

BARDA Digital Resources (BDR) RFP Submission Overview Training

August 2025

BDR Portal Account

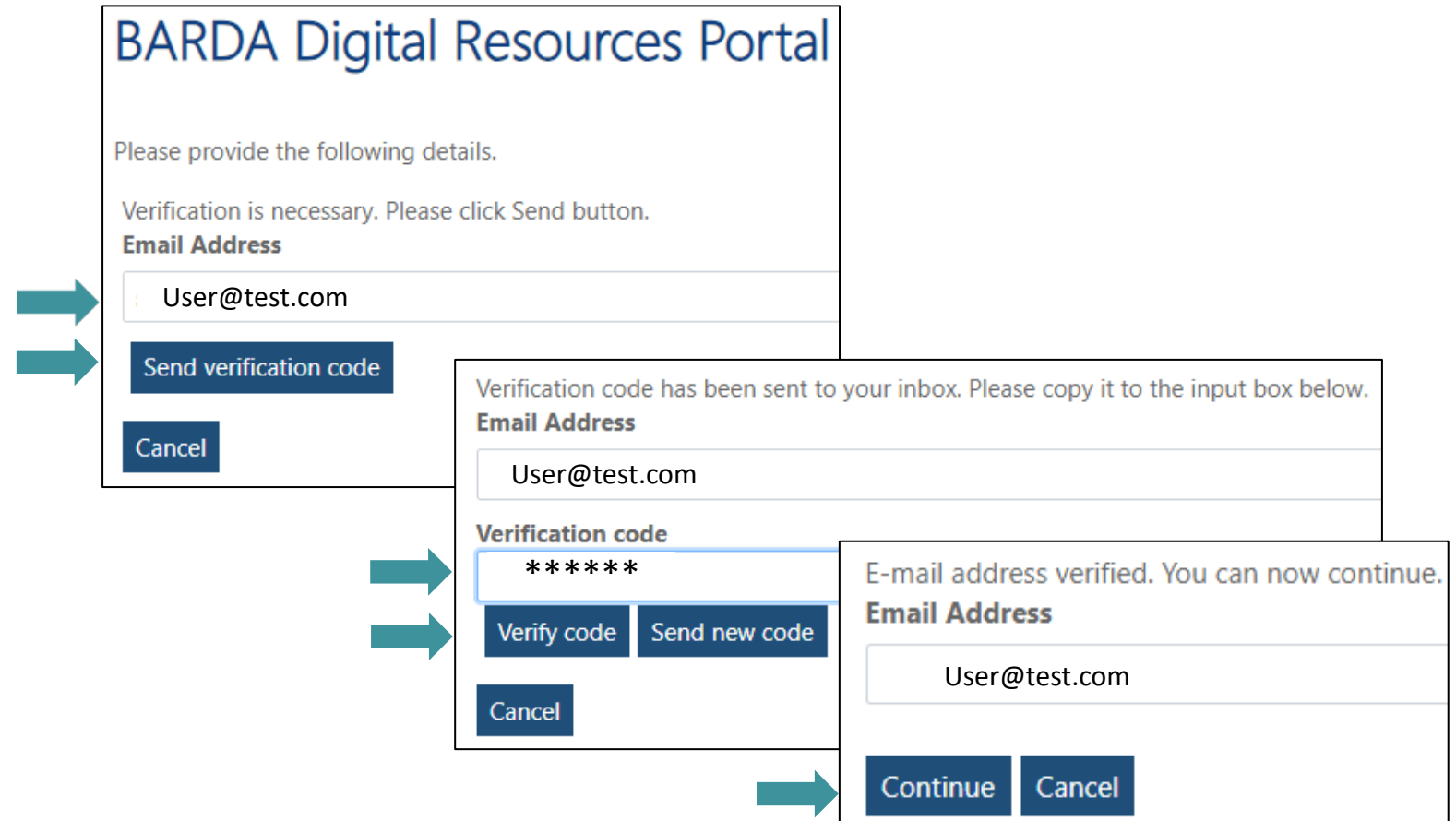
Creating a BDR Portal Account

- Open browser and navigate to: <https://bdr.hhs.gov>
- From the BDR Stakeholder Portal homepage, click **Create Account**.
- Users are redirected to the Registration page.
- Within the Registration page, enter the required contact fields.
- Click **Create** when done.

The image shows two overlapping screenshots of the BDR (BARDA Digital Resources) website. The top screenshot is the homepage, titled "BARDA Digital Resources: Stakeholder Portal". It features a navigation bar with the BDR logo and "BARDA Digital Resources" text, and a "Sign in" link. Below the header, it says "Welcome to BARDA's Stakeholder Portal!" and "Sign in or create an account to engage with BARDA". There are two buttons: "Sign In" and "Create Account", with the "Create Account" button circled in red. Below this, there are two columns of text: "TechWatch Meeting Request" and "EZ-BAA". The "TechWatch Meeting Request" section describes the USG seeking information from stakeholders on available medical countermeasures in development, with a "Learn More" link. The "EZ-BAA" section describes the Easy Broad Agency Announcement (EZ-BAA) sets forth areas of interest (AOIs) for the Division of Research, Innovation, and Ventures (DRIVE) and seeks abstracts for efforts to develop revolutionary health security products, technologies, and innovations in order to increase the Government's capability and capacity to respond to national security health threats, with a "Learn More" link. At the bottom, there is a "Collaborator Portal" section. The bottom screenshot is the registration form, titled "BARDA Digital Resources Portal". It asks the user to "Please provide the following details." and includes fields for "Email Address*", "New Password*", "Confirm New Password*", "First Name*", and "Last Name*". There are "Send verification code" and "Create" buttons, and a "Cancel" button. A red arrow points from the "Create Account" button in the top screenshot to the registration form in the bottom screenshot.

Verifying BDR Portal Account

- Enter your **email address** and click the link **Send Verification Code** to receive a system-generated email with the subject Account email verification code.
- Enter the **Verification code** and click **Verify Code**.
- Click **Continue**.




Logging into BDR Portal

- Click **Accept** to accept the Privacy and Security Notification.
- From the BDR Portal Landing Page click **RFP Home** to access the RFP Submission page.

Privacy & Security System Use Notification

You are accessing a U.S. Government information system,

- *Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.*
- *By using this information system, you understand and consent to the following:*
 - *You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.*
- *Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.*
- *Personally Identifiable Information (PII) collected by this system will be accessible to HHS/ASPR/BARDA staff and used to facilitate communication with external stakeholders and partner organizations. PII will not be shared with other organizations as a standard practice. There will be exceptions in extenuating circumstances, such as when the HHS Secretary declares an emergency. This message will be updated when changes to PII policy are implemented. Please contact BDR_Admin_Inbox@hhs.gov with any questions or concerns.*





To request an update to the email address associated with your account, please reach out to BDR_Admin_Inbox@hhs.gov.

Create RFP Submission

Creating RFP Submission



For optimal experience, use Google Chrome as your browser.

- Click **RFP Home** on the BDR Stakeholder Portal.
- Start a submission by clicking **New Request for Proposal**.

The screenshot shows the BDR Stakeholder Portal interface. At the top, there is a navigation bar with the BDR logo and the text 'BARDA Digital Resources'. To the right of the logo are several menu items: Home, RFP, RFI, RTOR, TechWatch, EZ-BAA, BAA, Collaborator, and Name. Below the navigation bar, the breadcrumb trail reads 'Home > Request for Proposal Submissions'. On the left side, there is a 'Filter by Submission Status' section with four checkboxes: Started, Submitted, Rejected, and Complete. An 'Apply' button is located at the bottom of this section. In the main content area, there is a table with the following headers: Title, Organization, Request Status, Submitted By, Submitted Date, and Created On ↓. Below the table, the text 'There are no records to display.' is visible. A green arrow points to a blue button labeled 'New Request for Proposal' located in the top right corner of the main content area.

Contact Tab

- The **Contact** tab displays Basic Info from the user profile data. Confirm or modify as appropriate.
- Select an organization by clicking the **organization** dropdown or
- Associate a new organization using **Add Organization**.

The screenshot shows a navigation bar with tabs: Contact (active), Organization, Funding, RFP, Documents, and Submit. Below the navigation bar is the "About You/Basic Info" section. The form contains the following fields:

- First Name ***: Input field with "Demo".
- Middle Name or Initial**: Input field.
- Last Name ***: Input field with "Tester".
- Email Address ***: Input field with "tester@organization.com".
- Primary Phone ***: Input field.
- US Citizenship ***: Dropdown menu with "Yes" selected.
- Organization ***: Dropdown menu.
- Organization Website**: Input field.

At the bottom of the form, there are two sections:

- Add an Organization**: A section with the text "If you are not associated to any organizations yet, you can click the Add an Organization button to add your Organization" and a blue "Add Organization" button. A teal arrow points to this button.
- Help**: A section with the text "Not sure how to find or create your organization? Here are instructions on all the details you need to get started" and a blue "Get Help" button.

Add New Organization

- After clicking **Add Organization**, complete required information. Use the dropdowns to indicate **Organization Type** and **Legal Structure**.
- Once submitted, a window will show Organization has been created successfully. Click **close**.

New Organization

Organization Name *

Organization Type *

Select ▼

Legal Structure *

Select ▼

Primary Worksite Address

Street 1 *

Street 2

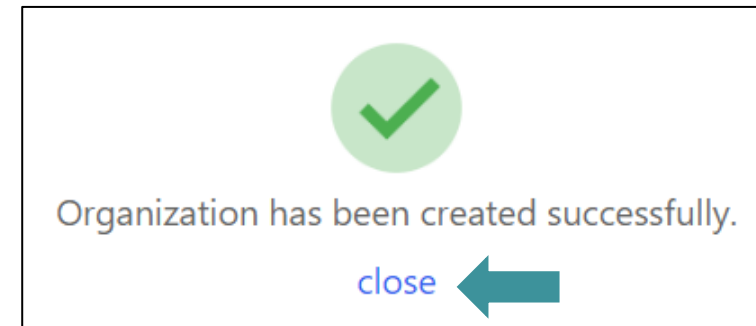
City *

State/Province *

ZIP/Postal Code *

Country/Region

Submit



Complete Contact Tab

- Review and confirm the Organization was added and all information on the **Contact** tab is correct then click **Next**.

Progress bar: Contact (active), Organization, Funding, RFP, Documents, Submit

About You/Basic Info

First Name * <input type="text" value="Test"/>	Middle Name or Initial <input type="text"/>	Last Name * <input type="text" value="Tester"/>
Email Address * <input type="text" value="Test@tester.com"/>	Primary Phone * <input type="text"/>	US Citizenship * <input type="text" value="Select"/>
Organization * <input type="text" value="Training"/>	Organization Website <input type="text"/>	

Help
How to find or create your organization? Here are instructions on all the details you need to get started
[Get Help](#)

Contact

Primary Position/Title

Contact Type

[Next](#)

Organization Tab

- The **Organization** tab displays Organization data; ensure required data fields are populated.
- Some Organization data will prepopulate; this data can be modified.
- After entry and review is complete, click **Next** or
- Click **Save & Close** to continue entering data at another time.

Funding Tab

- Within the **Funding** tab, submitters will be able to provide the funding related data, ensuring at a minimum that the required data fields are populated.
- After entry and review is complete click **Next** or
- Click **Save & Close** to continue entering data at another time.

RFP Tab

- The **RFP** tab collects submission-specific information; complete all required fields.
- Conflict of Interest:
 - Project Individuals and Organizations must be reviewed by BARDA to assess for any conflicts of interest.
 - To add Key Personnel, click **Add**, fill in required information, click **Submit** or **Submit & Create New**.
 - To add Key Organizations, click **Add**, fill in the requested information, click **Submit** or **Submit & Create New**.

Conflict of Interest

Key Personnel

Provide a list of Key personnel that would be involved in this project. This list will be presented to reviewers to ensure they do not have a conflict of interest. *

Add

There are no records to display.

Key Organizations

Provide list of Key Organizations that may be involved with this submission *

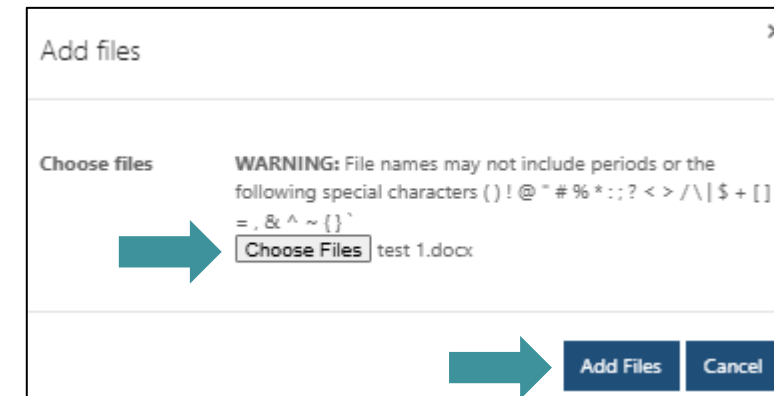
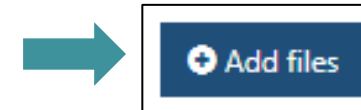
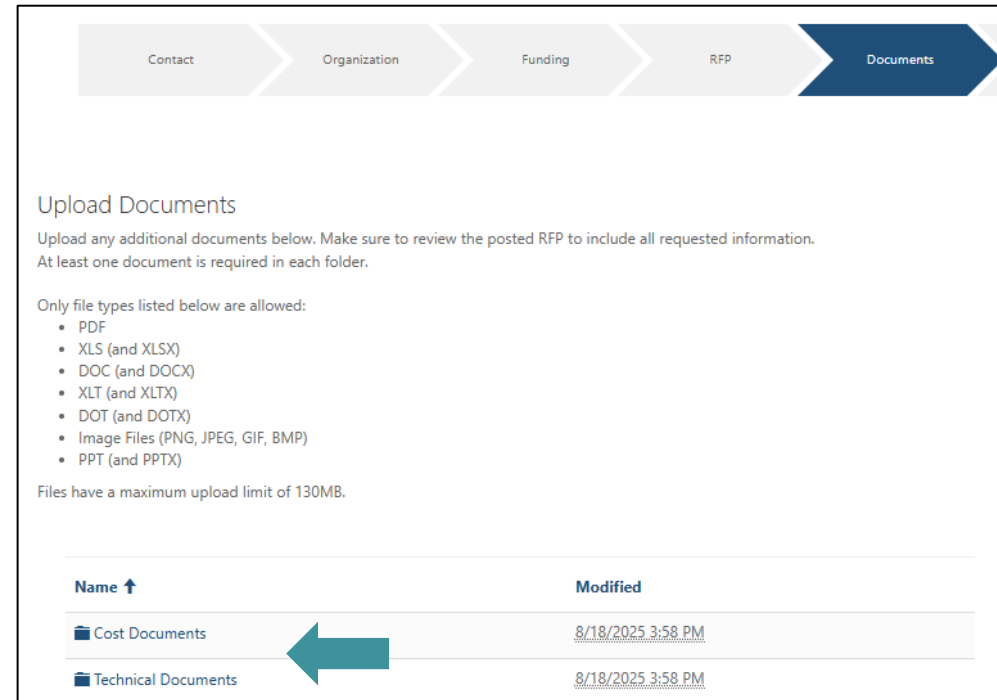
Add

There are no records to display.

Save & Close Next

Documents Tab

- Upload of Cost and Technical documents is **required**.
 - Click folder name.
 - Click **Add files**.
 - Click **Choose files**.
 - Locate file(s), click **Open**.
 - Confirm file has been added to the "Add files" window. Click **Add Files**.
 - Repeat, as necessary.
- Click **Next** when done or
- Click **Save & Close** to continue at another time.



Submit Tab

- Within the **Submit** tab, review all the data and documents entered.
- Review the submission data, ensuring the required data fields are accurate and populated.
- After the review is complete, confirm submission data via the **checkbox** at the bottom of the tab, your name will auto-populate, click **Submit**.

Home > Request for Proposal Submissions > Request for Proposal : RFP Training

Contact Organization Funding RFP Documents **Submit**

About You/Basic Info

First Name *	Middle Name or Initial	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address *	Primary Phone *	US Citizenship *
<input type="text"/>	202-222-2002	Yes <input type="checkbox"/>
Organization *	Organization Website	
Training <input type="checkbox"/>	<input type="text"/>	


Review & Submit

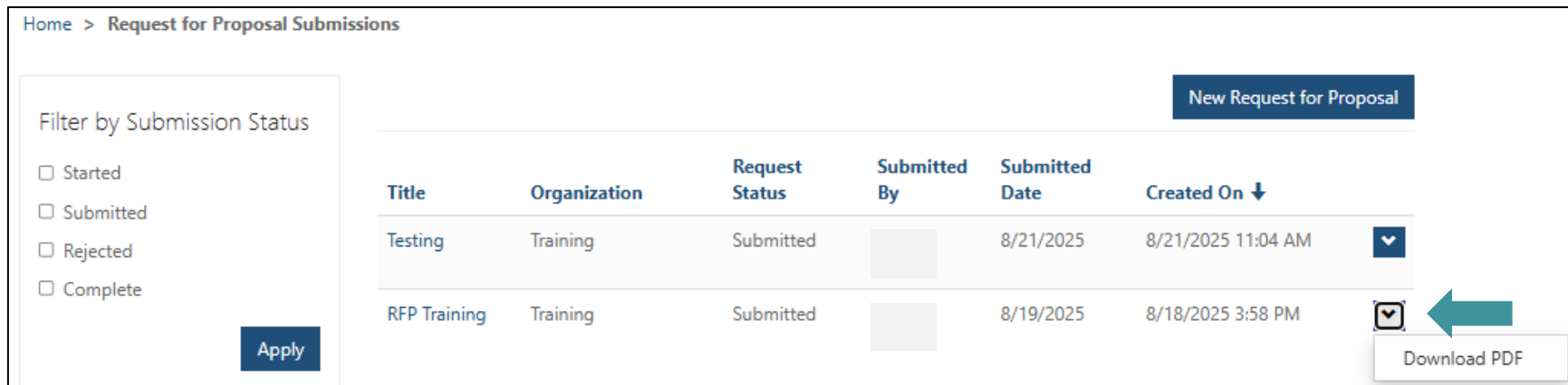
By clicking submit, you are confirming that all fields and documentation provided are final.

Submitted By *

Submit

RFP – Submission Complete

- After completing the RFP submission, the user is taken back to the Submission dashboard where the new record is displayed with a Submitted status.
- The user will receive a system generated email confirming the submission has been received.
- The RFP submission process is now complete.
- Click the **down arrow** () to download a PDF of the submission.






Home > Request for Proposal Submissions

Filter by Submission Status

- Started
- Submitted
- Rejected
- Complete

Apply

New Request for Proposal

Title	Organization	Request Status	Submitted By	Submitted Date	Created On ↓	
Testing	Training	Submitted		8/21/2025	8/21/2025 11:04 AM	
RFP Training	Training	Submitted		8/19/2025	8/18/2025 3:58 PM	 



Questions?

*For any assistance using the BDR Portal, please reach out to
BDR_Admin_Inbox@hhs.gov*