



**CIO-SP4 Proposal Submission Guide via the
Secure Email and File Transfer Service (SEFT)**

To initiate the proposal submission process through SEFT, you must first register at <https://nih.force.com/CIO-SP4/s/>. Registration must occur 24 hours before the due date of proposals. Fill out the required fields and then click [Next](#).

Thank you for your interest in CIO-SP4. All proposals must be submitted via the NIH Secure Email and File Transfer Service. To initiate your registration for proposal submission please fill out all of the fields below.

* First Name

* Last Name

* Company Name

* Email

* DUNS Number

[Next](#)

You'll see the following message confirming receipt of your information.

Thank you for submitting your registration data for the CIO-SP4 proposal submission. Your information was successfully received and you will receive an email on Wednesday, July 28, 2021 that will contain instructions on how to submit your proposal. If you registered after July 28th, a daily email will be sent out to ensure you receive those instructions. The source for all information pertaining to CIO-SP4 is www.sam.gov, therefore please be sure to monitor that site for any guidance and updates. You may close this browser tab anytime.

If you are experiencing technical issues, please send an email to CIO-SP4.NITAAC@nih.gov.

Not immediately but soon after, you'll receive a notification message via SEFT. Be sure to check your junk/spam folder.

You have been sent a secure message/file(s).

To access the secure message/file(s), click on the following link or copy and paste the link into the browser. If this is your first time accessing the Secure Email and File Transfer (SEFT) Service, you'll be required to register by entering your email address and creating a password. If you are already registered, you'll sign in using your username and password.

Sender : Schultz, Rose (NIH/OD) [E]
Link : <https://secureemail.nih.gov/bds/Login.do?id=A06781369904&p1=o2i12oqsbhjcehkbbfckgcqifk20>
Expires : 8/17/21, 12:00:00 AM EDT

NIH SecureEmail Service, brought to you by the NIH Central Email Service.
*Proven*Trusted*

Click on the link within the email.

If this is your first time accessing the SEFT Service, you'll be required to register by entering your email address and creating a password.

To view your delivery, you must be a registered user. Please enter your information for registration, your email address will be your sign in username. Already registered? Visit the [Account activation](#) page or click [here](#) to have the activation email resent to you.

For LDAP or Active Directory users, click [here](#) to sign in using your network username and password.

Email address*

Confirm email address*

Name First name Middle name Last name

Display as*

Password*

Confirm password*

* Required fields

Be sure to follow the Password Creation Rules.

Your password must have:

- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one non-alphanumeric character
- Between 7 and 50 characters long

Password Strength:

Click once all the required fields are filled out. Then you'll see the following message.

User Registration

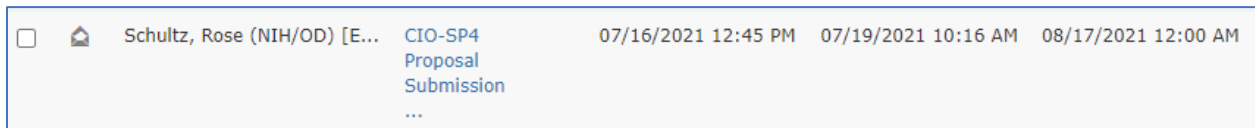
Thank you for registering! A message has been sent to your email. Please follow the instructions in the email to activate your account.

After registering, you'll receive an email with the subject line "Secure File Transfer account activation link" notifying you that you have registered for an account. Click on the activation link provided in the email. You'll then receive an email with the subject line "Welcome to Secure File Transfer" notifying you that your account has been activated.

Now you can sign in using your username and password from the login page (<https://secureemail.nih.gov/bds/Login.do>). Enter your email address used to register as your Username and your password. Then click [Sign in](#).

<p>Username</p> <input type="text"/>	<p>Forgot your password?</p> <p>- Non-NIH Users: please go to ForgotPassword</p> <p>- NIH Users: please go to IForgotMyPassword.nih.gov</p> <p>Questions?</p> <p>please visit Frequently Asked Questions (FAQs)</p> <p>Privacy Information:</p> <p>NIH Web Policies and Notices</p>
<p>Password</p> <input type="password"/>	
<p>Sign in</p>	

From your Inbox, open the email with the Subject line “CIO-SP4 Proposal Submission Instructions”.



Below is an example of the message.

Your Message → Action ▾

Delivery Information

Package name	CIO-SP4 Proposal Submission Instructions 7-16-2021
To	no recipients
Subject	CIO-SP4 Proposal Submission Instructions 7-16-2021
From	Schultz, Rose (NIH/OD) [E]
Date	07/16/2021 12:45 PM
Date expires	08/17/2021 12:00 AM

Secure message

Thank you for your interest in the CIO-SP4 contract opportunity. If you are interested in submitting a proposal for this opportunity, please follow the below instructions.

Offerors shall submit their proposals and any modifications via the Secure Email and File Transfer (SEFT) Service **by replying to this email**. Please follow the file naming convention in section L.5 of the RFP. Also, SEFT limits your total file size to 100MB per reply, so you must attach all required documents in a zip file.

Proposals must be received by 2:00pm ET on Friday, July 23, 2021. Please note that a response confirming receipt of your proposal will not be sent. Also, the SEFT Service does not provide read receipts. Therefore, for a record of your submission, please click on the “Action” dropdown from within your sent message and then select “Print”.

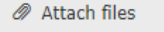
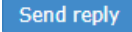
Thank you

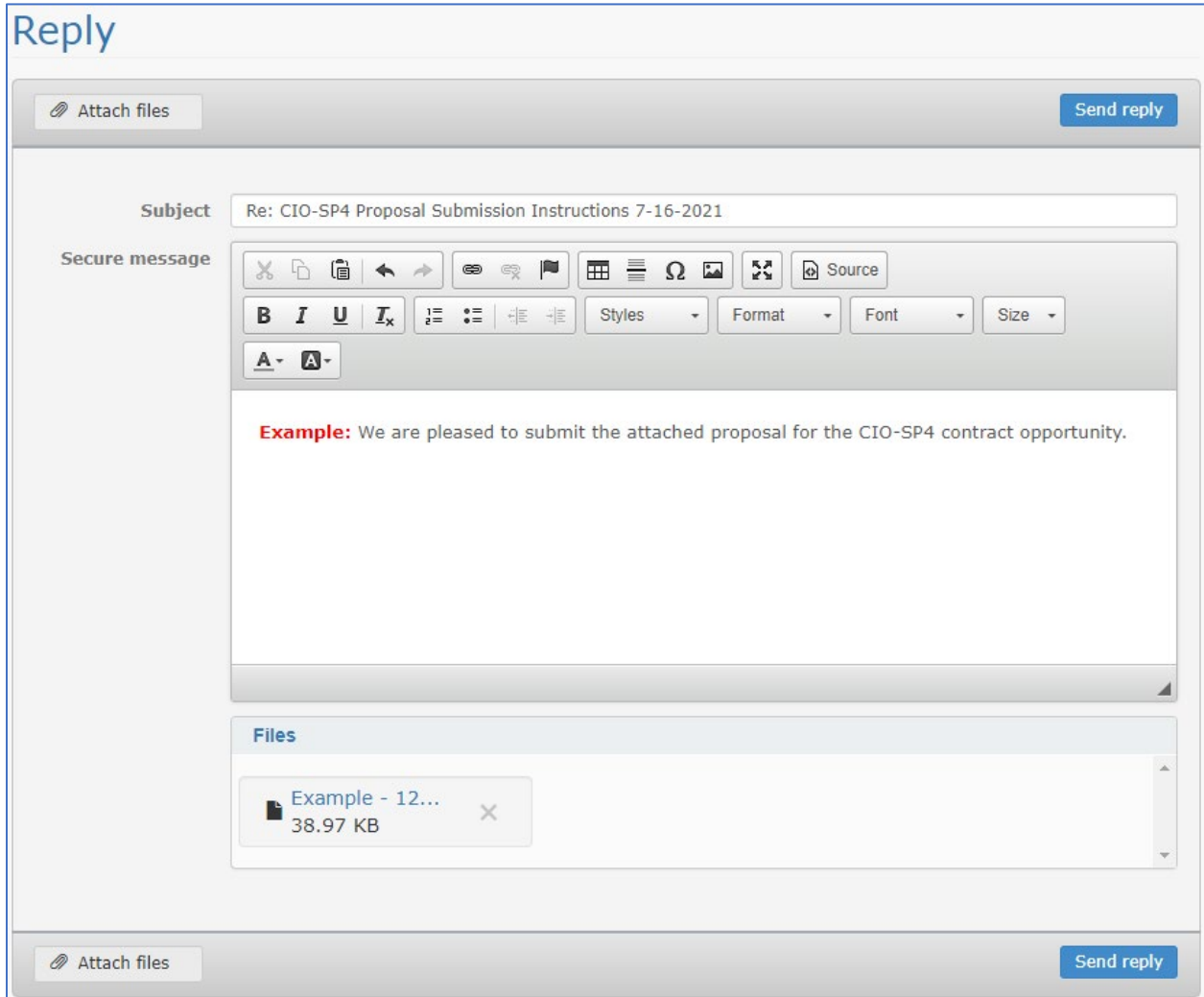
Email notification message

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NOTE: See the RFP in SAM.gov for the current proposal due date.

To respond to the email, scroll down to the Reply section, attach your proposal package as a zip file by clicking , include a message in the body of the text, and then click . Below is an example.



NOTE: SEFT does not provide read receipts nor will the Government reply confirming receipt of your proposal.

For a record of your submission, click on **Action** and then **Print**. Follow the prompts to either print and/or save the document as a PDF. Below is an example of the record which displays the date and time of the submission.

7/19/2021 Secure Email and File Transfer Service

Subject: CIO-SP4 Proposal Submission Instructions 7-16-2021

From Schultz, Rose (NIH/OD) [E]
To

Secure message
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Re: CIO-SP4 Proposal Submission Instructions 7-16-2021 #1

By: [REDACTED] Date: 07/19/2021 10:06 AM

Example: We are pleased to submit the attached proposal for the CIO-SP4 contract opportunity.

File name	Date created	Size
 Example - 123456789_CIO-SP4_Proposal_Package_Submission_1_of_1.zip	07/19/2021 10:06 AM	39.0 KB

If you encounter technical issues with SEFT, please call either 301-496-4357 (local) or 866-319-4357 (toll free).