

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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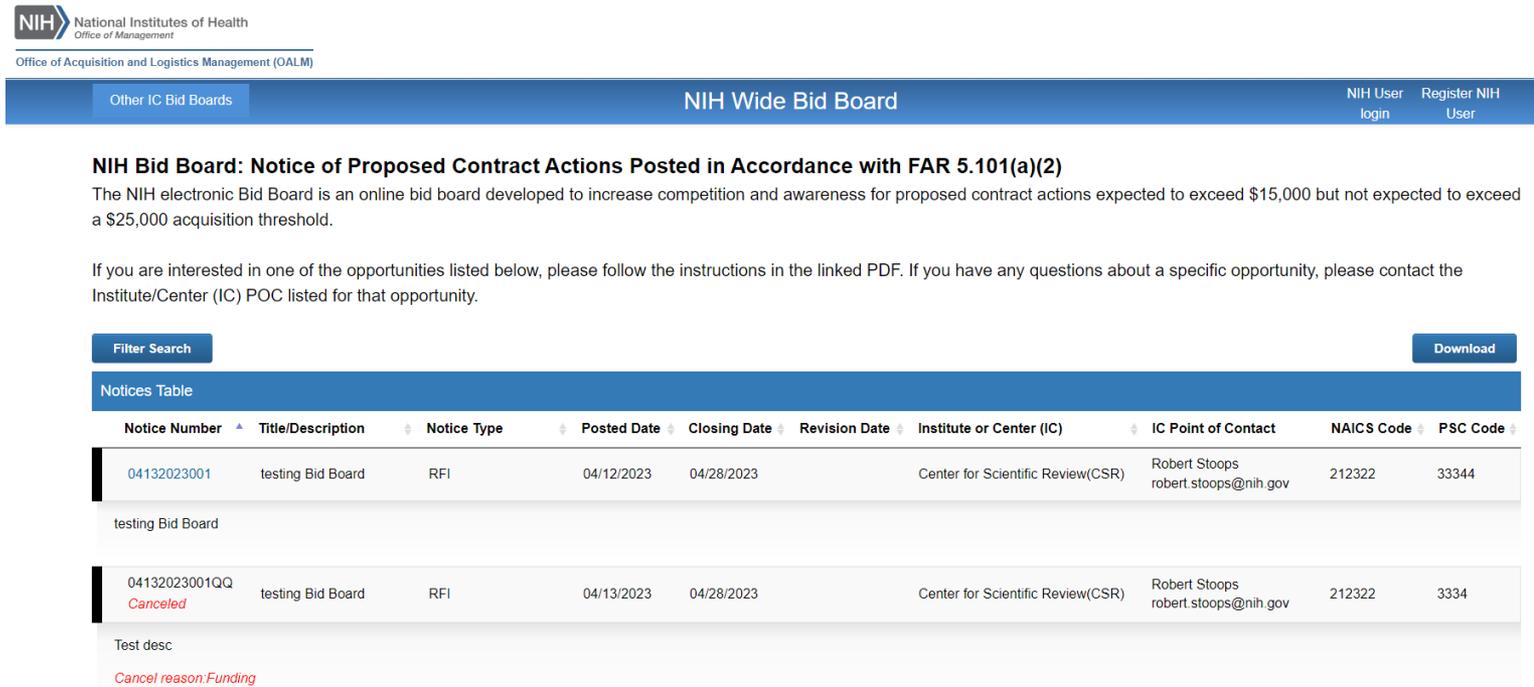
What is the NIH Electronic Bid Board

- 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>



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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)

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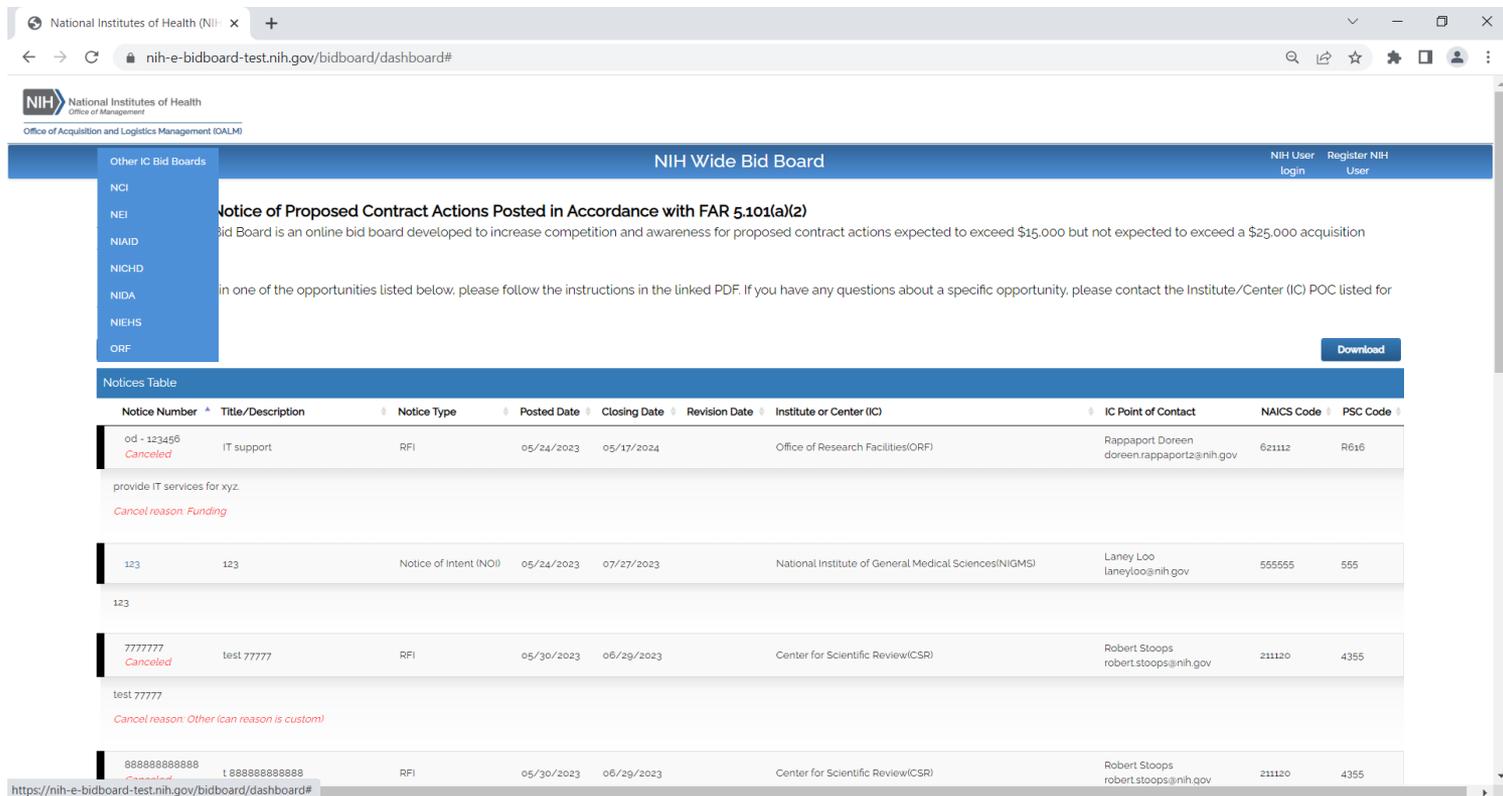
If you are interested in one of the opportunities listed below, please follow the instructions in the linked PDF. If you have any questions about a specific opportunity, please contact the Institute/Center (IC) POC listed for that opportunity.

Filter Search Download

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 <i>Cancelled</i>	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								
	<i>Cancel reason:Funding</i>								

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.



The screenshot shows a web browser window displaying the NIH Wide Bid Board dashboard. A dropdown menu is open, showing options for various Institutes/Centers (ICs): NCI, NEI, NIAID, NICHD, NIDA, NIEHS, and ORF. The main content area displays a "Notice of Proposed Contract Actions Posted in Accordance with FAR 5.101(a)(2)" and a "Notices Table" with the following data:

Notice Number	Title/Description	Notice Type	Posted Date	Closing Date	Revision Date	Institute or Center (IC)	IC Point of Contact	NAICS Code	PSC Code
od - 123456 <i>Canceled</i>	IT support	RFI	05/24/2023	05/17/2024		Office of Research Facilities(ORF)	Rappaport Doreen doreen.rappaport2@nih.gov	621112	R616
	provide IT services for xyz. <i>Cancel reason: Funding</i>								
123	123	Notice of Intent (NOI)	05/24/2023	07/27/2023		National Institute of General Medical Sciences(NIGMS)	Laney Loo laneyloo@nih.gov	555555	555
123									
777777 <i>Canceled</i>	test 77777	RFI	05/30/2023	06/29/2023		Center for Scientific Review(CSR)	Robert Stoops robert.stoops@nih.gov	211120	4355
	test 77777 <i>Cancel reason: Other (can reason is custom)</i>								
888888888888 <i>Canceled</i>	1 888888888888	RFI	05/30/2023	06/29/2023		Center for Scientific Review(CSR)	Robert Stoops robert.stoops@nih.gov	211120	4355

Active Notices on the NIH Electronic Bid Board

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)

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Filter Search

Download

Notices Table

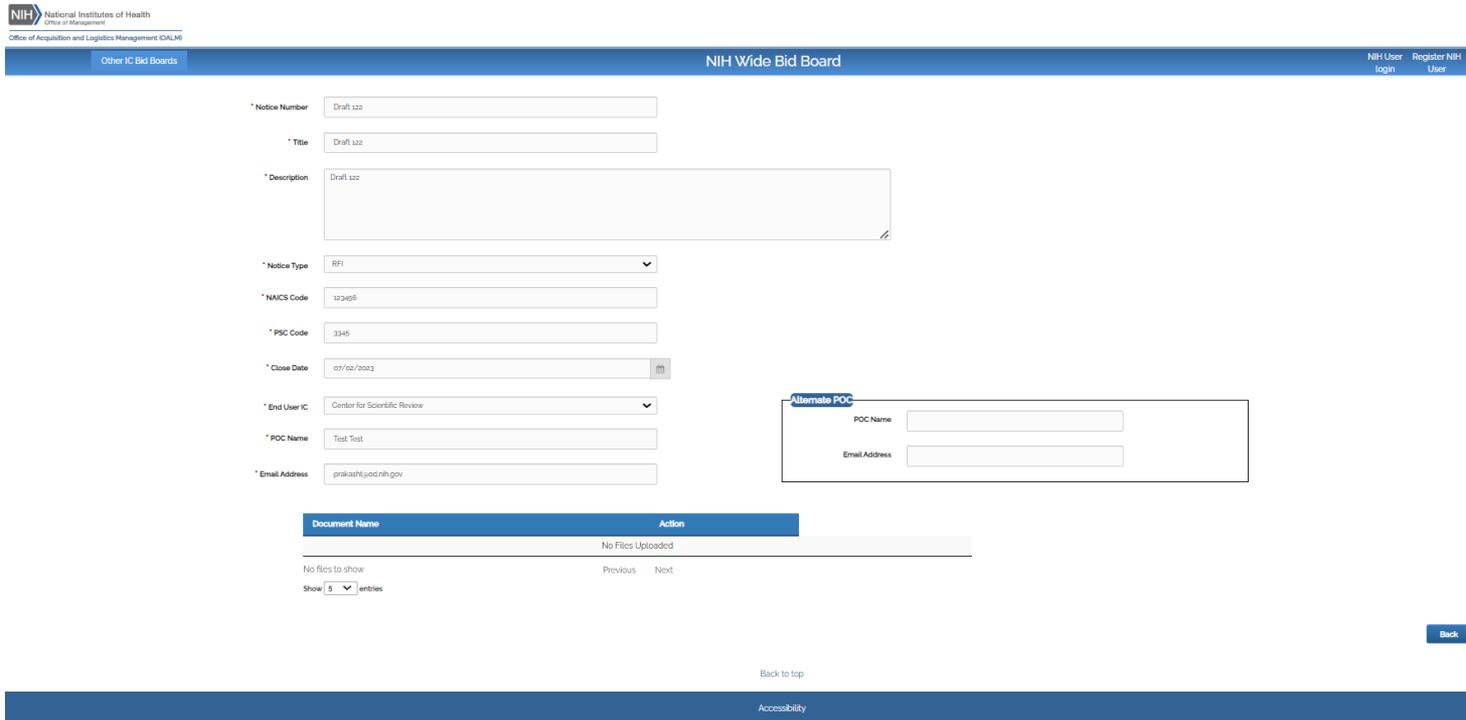
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Test desc									
<i>Cancel reason:Funding</i>									

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.



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Other IC Bid Boards NIH Wide Bid Board NIH User Register NIH User Login

* Notice Number

* Title

* Description

* Notice Type

* NACMS Code

* PSC Code

* Close Date

* End User IC

* POC Name

* Email Address

Alternate POC

POC Name

Email Address

Document Name	Action
No Files Uploaded	
No files to show	
Previous Next	
Show <input type="text" value="5"/> entries	

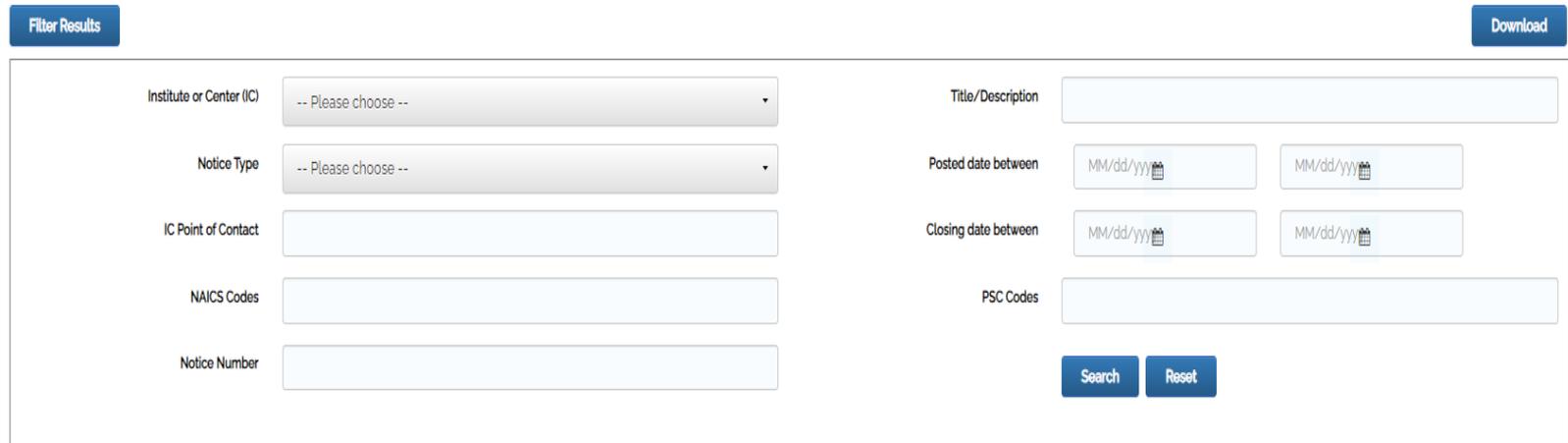
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Accessibility

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.



The screenshot shows a filtering interface with a blue "Filter Results" button at the top left and a blue "Download" button at the top right. The main area contains several input fields:

- Institute or Center (IC):** A dropdown menu with "-- Please choose --" selected.
- Notice Type:** A dropdown menu with "-- Please choose --" selected.
- IC Point of Contact:** A text input field.
- NAICS Codes:** A text input field.
- Notice Number:** A text input field.
- Title/Description:** A text input field.
- Posted date between:** Two date input fields with a calendar icon, both containing "MM/dd/yyyy".
- Closing date between:** Two date input fields with a calendar icon, both containing "MM/dd/yyyy".
- PSC Codes:** A text input field.

At the bottom right, there are two blue buttons: "Search" and "Reset".

NIH User Login

NIH Wide Bid Board

NIH User
Login
Register
NIH User



National Institutes of Health
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* 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.

I accept the NIH IT General Rules of Behavior.

Login via NIH Portal

Do not have an account? Go to

Register

NIH IT General Rules of Behavior
 These Rules hold users accountable for their actions and responsible for information security. They apply to local, network, and remote use of HHS/NIH information in both electronic and physical forms and information systems by all NIH users, including federal employees, contractors, and other system users.

I assert my understanding that:
 Information and system use must comply with HHS and NIH policies and standards, and with applicable laws.
 Use for other than official, assigned duties is subject to the HHS Policy for Personal Use of Information Technology Resources.
 Unauthorized access to information or information systems is prohibited.
 Users must prevent unauthorized disclosure or modification of sensitive information, including Personally Identifiable Information (PII).

I must:
General Security Practices
 Follow NIH security practices whether working at my primary workplace or remotely;
 Accept that I will be held accountable for my actions while accessing and using HHS/NIH information and information systems;
 Ensure that I have appropriate authorization to install and use software, including downloaded software on NIH systems and that before doing so I will ensure that all such software is properly licensed, approved, and free of malicious code.

OMB# 0925-0767 Exp. Date 01/31/2024



National Institutes of Health
 Turning Discovery Into Health

Sign in

Smart Card Login

Insert your PIV card into your smart card reader or sign in using your mobile PIV-D credentials. **Need help?**

Sign In



Authenticator App

Use your account credentials and check your phone for a one-time code or push notification. **Need help?**

Username

Password

[Forgot Password?](#)

Sign in

[Trouble signing in?](#)

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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.

Other IC Bid Boards

NIH Wide Bid Board

NIH User Register NIH
login User

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.

NIH User Registration

The information you submit will not be distributed outside NIH and will remain protected, except as required by law.

Institute or Center (IC)

OA/OA

First Name

Last Name

Title

User Role

PW Login ID

Contact Number

Email

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[Accessibility](#)

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