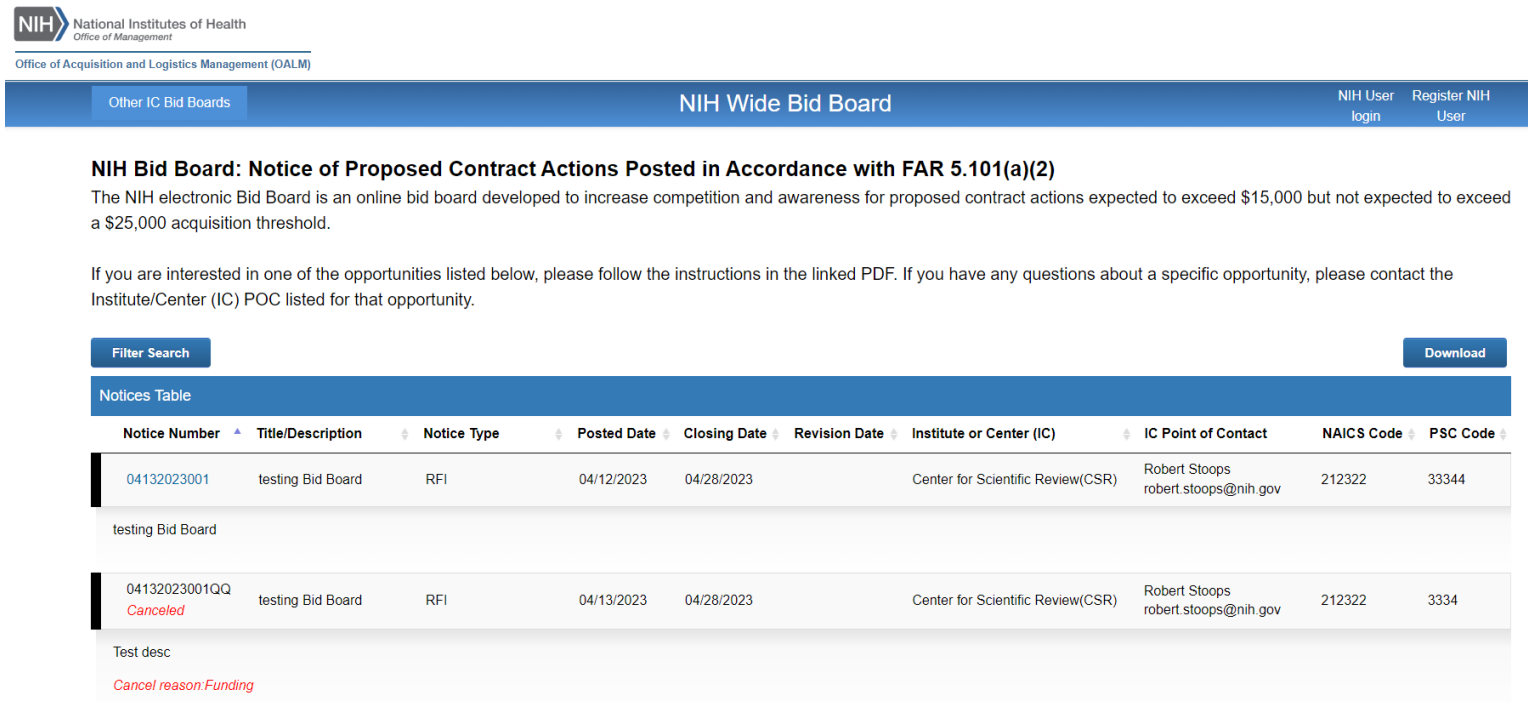
What is the NIH Electronic Bid Board

- The NIH Electronic Bid Board is an online bid board developed to increase competition and awareness for proposed contract actions expected to exceed $15,000, but not expected to exceed a $25,000 acquisition threshold.
- Notices of Proposed Contract Actions Posted in Accordance with FAR 5.101(a)(2)"

Accessing the NIH Electronic Bid Board

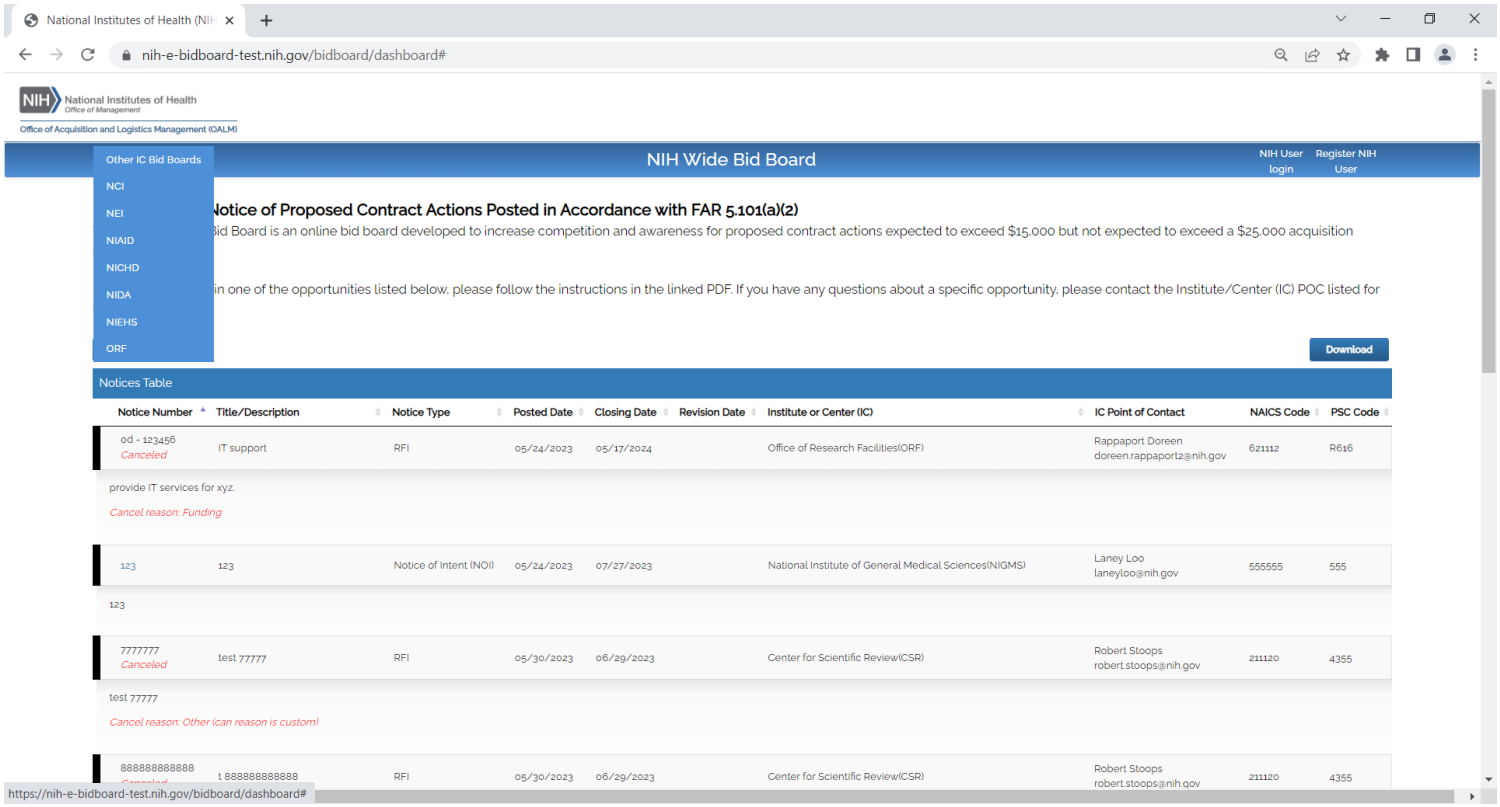
- Execute the following URL and the public facing Bid Board will open:

https://nih-e-bidboard.nih.gov/bidboard/dashboard

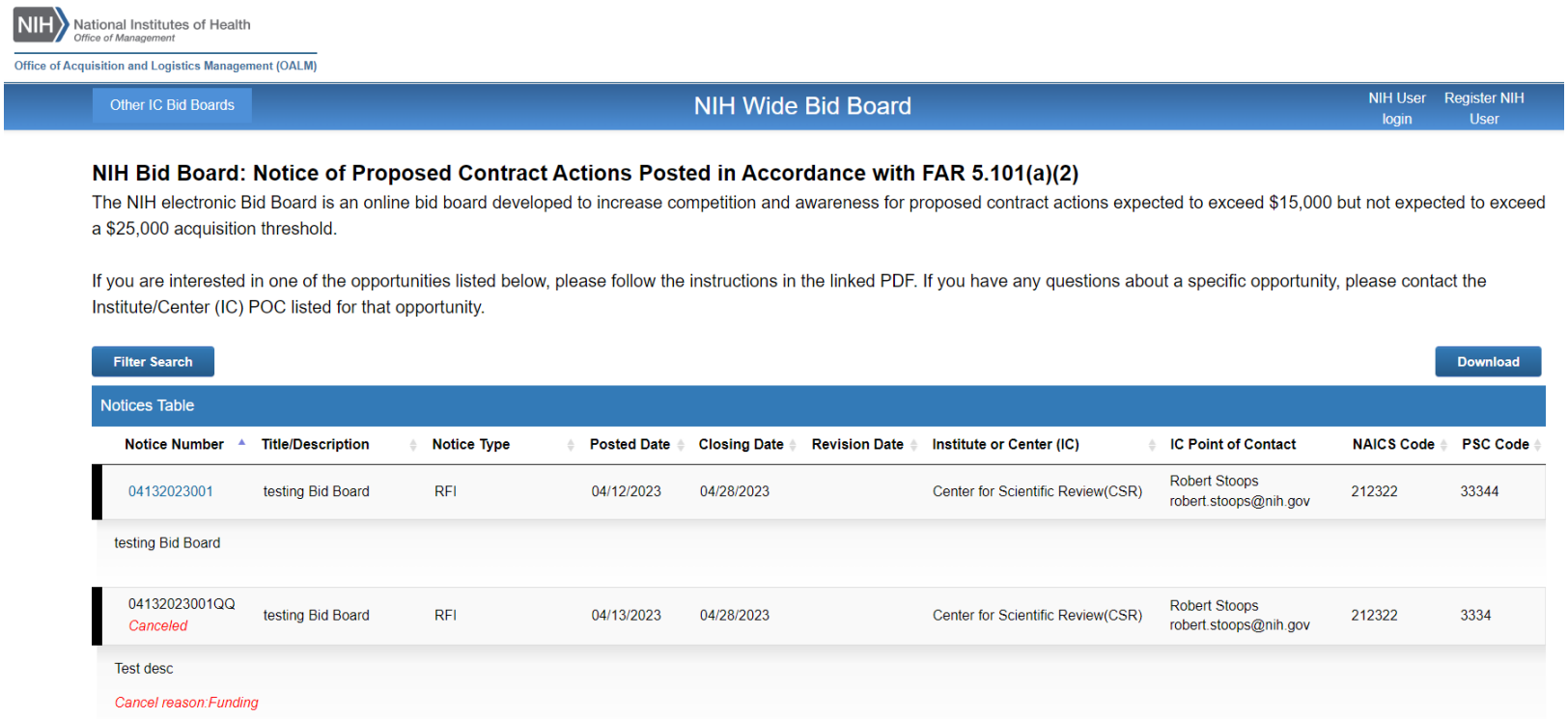


Navigate to Other IC Bid Boards

- Click on the dropdown labeled “Other IC Bid Boards” located at the upper left of the screen and then choose the bid board for the IC you want to access, and a new tab or browser window will open for that IC’s bid board.



Active Notices on the NIH Electronic Bid Board



National Institutes of Health
Office of Management
Office of Acquisition and Logistics Management (OALM)

Other IC Bid Boards | NIH Wide Bid Board | NIH User login | Register NIH User

NIH Bid Board: Notice of Proposed Contract Actions Posted in Accordance with FAR 5.101(a)(2)

The NIH electronic Bid Board is an online bid board developed to increase competition and awareness for proposed contract actions expected to exceed $15,000 but not expected to exceed a $25,000 acquisition threshold.

If you are interested in one of the opportunities listed below, please follow the instructions in the linked PDF. If you have any questions about a specific opportunity, please contact the Institute/Center (IC) POC listed for that opportunity.

Filter Search | Download

Notices Table

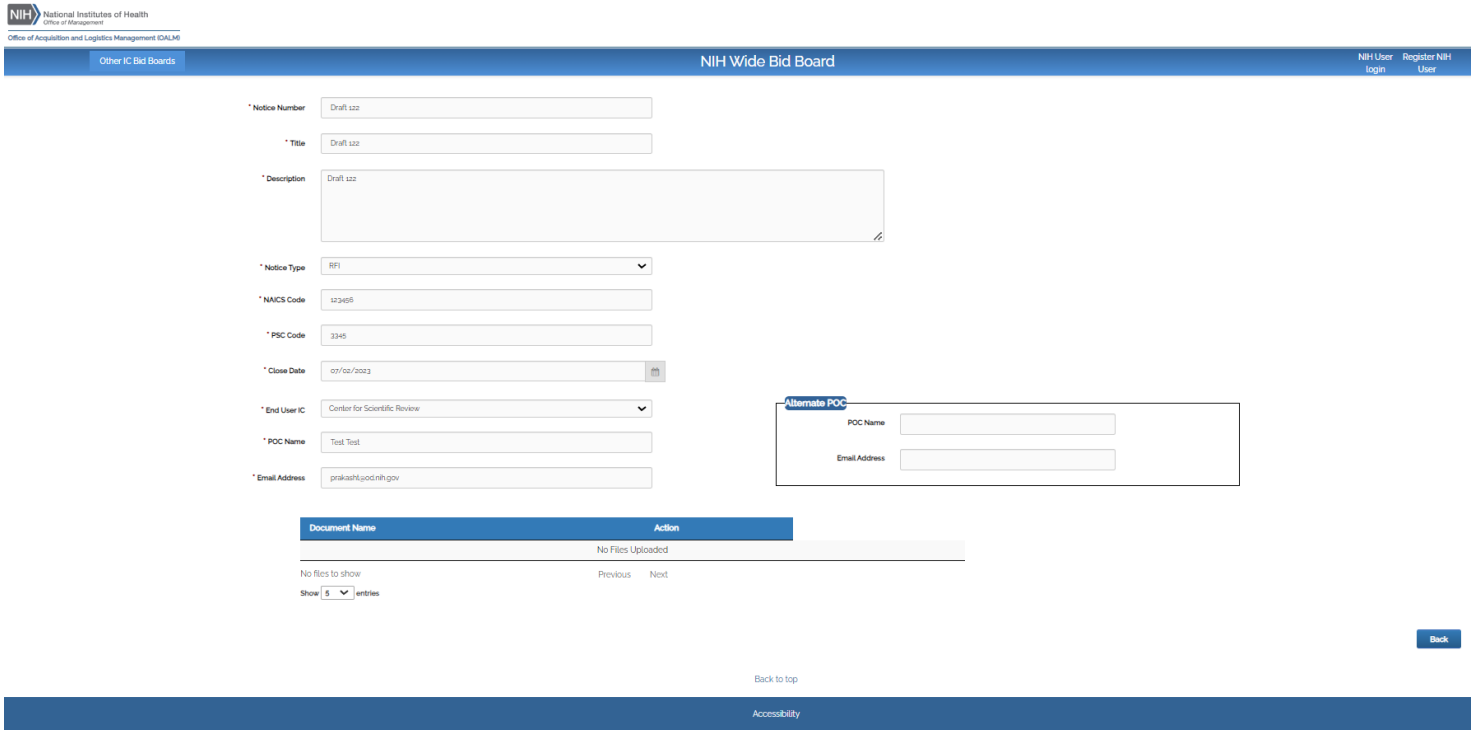
Notice Number	Title/Description	Notice Type	Posted Date	Closing Date	Revision Date	Institute or Center (IC)	IC Point of Contact	NAICS Code	PSC Code
04132023001	testing Bid Board	RFI	04/12/2023	04/28/2023		Center for Scientific Review(CSR)	Robert Stoops robert.stoops@nih.gov	212322	33344
testing Bid Board									
04132023001QQ *Canceled*	testing Bid Board	RFI	04/13/2023	04/28/2023		Center for Scientific Review(CSR)	Robert Stoops robert.stoops@nih.gov	212322	3334
Test desc *Cancel reason:Funding*									

Active Notices – Data Points

- Each active notice will have the following information:
  - Notice Number (active link to print notice details), Title/Description, Notice Type, Posted Date, Closing Date, Revision Date (blank if notice has not been revised or will have date the last time it was changed), Institution or Center, IC Point of Contact (primary and secondary),NAICS Code, PSC Code, Synopsis
- Canceled notices will indicate “Canceled” under the “Notice Number” and a “Canceled Reason” under the synopsis, “Notice Number” link is not active.
- All notices remain visible, even ones that are canceled, until the “Closing Date” has passed.
- Revision reason is displayed above the synopsis.
- Click on the “Download” button located above the Active Notice list and all notices and associated data points listed on the screen, including the Bid Board Entry Number for each notice, will be downloaded to an Excel spreadsheet.

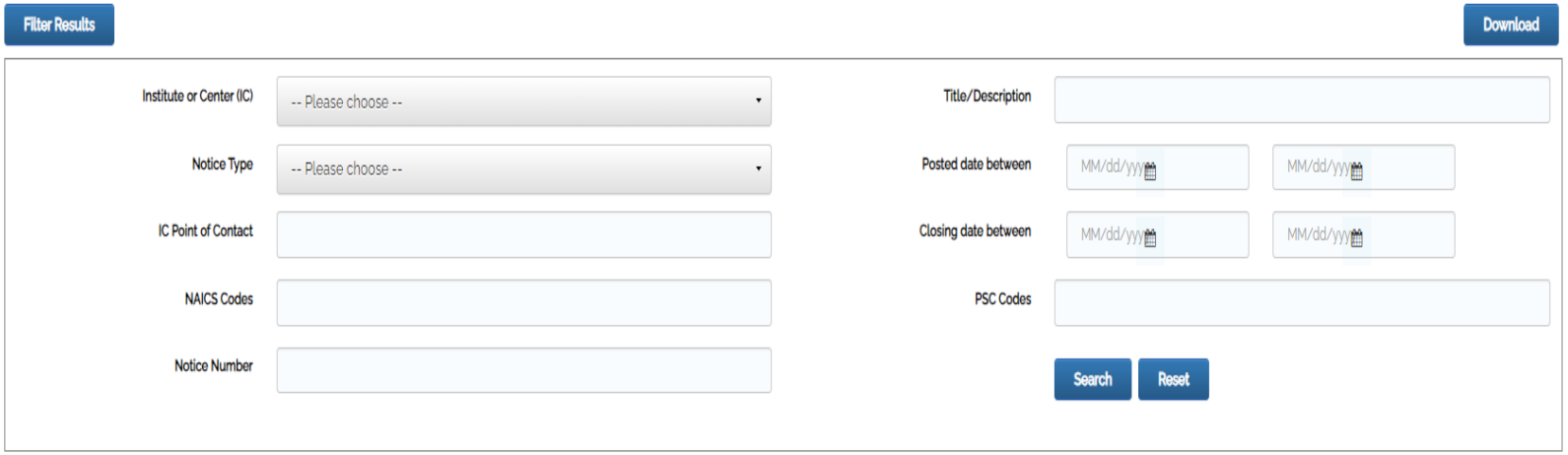
Print Active Notices – Detail Page

- Click on the “Notice Number” and a new page will appear with all the information about the notice including links to attachments at the bottom of the screen.
- Use the browser print function or take a screen capture to print the information, attachments need to be download separately to your machine.

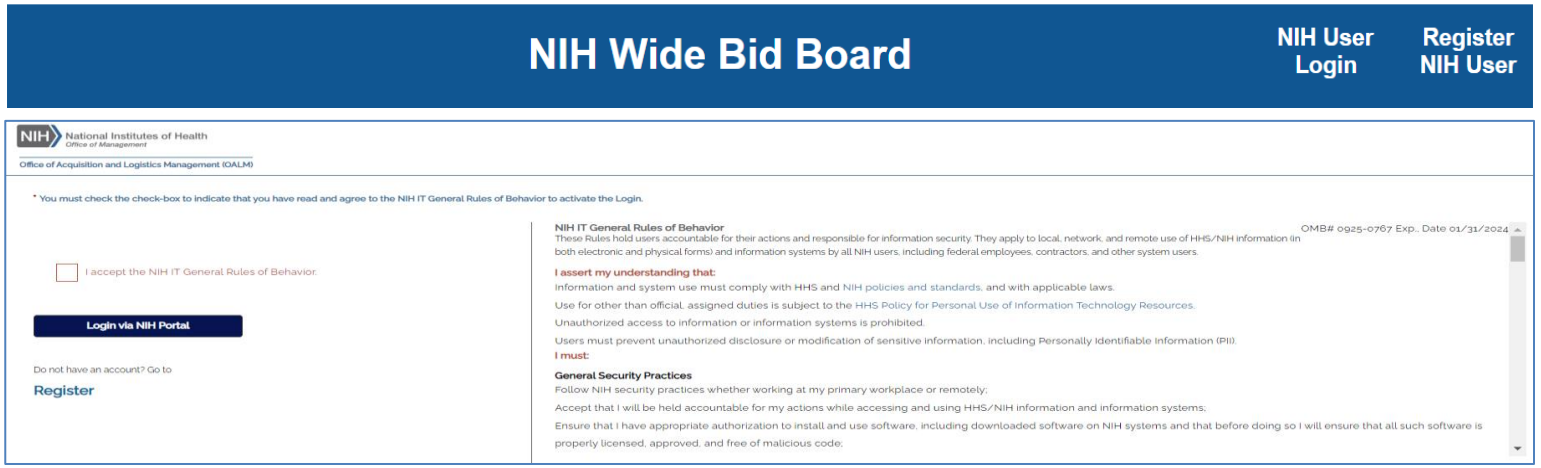


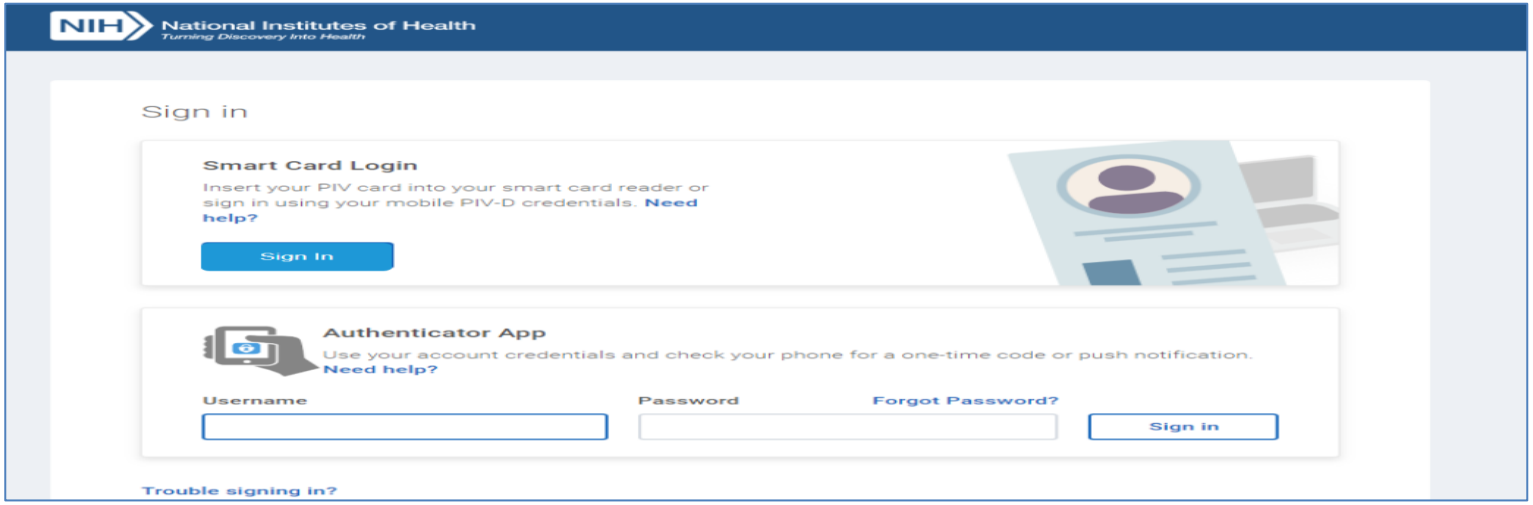
Filtering Results

- Click on the “Filter Results” button to access the filter parameters.
- Enter input or choose from dropdown(s) then click on “Search” and the screen will refresh and only the results matching the filter(s) selected will display on the screen.
- Click on the “Reset” button to clear the filter parameters.



NIH User Login





NIH User Login (cont'd)

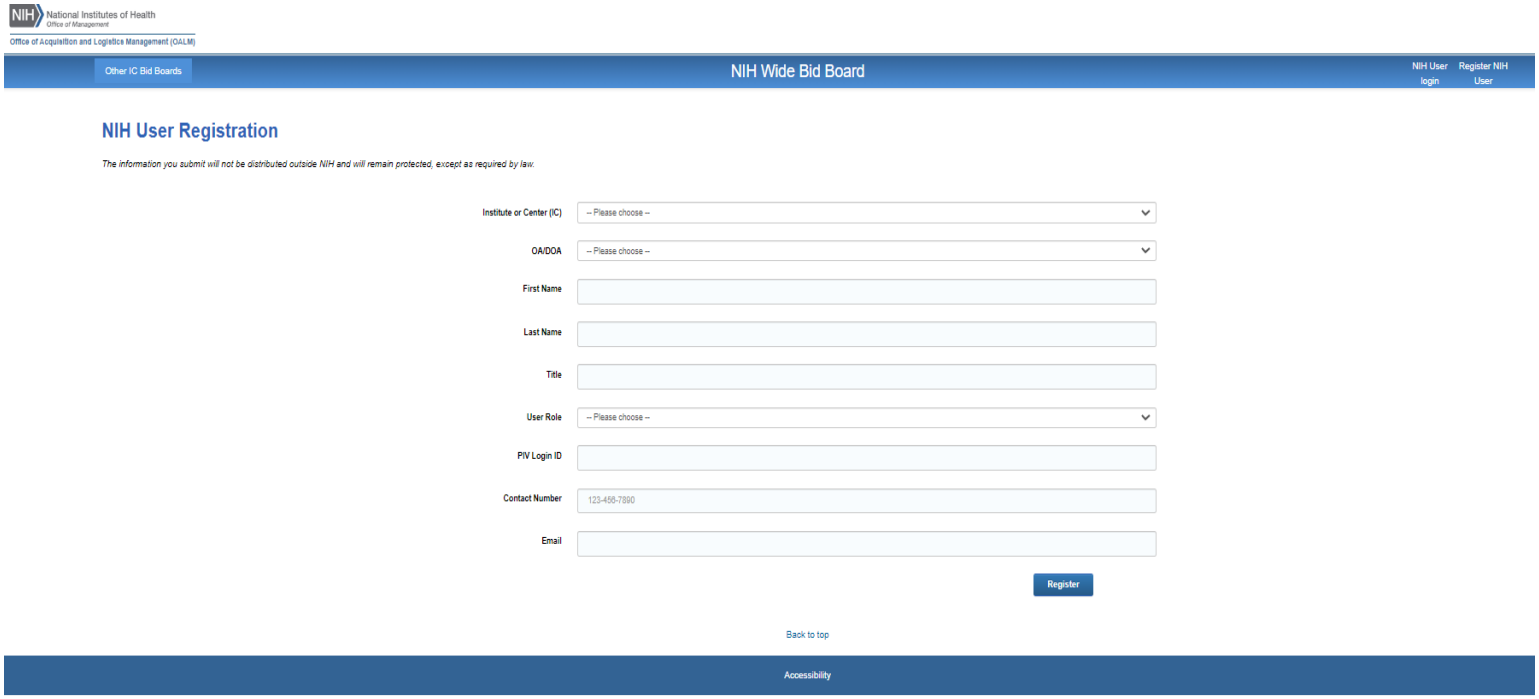
- Users that are provisioned in the system will go through the NIH Login Portal using their PIV card to access the NIH Electronic Bid Board.
- Click on the "NIH User Login" link to the right on the blue banner.
- When the page labeled "You must check the check-box to indicate that you have read and agree to the NIH IT General Rules of Behavior to activate the Login.", click on the box labeled "I accept the NIH IT General Rules of Behavior."
- Choose "Sign In" on the Smart Card Login screen and follow the prompts (you may need to select a certificate and enter your PIN).

NIH User Registration

- Users can request access to the system by completing and submitting the registration request.
- The OALM Admin can take up to three days to review the submitted request for access and will either approve or deny the request.
- Approval email will be sent to the request email that was entered in the registration page with a link and instruction on logging into the system.
- Deny email will provide an explanation for the access denial and a link for the user to send an email for further follow up, if they so choose.
- Click on the “Register NIH User” link on the right of the blue banner and the user will be taken to the registration page.

NIH User Registration (cont'd)

- Users enter input in all fields on the registration page and click on the "Register" button to submit the request to the OALM Admin.
- Any errors will be displayed at the top of the screen and must be fixed before the registration request can be submitted.



Questions?
Email NIH-E-Bid-Board@nih.gov