

## **Exhibit I**

### **HHS Online Bid Room Information**

### **HHS0016203**

Bids/responses for this solicitation may be submitted electronically using the HHS Online Bid Room or any other method identified in the solicitation. ***Use of the HHS Online Bid Room is optional and is subject to all terms and conditions, affirmations, and other requirements of the solicitation as any other method of submission.***

**Read and review** the solicitation package and all associated documents carefully before completing and submitting a response in the form and manner described in the solicitation package. **Questions** regarding the solicitation must be addressed to the Point of Contact in the solicitation package. The Point of Contact is identified in the solicitation package.

**Submit** the solicitation response in the form and manner described in the solicitation package on or before the response due date and time.

**IMPORTANT: The solicitation package will identify the specific form and method of delivery. Failure to adhere to the requirements in the solicitation package may result in disqualification.**

**Access to the HHS Online Bid Room is a multi-step process.**

#### **All Online Bid Room Users:**

- Follow the provided link to access the [IAMOnline – Sign-in page](#).
- Next, click the link labeled “**Request account as a non-HHS employee or register organization**” to request a new account. Please note, the external user ID should be an **email address**.
- Users can find detailed instructions [here](#); *Follow the organization or external user account request steps as directed.*
- Once the Agency Sponsor receives and approves the access request, users will receive an IAMOnline registration email to set up their IAMOnline account.
- The user will click the **Activate Account** button to set up their account promptly. Please note that the link will only be active for **seven (7) days** for security reasons.

**Note: Applicants who already have access to the previous Enterprise Portal and/or IAMOnline for other applications, MUST complete a new registration to receive access to the online bid room.** *The new registration must be completed with a different email than the original account as the IAMOnline portal does not allow the same email address to be used for two different accounts.*

See our resources page for a tutorial, guidebook, and other resources to help you use the [HHS Online Bid Room](#).

**IMPORTANT: The registration process may take several days.** Allow enough time for the registration process to submit your bid by the response due date. **Late solicitation responses are not accepted.**

**The optional use of the HHS Online Bid Room and any resulting technical difficulties which may prevent a successful, responsive electronic submission of**

**a solicitation response shall not be sufficient basis for a protest of a contract award.**

Visit the [IAMOnline Help Page](#) for more information. For additional assistance, contact the Help Desk at **512-438-4720** or **855-435-7181** (toll-free), **7:00 A.M. to 7:00 P.M., CT, Monday to Friday.**