Exhibit D
HHS Online Bid Room Information
HHS0018074

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.*

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.**