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1 Introduction

Bid Locker is a secure e-procurement and bid submission platform that you can use to submit bids and proposal responses to the government agencies, universities and community colleges, and other types of organizations — anyone who has told you to submit your bid and proposal responses via Bid Locker.

Bid Locker works entirely in your web browser. You don't need to install anything and you don't need any additional software to use Bid Locker.

1.1 A Quick Overview of Bid Locker

If you're new to Bid Locker, the first thing you'll do is to create a profile for your business.

Once you've created your business profile, you can use that same profile for any agency that accepts bids through Bid Locker. You'll only need to set up a profile once.

All of your business information is stored securely, and it's only shared with the government agencies you choose. We'll never sell your information.

For each bid opportunity or RFP, Bid Locker creates a virtual bid window — this works just like the bid window in the procurement department. You can submit, revise, or withdraw your bid response or proposal right up until the due date. After the due date, the virtual bid window closes, and you can no longer submit a response or revise your submission.

Some government agencies also use Bid Locker to post their notices of intent to award and their bid tabulations. You'll want to check with the purchasing department for each bid or proposal you submit, as this varies by agency.

1.2 Supported Browsers

We support the following web browsers:

- Chrome or Chromium
- Firefox
- Safari
- Vivaldi

We do not support Microsoft Internet Explorer. If you're not using one of the supported browsers, we can't guarantee that Bid Locker will function properly.

Please note: some PDF and document viewer software is set up to open the Bid Locker website directly within their viewer when you click on a link in a PDF document. This is also unsupported. If your PDF viewer doesn't open a new browser window with one of our supported browsers, Bid Locker won't work for you. If this happens, you'll need to reopen Bid Locker in one of our supported browsers.

2 Getting Started

If you're new to Bid Locker, the first thing you'll do is to set up a vendor profile for your business. Your vendor profile is what you'll use to submit bids, ask questions, express interest in solicitations, and more.

The sign-up process will take between 5 to 10 minutes.

2.1 Creating Your Account Login

First, head over to Bid Locker: https://bidlocker.us



Figure 1: The Bid Locker Home Page

On the Bid Locker home page, look in the left-hand nav column for the "Sign Up" link, highlighted below.



Figure 2: Signing up

Click the "Sign Up" link and you'll be taken to the secure Bid Locker login. Here, use your email address and select a strong password. Your password must be at least 8 characters long, and have a number and a special character.

This is what the login screen looks like:

BID LOCKER	
Sign in to your account Email Password @ Remember me Forget Password? Rese note: if you have not logged in since January 28th, 2024, you must use the "Forget password? Hink to set a new password. We have upgraded outly need to do this once. After setting a new password, you may continue to use your new password. Sign In Or sign in with	
Kentucky Community and Technical College System New user? Register	

Figure 3: Signing up

You can also use your Google account to securely create your login. Click the "Sign in with Google" button to use your Google login instead of using an email address and password.

After signing up, you'll be taken to the Bid Locker profile setup process. There are five steps:

- Basic business profile information
- Physical and mailing address
- Additional business information, commodity codes, and profile tags (optional)
- Logo (optional)
- Certifications (optional)

After completing the sign-up process, you're automatically logged into Bid Locker.

2.2 Logging In

If you've just set up a new business profile, you're already logged in, and you can skip this section.

To log in, first load up Bid Locker in your browser: https://bidlocker.us

Then, click the "Log In" link in the left-hand column, as shown here:





You'll be taken to the secure Bid Locker login. Use the email address and password — or your Google account — you used when you first set up your profile. If you've used the correct email address and password, you'll be logged in and taken to your vendor dashboard.

2.2.1 Resetting Your Password

If you've forgotten your password, click the "Don't remember your password?" link on the login screen, as shown here:

BID LOCKER	
Sign in to your account	
Remember me Forgot Password? Please note: if you have not logged in since January 28th, 2024, you must use the "Forgot password?" link to set a new password. We have upgraded our login system, and this requires everyone to set up a new password. You only need to do this once. After setting a new password, you may continue to use your new password.	
Or sign in with G Google Kentucky Community and Technical College System	and and and
New user? Register	

Figure 5: Resetting your password

Enter the email address you used when signing up, and a password reset link will be emailed to you.

3 Your Vendor Dashboard

After you log in, you'll be taken to your vendor dashboard. At the top you'll see your vendor dashboard navigation menu, where you can access your profile, see the agencies you've registered with, and update your login information.

Next you'll see saved searches, your agency watchlist, your project watchlist, and so on.

Last, you'll see your bid history, including completed and in-process bids.

\frown	BASHBOARD	Chile. Equit	.y Hub Nev	- Search My	попае му	Registered Agencies	my Account. Het	p 10g 0
Bid Locker	Welcom	ie, Joł	nn Smi	ith!				
id submission								
ACCOUNT endor Dashboard	Welcome to your solicitation searc	vendor dasł hes, and hig	hboard, when hlights from	re you'll find pr your favored a	rojects you're agencies.	watching or have expr	ressed interest on, y	your saved
Site Config Log Out	Agency Watch	list						
META	Agency	Created						
About Us	Equity Hub	4/2020	remove					
Terms	Project Watch	list						
icy Policy	Solicitation					Agency	Created	
s	RFP #1910 Ch (CCRLS) Lease	nemeketa Co ed Lit Fiber	ooperative R	legional Library	y Srvs.	Chemeketa Commu College	nity 11/2019	remov
0 ¥	L 405 Device of	er Fencing (East)			Portland State University	4/2020	remov
⊡ († ⊻	I-405 Perimet				-			
⊡ ↔ ¥	Your project wate addenda added, t must express inte Your Submitte	chlist has so that will sho erest. <i>These</i> d Bids	licitations yo w up here. If <i>are just proj</i>	ou've starred to sou'd like to b <i>jects you're wa</i>	express inte e included or tching, not th	rest. When these solic n the bidders' list for an hose you've expressed	itations are update ny of these solicitat <i>interest in bidding</i>	d or have tions, you <i>on.</i>
6 9 9	Your project watt addenda added, t must express inte Your Submitte	chlist has so that will sho erest. <i>These</i> rd Bids Closi	licitations yo w up here. If <i>are just pro</i> ,	bu've starred to you'd like to b jects you're wa Status	c express inte e included or tching, not th Created	rest. When these solic the bidders' list for an hose you've expressed	itations are update ny of these solicitat <i>interest in bidding</i>	d or hav tions, you <i>on</i> .
□ ↔ ¥	Your project wate addenda added, t must express inte Your Submitte Solicitation Null solicitatio	chlist has so that will sho erest. <i>These</i> ed Bids Closi	licitations yo w up here. If <i>are just proj</i> ing ate given	ou've starred to ' you'd like to b <i>jects you're wa</i> Status submitted	o express inte e included or <i>tching, not th</i> Created 4/2020	rest. When these solic n the bidders' list for an <i>hose you've expressed</i> review	itations are update ny of these solicitat <i>interest in bidding</i> (d or have tions, you <i>on.</i>
₩ G ¥	Your project wate addenda added, 1 must express inte Your Submitte Solicitation Null solicitatio This is a list of yo you can only review	chlist has so that will sho or est. <i>These</i> ad Bids Closi on no da ur submitter aw them.	licitations you w up here. If are just proj ing ate given d bids. You c	ou've starred to you'd like to b <i>jects you're wa</i> Status submitted an revise or wi	c express interest included or tching, not the Created 4/2020 thdraw any b	rest. When these solic the bidders' list for an <i>hose you've expressed</i> review ids before the virtual b	itations are update ny of these solicitat <i>interest in bidding</i> i	d or have Lions, you on. ed. After t

Figure 6: The vendor dashboard

4 Bid Locker's Agencies and Organizations

Every agency and organization on Bid Locker has their own landing page. Each agency's landing page shows you contact information, usually has a brief description of the agency, and often has links to agency pages where you can find additional information.

You can find agency landing pages either from your vendor dashboard or by browsing the complete agency list on the Bid Locker home page — see the next section for more information.

4.1 Browsing the Agency List

You can always browse the complete list of agencies on the Bid Locker home page at: https://bidlocker.us

Click the agency name, or their logo, to go to any agency's landing page.

4.1.1 The Agency Landing Page

Once you've found your agency landing page, you can see its list of solicitations under the heading **Our Active Solicitations**, as seen below:

		Oregon Metro				
Bid Locker	Metro	Metro is the regional government for the Oregon portion of the Portland metropolitan area. It is the only directly elected regional government and metropolitan planning organization in the United States. Metro works with communities, businesses and residents in the Portland metropolitan area to chart a wise course for the future while protecting the things we love about this place.				
SECURE DID SUDMISSION ACCOUNT Vendor Dashboard Log Out	Bids and Proposals 600 NE Grand Portland, OR 97232 \$ 503-797-1613 @ bidsandproposals@ore	Metro serves more than 1.5 million people in Clackamas, Multnomah and Washington counties. The agency's boundary encompasses Portland, Oregon and 23 other cities – from the Columbia River in the north to the bend of the Willamette River near Wilsonville, and from the foothills of the Coast Range near Forest Grove to the banks of the Sandy River at Troutdale.				
	C ³ https://www.oregonme	Doing Business with Metro				
META About Us News	★ saved to watchlist	To learn more about how to do business with Metro, visit our contracting opportunities page here:				
Contact		https://www.oregonmetro.gov/how-metro-works/contract-opportunities/doing- business-metro				
LEGAL Terms						
Privacy Policy	Our Active Solicitation	IS				
Follow US	These are our open bid and contracting opportunities: ITB 3952 On-Call Masonry Services and On-Call Masonry Waterproofing Services ITB 4026 Metro South Transfer Station Scale Replacement Notice of Intent to Award an Interstate Cooperative Contract RFP 4006 Large Repair and Maintenance at Transfer Stations RFP 4012 Garbage & Recycling System Facilities Plan RFP 4012 Garbage & Recycling System Facilities Plan RFP 4030 Lone Fir Cultural and Archaeological Services RFP 4032 Research, Engagement and Analysis for Large Household Item/Bulky Waste Collection RFP 4034 OCC Signage and Display Fabrication Small Business Open House (Virtual)					

Figure 7: Bid Locker Agency Landing Page

You can also save any agency to your agency watchlist by clicking the "save to watchlist" button.

Please note: you must be logged in to save an agency to your watchlist.

4.2 Sharing Your Profile With an Agency

When you've created a vendor profile for your business, your profile is kept private until you register with agencies and opt into sharing it with them. In other words, we don't automatically share your profile with every agency on Bid Locker — we leave it up to you who you want to register with, so that you decide who you're sharing your vendor profile with.

Registering with an agency and sharing your profile with them is simple, and there are several places where you can do this, including the agency's landing page and the bid and proposal details pages.

For example, when you're logged in, you can register your vendor profile with an agency on their landing page. At the bottom of the agency's landing page, you'll see a section with a button you can click to share your profile:





In most cases, clicking that button is all it takes to register with the agency and share your vendor profile with them.

4.2.1 Additional Questions

An agency may have created additional questions that you must answer as part of their vendor registration process, and if they have, you'll be prompted to answer those when you register with them. These may be questions about the service areas you cover, or they may include forms that you must fill out or documents to sign.

If an agency has asked additional questions, you'll see their questions on an "Additional Questions" screen that looks something like this:

	Setting up Your Vendor Profile: Additional Ouestions	
()) Bid Locker		
secure bid submission	Additional Name Address About Logo Certifications Questions Finished	
ACCOUNT Vendor Dashboard	Tualatin Vallay Water District has requested the following additional information for your yendor profile	
Log Out		(?
META	Confidentiality Agreement	
About Us News	In order to access any files for Tualatin Valley Water District, vendors must agree to and complete the Confidentiality Agreement, and uploa the signed Agreement to their profile. Plan centers or other redistribution sources are not allowed to access Tualatin Valley Water District files.	d
Contact	Prime Contractors/Consultants must complete the first two pages. Any subcontractors/subconsultants need to complete the second two	
LEGAL	pages.	
Terms	Select file * required	
Privacy Policy		
FOLLOW US	File File Size	
🖬 () 💆	There are no uploaded files.	
	Please note: this is a required field for you to submit bids and proposal responses to this agency.	
	Please note: this is a required field before you can access the solicitation documents for any bid opportunity or RFP from this agency.	
	Electronic Signature	
	Please enter your full name here. This will be considered your electronic signature affirming that you have uploaded a completed Confide Agreement to your profile.	entialit
	* required	
	Please note: this is a required field for you to submit bids and proposal responses to this agency.	
	Please note: this is a required field before you can access the solicitation documents for any bid opportunity or RFP from this agency.	

Figure 9: Additional questions for an agency's vendor registration

If an agency asks you any additional questions, your answers will be visible on your vendor profile only to that agency — no other agencies will see how you've answered any such questions.

5 Bid Opportunities and RFPs, *or, the Virtual Bid Window*

On Bid Locker, every contracting opportunity (i.e. a bid opportunity or an RFP) has its own details page, containing a wide variety of information about that contracting opportunity.

On every agency landing page, there is a section labeled "Our Active Solicitations" which has a list of the agency's open bid and proposal opportunities. Each item in the list is a link, which you can click to see the details page for that contracting opportunity, whether a bid opportunity or RFP.

5.1 The Bid Opportunity and RFP Details Pages

The details page for the bid opportunity or RFP that you're interested in will contain a variety of information, including:

- The title of the contracting opportunity,
- The due date,
- Additional contact information,
- Bid/proposal documents,
- And numerous other details.

Below is a screenshot of what the solicitation details page will look like:



Figure 10: Solicitation Details Page

The bid opportunity and proposal details page is also your starting point for submitting a bid, so if you're ready to jump right in, you can click the "submit bid" button and then follow the instructions in the Submitting a Bid or Proposal section of this user guide.

5.2 Adding a Solicitation to Your Watchlist

You have a private watchlist for solicitations, and you can add any solicitation to your watchlist at any time. This keeps solicitations you're interested in handy, as they all appear on your dashboard under the "Project Watchlist" section.

To add a solicitation to your watchlist, click the "save to watchlist" button on the solicitation details page, e.g.:

t	Posted:	open Jan 22, 2021	
L			
s	🛱 save to watchlist	t 🖄 express interest	🍄 submit bid
У			
5	Description		

Figure 11: The Watchlist Button

You can remove a solicitation from your watchlist at any time by clicking the button again. You can also remove it by clicking the "remove" link on the dashboard.

Note that agencies cannot see when you've added a solicitation to your watchlist. The watchlist is only for your convenience.

5.3 The Interested Parties List

Please note: not all agencies use the interested parties list on Bid Locker. These directions only apply to agencies that use Bid Locker's interested parties list. If your agency uses a different website to advertise its bid and proposal opportunities, and only uses Bid Locker for bid submission, you may need to consult with them to use the interested parties list on their advertisement website.

To add your business to the interested parties list, look for the button labeled "Express Interest" on the solicitation details page. Click this button, and it should toggle on. That's it! You've added yourself to the interested parties list.

t	Status:	open		
	Posted:	Jan 22, 2021		
s	☆ save to watchli	st 🚽 🛱 express interest	✤ submit bid	
у				
S V	Description			

Figure 12: The Express Interest Button

You can also remove yourself from the interested parties list by clicking the button again.

5.3.1 Seeing the Interested Parties and Planholders Lists

If your agency has made the interested parties or planholders lists visible, you can see these lists on the details page.

Please note: you may need to be logged in to see it, if the agency has required vendors to log in to see these lists.

5.4 Restricted-Access Solicitations

Some solicitations may be restricted by the agency, so in order to see these solicitations, you must request access from the agency. If your request has been approved, you'll receive an email letting you know that you can proceed onto the solicitation to review the information, submit a bid, and so on.

5.5 Downloading Solicitation Documents

If the bid opportunity or RFP you're viewing has bid documents attached to it, those will be listed under the section titled **Attachments**.



Figure 13: Downloading Solicitation Attachments

Click the document title to view it in your browser, or if you prefer, click the download icon to download the document directly to your computer.

If the agency has set restrictions on who can download their attached documents, you'll see a list of requirements underneath the document table. It will tell you what you need to do to gain access to the solicitation documents, e.g. being registered with the agency or expressing interest, e.g.:

Attachments	
This project has the following solicitation documents.	
Bid Document	File Size
ITB 3952 - On-Call Masonry and Masonry Waterproofing.pdf	406,296
You will need to: ● ✓ Be logged into Bid Locker ● ✓ Be registered with Oregon Metro ● ★ Express interest using the "Express Interest" button abo	ve

Figure 14: Attachment Requirements

In the above example, you must be logged in, have registered with the agency (in this case, Oregon Metro), and you must express interest using the "Express Interest" button.

5.5.1 Notices of Intent to Award

Please note: not all agencies post their notices of intent to award on Bid Locker. These directions only apply to agencies that use Bid Locker to post their notices of intent to award. If your agency uses another solicitation websit together with Bid Locker, you may need to consult with them to find their notices of intent to award.

When an agency has completed their bid tabulation or proposal evaluation, they may post their notice of intent to award to Bid Locker. You can see these in the solicitation documents section, along with the rest of the solicitation documents. These will be marked as "Bid Tabulation" or "Intent to Award" in the list of documents. You can download them as you would any other document.

5.6 Participating in Q&A

Please note: not all agencies allow you to ask questions about the solicitation on Bid Locker. These directions only apply to agencies that use Bid Locker's QA function. If your agency uses another solicitation websit together with Bid Locker, you may need to consult with them to ask questions via their other website.

When an agency lists their solicitation, they may also set up a QA period, during which you can ask questions about your solicitation. If the QA period is currently open, then you'll be able to submit your questions via the details page, e.g.:

Our	Qu	estio	n/An	swe	er P	Perio	d is	Cur	ren	tly	Оре	en
As pai intere and a made	rt of t ested nswer avail:	he pre-l vendors ^r period able to y	oid proco can sub has clos /ou.	ess, w omit o sed, w	ve've quest ve'll p	sched tions a produc	uled q bout c e an a	uestio our sol ddeno	on an licitat dum v	d ans tion. with a	wer p When answe	eriods, wher the questio rs, which wil
Your	quest	ion:										
File	Edit	View	Insert	Forr	nat	Tools	Table	9				
6	${\diamond}$	Parag	raph	~	в	Ι	S	E	Ξ	⊒	≣	•••
								1				
											PO	

Figure 15: Asking questions during the Q&A period

Enter your question in the text area and click the "Submit Question" button. The agency will now see your question and will be able to answer it when the QA period has closed. Generally, agencies will post their answers to all submitted questions as a new addendum attached to the original solicitation.

6 Submitting a Bid or Proposal

When you're ready to submit your bid or proposal with Bid Locker, you can follow these instructions to upload and submit your bid or proposal documents.

Before you start this, make sure you've read the solicitation requirements carefully and have everything ready. If you need to make changes to your submission later on, you can always do so, up until the bid window has closed.

When you're ready, here's how to submit your response.

6.1 Starting Your Bid Submission

×. **ITB-Rock Creek IPS Medium Voltage VFD No. 3 Replacement Project Equipment Pre-Purchase** Bid Locker secure bid submission 7085 Project #: Invitation to Bid ACCOUNT Category: Log In Department: WRRD Engineering Division Sign Up Issued by: Clean Water Services Visit Website META Publish Date: Jan 22, 2021 2:00PM About Us **Bids Due Date:** Feb 2, 2021 2:00PM News Status: open Contact Posted: Jan 22, 2021 LEGAL Terms 🗘 submit bid Privacy Policy FOLLOW US Description 🛅 🗘 🗡 See the Invitation to Bid documents for the Rock Creek IPS Medium Voltage VFD No. 3 Replacement Project Equipment Pre-Purchase Project No. 7085 at "http://cleanwaterservices.org/183". Contact

On the details page, look for the "submit bid" button, as shown below:

Figure 16: The "submit bid" button

Click the "submit bid" button to begin, and you'll be taken to first step of the bid submission process.

Please note: if you've already submitted a bid for this solicitation, then you'll see that the button now reads "review bid" — this button takes you to your bid review page where you can make revisions.

6.1.1 The Pre-Submission Review Page

After clicking "submit bid" you'll be taken to a review page that lists the solicitation title, closing date, and other information, to help make sure you're submitting your response to the right location. After reviewing the information on this step, click the "Begin Bid Submission" button as shown below:



Figure 17: Beginning a response

Also note that if the solicitation has just closed while you were reviewing the information, you won't be able to proceed past this screen.

6.2 Step 1: Uploading Your Bid Documents

Now, you can upload your bid or proposal documents. You can upload as many documents as you need here — there's no limit on the number of documents per submission.

Click the "Select files..." button to select the files on your computer that you wish to upload, e.g.:

	<u>.</u>	
^	Animal Crossing - Po	ond Required: Bid Submission
())Bid Locker		
Secure bid submission ACCOUNT Vendor Dashboard Log Out META About Us News Contact LEGAL	Step 1: Upload Your D Solicitation: Animal Crossing - P Bid due by: Apr 1, 2021 5:00PM Begin uploading your documents finish submitting later. Upload files for bid s Please note: we currently have document upload, but each file Select files	Documents Pond Required is for your bid submission. If you don't have everything ready, you can save this and submission we a file size limit of 1.5gb on uploaded documents. There is no limit to your total le must be 1.5gb or smaller.
Terms Privacy Policy	File	File Size
Follow US	Sample Addendum.pdf	45,001 remove 45,001 remove
	Bid Requirements Please confirm that you've upload	aded the following required documents:

Figure 18: Uploading Bid Documents

You can upload one file at a time, or many, whichever your preference. As each file uploads, the progress bar will begin to fill out. When it's completely filled, your file upload has finished, and you're ready for the next step.

6.2.1 Line-Item Bidding

If the bid opportunity you're responding to has a line-item quote component, you'll be able to complete your line item responses here. In addition to the file upload section of this page, you'll see a section labeled "Line Items" that will contain a grid of line items for you to fill out:

Step 1: Enter your Line-Item Quotes

Solicitation: South Parking Lot Paving

Bid due by: no close date

Line Items

Enter your line-item quotes for this bid submission. If you don't have everything ready, you can save this and finish submitting later. You must fill in at least a unit cost for required line items. Shipping cost and ship date are always optional.

?

When entering unit and shipping costs, you don't need include a currency indicator (such as a \$ or £ sign.)

Item	Unit of Measure	Quantity	Unit Cost	Shipping Cost	Ship Date	Required?			
Piping 8" PVC	Ft	6000.00				~			
Concrete	Cu Yds	400.00				~			
Aggregate (Separated)	Cu Yds	200.00				~			
Piping 2" (Steel)	Ft	1500.00							
Environmental Eval						~			
Upload additional files for bid submission Please note: we currently have a file size limit of 1.5gb on uploaded documents. There is no limit to your total document upload, but each file must be 1.5gb or smaller.									

Figure 19: Line-item Bidding

You must complete any line items marked as "required" — anything not marked as required is optional, but please consult the original bid documents to determine how you should complete those line items.

6.2.2 Bid Requirements

Some solicitations will have a list of requirements you must confirm before you finish your submission. These requirements are shown as a checklist on the submission upload page, e.g.:



Figure 20: Bid Requirements

Click each checkbox to affirm that you've satisfied the given requirement – but only do so if you've actually completed the requirement.

If you haven't met the requirement, you can save your submission in progress and return later. **Even if you** save your submission in progress, you must still complete it before the closing date.

6.2.3 Bid Document Types

For some solicitations, the agency may set up document types for each of the documents you upload as your response — they might do this to have you separate out the different parts of your proposal into different sections, e.g. to upload your fee schedule separately from your technical proposal, or to upload a signature page as its own separate document.

If the agency has set up document types for this solicitation, then you will see a dropdown menu next to each document as you upload it:



Figure 21: Bid Document Types

Select the document type for each document you upload, making sure you upload at least one document of each required document type.

6.2.4 Saving Your Submission in Progress

If you have only some of your documents ready, or you'd like to complete your submission later on, you can save your work in progress and return to it from your vendor dashboard at any time. All of your file uploads will be saved, and any bid requirements you've checked will also be saved.

To save your submission in progress and continue later, click the "Continue Later" button:

y		License
	Review Bid	Continue Later

Figure 22: Saving a Submission in Progress

This will save your submission in progress and return you to your vendor dashboard.

6.3 Step 2: Reviewing and Confirming Your Submission

After you've uploaded all of your submission documents, and completed any additional steps (such as line-item bidding, bid requirements, or document types), you're ready to submit your response.

If you're on Step 1, click the "Review Bid" button to continue to the review and confirmation page:



Figure 23: Reviewing a Bid Before Submitting

On this page, you'll see all of your uploaded documents and submitted information, presented as a review step so that you can make sure everything for your bid response or proposal is as you intend it.

When you're ready to confirm your submission, first check the box labeled "Please check here to confirm your bid submission":

	<u> </u>					1
	Animal Crossing - F	ond Req	uired: Bid Subm	ission		
())Bid Locker						
secure bid submission Account Vendor Dashboard Log Out	Step 2: Review Your Solicitation: Animal Crossing Bid due by: Apr 1, 2021 5:00PM Please take a moment to revier	• Bid Sub - Pond Requir / w your bid bef	nission ed ore submitting. Make su	re you've inclue	ded all of the do	ocuments and files
META About Lis	and you can submit this bid.	File Size	x comming that you ve	reviewed every	ything you're ab	out to submit,
News	Sample Addendum.pdf	45,001				
Contact	Sample Bid Document.pdf	45,001				
LEGAL	Bid Requirements					
Privacy Policy	You have confirmed that you've » Affirmed: Include CCB Licen	e uploaded th I se	e following required doc	uments:		
In a y	Please check here to conf	irm your bid s	ubmission.			
	Submit Bid Edit Bid	Continue Lat	er			
	Question: Bid Locke	s? Feedback? er is a secure o	Email us: help@bidlocke	r.us Call us: 26 rvice. offered by	57-225-1407 v Equity Hub.	

Figure 24: Confirming your response

Then click the "Submit Bid" button — that's it!

If you need to revise your submission, you can do so by clicking the "Edit Bid" button. If you need to return to your submission to finish it later, click the button labeled "Continue Later":



Figure 25: Submitting, editing, continuing later

After you've hit the "Submit Bid" button, you'll see your confirmation screen and will receive an email confirmation within a few minutes.

6.3.1 Downloading a Submission Receipt

On the confirmation page, you can download a PDF receipt of your submission by clicking the "Download Submission Receipt" button:



Figure 26: Downloading a submission receipt

You can download this immediately upon submitting your response, but you can also download it at any later time on the Bid Review page, which you can get to from your vendor dashboard.

6.3.2 Additional Documentation and Multi-Stage Bids

For some solicitations, your agency may request or require some additional supplemental documentation, separate from the bid submission itself. This could be, for example, a first-tier subcontractor disclosure form. If your solicitation requires some kind of supplemental documentation, it will be described in the solicitation documents, so be sure check if there are any such requirements.

If this solicitation requires some additional documentation, you will also see a notice on your document upload page, e.g.:

Solicitatio	n: Animal Crossing	- Pond Require	d		
Bid due by:	Apr 1, 2021 5:00PM	1			
Submissior	status: submitted				
Submitted	: Feb 1, 2021 8:02P	N			
Bid docume	ents uploaded for yo	ur bid submiss	ion:		
File		File Size			
Sample A	Addendum.pdf	45,001			
Sample E	Bid Document.pdf	45,001			
Revise Bi	d Withdraw Bid	Download	Submission Receipt	Return to Dashboard	
Additiona	l Documentatio	n Required			
This solicita	ation has an additio	nal documenta	tion requirement.		
Additional	documentation red	uested: First-	Tier Subcontractor Disc	losure	
Additional	documentation du	e by: Apr 1, 20	21 7:00PM		
Additional	documentation uplo	aded for your	oid submission:		
File	File Size				
There are	e no uploaded files.				

Figure 27: The Supplemental Documentation Notice

Please note: You won't be able to upload any additional documentation until you've completed your bid submission.

6.3.2.1 Uploading Documents for Additional Bid Stages After you've completed your bid submission, you'll see a section on your submission confirmation page where you can upload your additional documentation, as shown below:

South Parking Lot Paving
Second-Stage Bid Submission
This solicitation has an additional step after you complete your initial bid submission:
First-Tier Subcontractor Disclosure
Due by: Feb 1, 2022 2:00pm
Upload files for bid submission Please note: we currently have a file size limit of 1.5gb on uploaded documents. There is no limit to your total document upload, but each file must be 1.5gb or smaller. Select files
File File Size
There are no uploaded files.
When you've uploaded all of the documents you need for this step of the bid process, use the "Complete additional documentation" button to return to your bid review page.
Complete additional documentation Return to Bid Review Return to Vendor Dashboard

Figure 28: Uploading the Supplemental Documentation

To upload your additional documention or final-stage bid documents, click the "Begin Additional Document Request" button. This takes you to the page where you can upload whatever final-stage documents the agency has requested.

Once you're on the additional documentation upload page, click the "Select files..." button and select the files to upload from your computer. When you're done, click the "Complete Additional Documentation" button to finish up and return to your bid review page.

6.3.3 Pre-Qualification Documentation

For certain solicitations, an agency will have pre-qualification requirements that they will specify in their instructions. If an agency has pre-qualification requirements, they will likely have set up a given solicitation to collect those separately. In these cases, on the *Step 1* screen of the bid submission process, you will see a "Pre-Qualification" section at the top of the page. As long as the pre-qualification due date has not yet passed — or in cases where they haven't specified a due date and the solicitation is still open — you can use the "Attach Pre-Qualification Documentation" button to go to the pre-qualification page. On this page, you can upload whatever pre-qualification information is being requested of you.

6.3.4 Cure Documents

In some cases, an agency will require additional documentation from you to consider your bid or proposal responsive to their solicitation. In these cases, you may receive an email request from an agency for one or more *cure documents*. If you've received a cure request from an agency, you can either follow the link in the email to upload your documents, or you can go to your vendor dashboard and click the "cure response" button at the top of your dashboard. On the Cure Response page, you can provide the requested files for the solicitation.

6.4 Reviewing Your Completed Submissions

At any time, you can review your bid submissions from your vendor dashboard. Click the "review" link next to any submission you wish to review:

Solicitation	Closing	Status	Created
Animal Crossing - Pond Required	4/1/21 17:00	submitted	2/2021 review

Figure 29: Revising Your Solicitation from the Vendor Dashboard

This will take you to your bid review page.

6.4.1 The Bid Review Page

On the bid review page, you'll see your entire submission, including submitted documents, line-items, and so on. You can revise your bid by clicking the "Revise Bid" button, withdraw it by clicking the "Withdraw Bid" button, or download a submission receipt:

Review Your Bid Submission								
Solicitation: Animal Crossing - Pond Required								
Bid due by: Apr 1, 2021 5:00PM								
Submission status: submitted								
Submitted: Feb 1, 2021 8:02P	М							
Bid documents uploaded for yo	our bid submis	ssion:						
File	File Size							
Sample Addendum.pdf	45,001							
	45 001							
Sample Bid Document.pdf	45,001							

Figure 30: Reviewing your solicitation from the vendor dashboard

6.4.2 Revising Your Bid Submission

If you need to revise your bid or proposal after submitting it, you can do so here, as long as the due date has not yet passed. Start by clicking the "Revise Bid" button:



Figure 31: Revising Your Solicitation Submission

This takes you back to the document upload page, described in the Step 1: Uploading Your Bid Documents section.

You can now remove bid documents, upload new ones, and make any other changes as needed. Submit your revision by continuing through the review screen, as before, and by confirming and submitting your response again.

6.4.3 Withdrawing Your Bid Submission

If you need to withdraw your submission (e.g. if you're no longer interested in participating in the solicitation), you can do so at any time before the due date, using the "Withdraw Bid" button on the bid review page:



Figure 32: Withdrawing your submission

After clicking this button, you'll be asked to confirm that you really do want to withdraw your solicitation. Once you confirm that you want to withdraw your solicitation, it will be withdrawn immediately.

If you want to resubmit, you can do so by starting the bid submission process over again.

6.4.3.1 Notes for Agencies that Disallow Revision *Please note:* this section only applies to a handful of agencies with a specific procurement process requirement — that vendors cannot "amend" or "revise" their submissions, but must withdraw and resubmit if they wish to make changes.

If you have submitted a bid or proposal to an agency that disallows revision, don't worry! You can still make changes to your submission, but you must follow a slightly different process to do so.

If your agency has disabled the "Revise Bid" button, then you must first withdraw your bid. After withdrawing your submission, you will be able to edit and resubmit your bid or proposal, so long as the due date has not yet passed.

7 Additional Options

You may, from time to time, want to update your vendor profile, change your password, or review your account history. You can do all of these tasks from your vendor dashboard, using the links in the top nav.

7.1 Your Vendor Profile

Your vendor profile is the primary information about your business that agencies see when you register with them. This is the information you entered when you first set up your profile. You can update it at any time using the "My Profile" link in the top nav on your vendor dashboard.

You'll see your vendor profile information in a single page, and can make any changes you need:

A							
DASHBOARD HOME: A	1 Construction	New Search	My Profile	My Registere	ed Agencies	My Account	: N
lendor Prot	file						
				III and a large of	-		-
tting up a vendor profil Iail digests, flag solicita Ire. Iout Your Business	e gives you acces ations you're inter	s to your vend ested in, com	dor dashboar nmunicate wi	d, where you ca th agencies and	an save seard d organizatio	ches, get ons, and	
Business Name	A1 Construction	۱ * re	equired				
DBA Name							
Contact Name	Jane Smith	* re	equired				
Contact Email	jsmith@a1cons	tructior * re	equired				
Business Type	Sole Proprietor	ship 🖌					
ysical Address							
Address	144 Main St	* re	equired				
Address 2							
City	Port Deposit	* re	equired				

Figure 33: Updating your vendor profile

Be sure to click the "Update My Profile" button when you're done. Your profile will be updated immedi-

ately.

7.2 Your Registered Agencies

If you've registered with agencies, you can see a list of them using the "My Registered Agencies" link in the top nav:

				~			
DASHBOARD HOME:	A1 Construction New	/ Search	My Profile	My Registere	d Agencies	My Account	My ŀ
Registered	Agencies						
These are the agencies signed up. Here, you car asked for.	you've registered with. I n review your registratio	Each age ons with t	ncy may have hese agencie	e asked addition is and update a	nal question ny informati	s when you on they've	?
Agency	Location	Regist	tered On				
City of Industry	City of Industry, OR	9/202	1	Review Additio	onal Profile II	nformation	
Port of New Jersey	Elizabeth, NJ	8/202	0	Review Additio	onal Profile II	nformation	

Figure 34: Updating your registered agency information

Click the "Review Additional Profile Information" to review and update any agency-specific vendor questions each agency may have asked.

7.3 Your Account Login

If you need to change your account login email address or password, you can do so via the "My Account" link in the top nav:

A			A				
DASHBOARD HOME: A1	Construction	New Search	My Profile	My Registered	Agencies	My Account	Му
Vendor Acco	ount						
This is where you can char If you're using a social log Your Account Informa	nge your login ir in, such as Goo <u>c</u> t ion	formation, sug le, then you w	ch as the ema von't be able t	ail address or pas to change your p	ssword you assword he	use to log in. (re.	?
Your Name	Jane Smith	* re	equired				
Your Email Address	jsmith@a1con	structior * re	equired				
Change Your Passwo	ord						
If you'd like to change yo one upper-case letter, a	our password, pl nd one number.	ease enter a n	ew one here.	You must use at	least one l	ower-case lette	er,
Leave this blank to leave	e your password	unchanged.					
Password							
Confirm							
	Update My Ac	count Car	ncel				

Figure 35: Updating your account login

Here, you can update your display name (shown only on your vendor dashboard, not shown to anyone else) and the login email address you use. If you want to change your password, you can enter in a new password and confirmation. Otherwise, you can leave the password and confirmation blank to leave your password unchanged.

7.3.1 Preferred Watchlist Day of Week

If you have any agencies or solicitations on your watchlists, and you've selected weekly reminders on them, you can choose the day of the week that you'd like to receive an email digest with updates.

7.3.2 Courtesy Email Reminder Before Solicitation Close

If you'd like an email reminder that relevant solicitations are closing soon, you can set a duration of time here to remind you. This includes emails that you've submitted bids to, begun to submit bids to, and added to your watchlists.

7.4 Your Account History

At any time, you can access your account history using the "My History" link in the top nav. On the account history page, you'll see a detailed log of everything you've done on Bid Locker, including updating your profile, submitting bids and proposals, and more.

Your account history will look something like this:

DASHBOARD HOME: Equity Hub	New Search My Profile	My Registered Agencies	My Account	My Histor
Bid Locker Histo	ry			
This is your Bid Locker historical act	ivity report, showing the last	100 entries.		?
Activity	For Agency	Timestamp	IP Address	
Expressed interest On Call Program - Contractors	Portland State University	3/13/22 12:26:09 AM	1.2.3.4	
Removed listing from watchlist On Call Program - Contractors	Portland State University	3/13/22 12:25:55 AM	1.2.3.4	
Added listing to watchlist On Call Program - Contractors	Portland State University	3/13/22 12:25:53 AM	1.2.3.4	
Vendor updated their profile		2/20/22 1:52:14 AM	1.2.3.4	
Removed listing from watchlist ITB 4018 Smull Property Demolition	Oregon Metro	2/20/22 1:28:31 AM	1.2.3.4	
Added listing to watchlist ITB 4018 Smull Property Demolition	Oregon Metro	2/20/22 1:25:38 AM	1.2.3.4	

Figure 36: Your account history

This account history viewer will show you the last hundred history entries for your Bid Locker account.

8 For Additional Help

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

Phone: 267-225-1407

Email: help@equityhub.us