



Secure Bid Submission

Vendor's Guide

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Introduction

Bid Locker is a secure online bid submission workstation. It's a tool you can use to submit bids to agencies electronically, in a safe and secure fashion.

Bid Locker gives you a virtual bid window, which you can use to submit bids up until the solicitation close date. After that, the virtual bid window closes, and agencies can review your submitted bid.

Up until the virtual bid window closes, you can also revise or withdraw your bid.

Bid Locker is a cloud-based web application and does not require any software installed on your computer. All you need is a web browser.

Please note that we support the following web browsers:

- Chrome
- Firefox
- Safari
- Vivaldi

We do not support Microsoft Internet Explorer.

Registering and Logging In

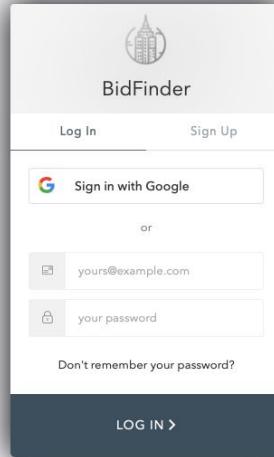
The first step you'll need to take is registering with Bid Locker. This sets up an account on our platform that you can use to submit bids.

Registration is simple, and will take about 10 minutes.

To register, first visit <https://bidlocker.us>. On the left-hand navigation column, you'll see a number of links. Click the "Sign Up" link:



You'll be taken to the secure sign-up prompt, where you can enter your email address and choose a password:

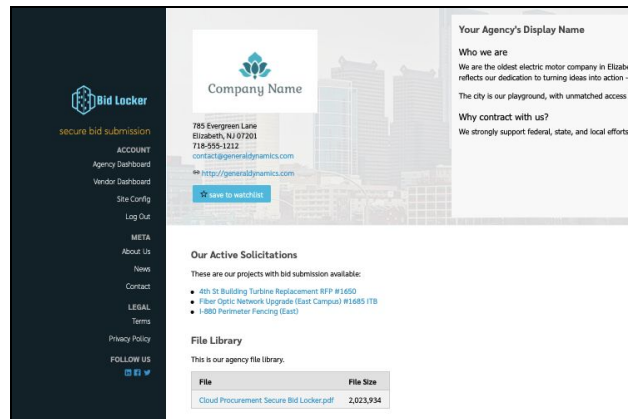


If you've forgotten your password, use the option marked "Don't remember your password?" and follow the directions to have a password reset link emailed to you.

Viewing Agency Solicitations

Every agency on Bid Locker will have a listing of open solicitations. When you visit the agency landing page, you'll see their agency information and logo, and you can use that to make sure you're in the right place.

On the agency landing page, you'll also see the agency's open solicitations. Click the link for the solicitation that you'd like to submit a bid for. You'll be taken to the solicitation details. This is the first step to submitting a bid.



Submitting a Bid

Step 1

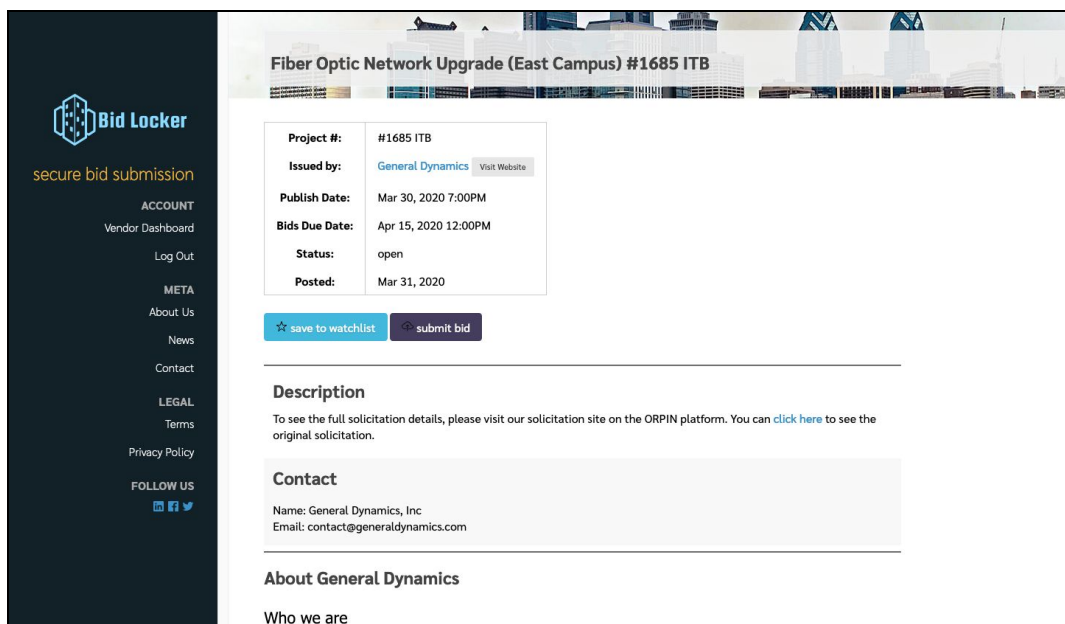
Before you start submitting a bid, make sure you have all of your bid documents ready to upload. These can be PDFs, Microsoft Word files, anything you'd like to submit to the agency.

There is no limit on how many files you can upload, but right now, each file must be less than 1.5gb in size. Most files are, so this isn't usually a problem.

When you're on the solicitation details page, you'll see a button labeled "Submit Bid".

Please note: if you don't see this button, it means you're not logged into your account.

Also please note: you may be logged in, but not yet registered with this agency. If that's the case, there'll be a note on-screen showing you where to register with this agency.

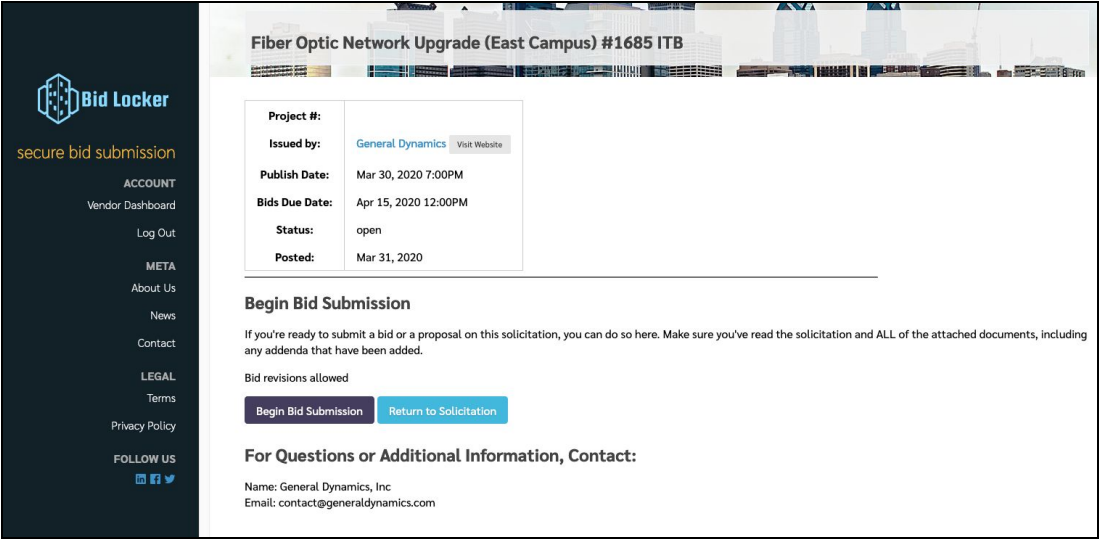


Click the "Submit Bid" button to start submitting your bid. You'll be taken to the first step of the bid submission page.

Step 2

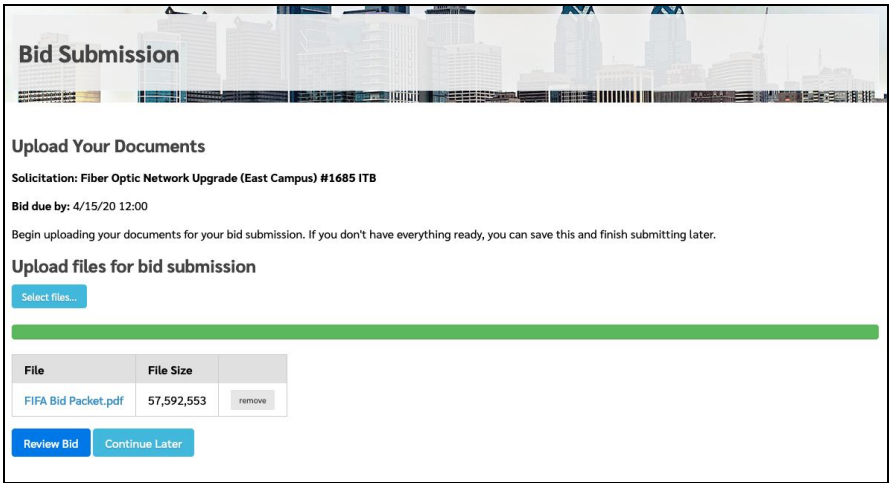
On the bid submission page, you'll again see the solicitation details, to help you make sure you're in the right place.

At the bottom of the details, you'll see a button marked "Begin bid submission". Click that to start the process.



Step 3

At this page, you'll be able to upload your files to the Bid Locker. Click the "Select files..." button and select the files for your bid submission.



If you've uploaded the wrong files, you can use the "remove" button to remove any files you've uploaded by mistake.

Bid Requirements

Your agency may have specified one or more requirements on the bid submission. These requirements are statements you will positively affirm when you submit your bid, for example, "Please include signature page" or "Include contractor's license documentation."

If the solicitation has requirements, you'll see them on the bid submission page, directly beneath the upload section of the page. This is what they may look like:

Bid Requirements

Please confirm that you've uploaded the following required documents:

- Signature Page
- Subcontractor Disclosure

Review Bid
Continue Later

Supplemental Documentation

Your agency may request supplemental documentation after the bid window closes. This may be, for example, a subcontractor disclosure form, insurance paperwork, or something along those lines. Any supplemental documentation will be described in the solicitation documents, so you should check those to see if there are any requirements for additional parts to your bid submission.

If your agency has requested supplemental documentation, you'll see a notice like this while uploading your bid documents. This is an example from Step 1 of the bid submission process:

Additional Documentation

This agency has requested the following additional documentation, which you can upload after you've completed your bid submission. After you've submitted your bid, you can upload the requested documentation on your bid review page. Don't worry, we'll include a reminder in an email, as well.

Additional documentation: Subcontractor Disclosure

Additional documentation due: Sep 15, 2020 5:00PM

In this example, the agency has requested a subcontractor disclosure form to be submitted separately from the bid submission.

You can upload the documentation by going to your bid review page, either from your dashboard or by clicking the "Review Bid" button on your bid confirmation page:

Bid Submitted!

Solicitation: Fiber Optic Network Upgrade (East Campus) #1685 ITB

Bid submitted: Jul 24, 2020 8:52AM

Congratulations! You have successfully submitted your bid. You'll receive an email confirmation shortly.

Review Bid
Return to Vendor Dashboard



This is the bid confirmation page. The “Review Bid” button will take you to the bid review page, where you will see a section titled “Additional Documentation Required.” Click the button marked “Submit Additional Documentation” to upload the requested documents:

Additional Documentation Required

This solicitation has an additional documentation requirement.

Additional documentation requested: Subcontractor Disclosure

Additional documentation due by: Sep 15, 2020 5:00PM

Additional documentation uploaded for your bid submission:

File	File Size
There are no uploaded files.	

Submit Additional Documentation

Please note: you must upload this additional documentation by the requested due date. If you try to upload it after the due date, your submission won't be accepted.

Step 4

When you've uploaded all of your files, click the “Review Bid” button. This shows you all of the bid documents you've uploaded. If you've missed any, use the back button to go back to the previous screen and upload them again.

Bid Submission

Review Your Bid Submission

Solicitation: Fiber Optic Network Upgrade (East Campus) #1685 ITB

Bid due by: 4/15/20 12:00

Please take a moment to review your bid before submitting. Make sure you've included all of the documents and files for your bid. Once you're ready, submit this bid. Once submitted, you can't make changes.

File	File Size
FIFA Bid Packet.pdf	57,592,553

Please check here to confirm your bid submission.

[Submit Bid](#) [Continue Later](#)

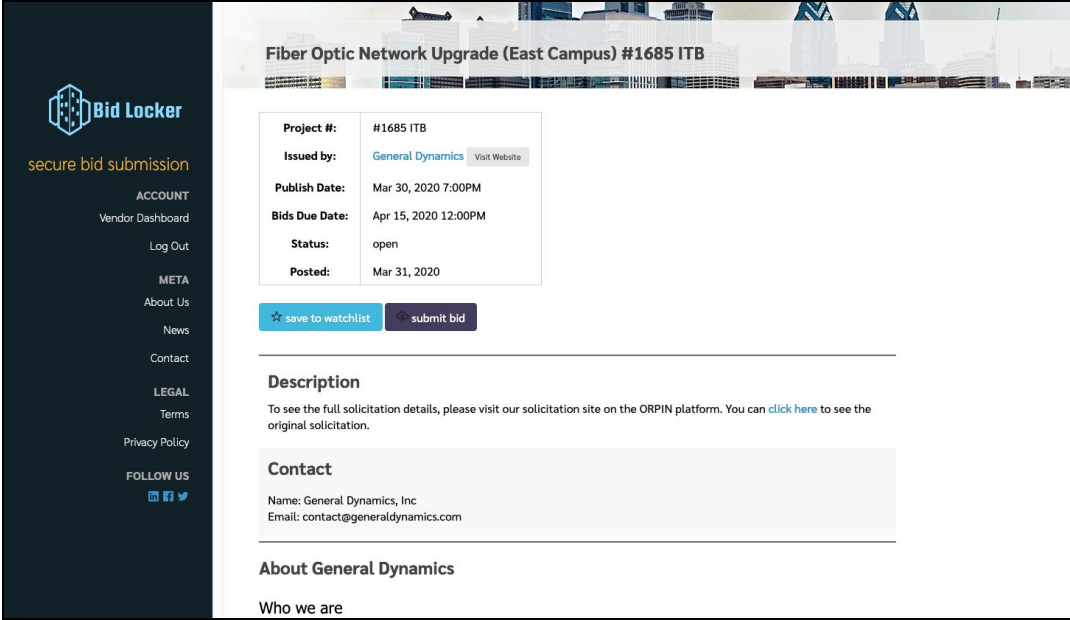
When you're ready to submit your bid, check the checkbox to confirm that everything is as you want it to be. Then click the button marked "Submit Bid".

That's it! You'll see a confirmation screen, and at that point you'll also receive a confirmation email.

Reviewing Submitted Bids

At any point, you can review your submitted bids by going to your Vendor Dashboard.

You can find your Vendor Dashboard link in the left-hand navigation of any page. The link titled "Vendor Dashboard" will take you there. Click it to access your vendor dashboard:



On your dashboard, scroll down to the bottom of the page to find your submitted bids.

Your Bids

Solicitation	Status	Created	
Fiber Optic Network Upgrade (East Campus) #1685 ITB	submitted	4/2020	review

This is a list of your submitted bids. You can revise or withdraw any bids before the virtual bid window has closed. After that, you can only review them.

You can review your submitted bids at any time. If the virtual bid window hasn't closed yet, you can withdraw or revise your submitted bid. Up until the virtual bid window closes, you can make changes if you need to. Once it's closed, you can only review your submitted bids.

For Additional Help

If you have questions or need help setting up your vendor profile, we're always happy to help.
You can reach us at:

Phone: 267-225-1407

Email: help@equityhub.us