



**Bid Locker** gives you an easy transition to e-procurement with our Secure Lock Box and Cloud E-Procurement Suite.

*Bid Locker's Secure Lock Box is the sweet spot for accepting bids and proposals electronically, while our cloud e-procurement platform can help your office migrate to electronic procurement.*

Equity Hub Presents: Affordable tools to give your equity & procurement offices a measure of success



## Is now the time to move to e-procurement?

The COVID-19 pandemic continues to impact the work we do. We're only now starting to see in-person activities returning.

Throughout the pandemic, both buyers and vendors have come to appreciate online options to manage their procurement needs.

Being able to accept bids electronically, with bid responses stored safely and security guaranteed, is a great step toward e-procurement.

**With Bid Locker, your office can be up and running to accept bids online, often in as little as 24 hours.**



## A seamless transition to electronic procurement. Here's how.

Equity Hub's Bid Locker Suite is a simple, powerful cloud-hosted e-procurement workstation, built to support your organization's purchasing needs.

Our **Secure Lock Box** is perfect for agencies that have a bid listing website, but no way to accept solicitations online. **Bid Locker Plus** is a complete, easy-to-use e-procurement platform, suitable for any workflow and any size office.

## A very quick look at our Secure Lock Box:

Our secure lock box, Bid Locker, includes everything you need to manage solicitations, including:

- Accepting bid responses securely,
- Reviewing responses and assisting evaluators,
- Sending key email notices to vendors,
- Running virtual public openings,
- And lots more.

## Our e-Procurement suite does much more:

Bid Locker Plus includes our Secure Lock Box, and offers a sophisticated, robust e-procurement system, configurable for a variety of purchasing workflows.

*Cloud-based, reliable, secure.*

## Reliability and security are built in.

Bid Locker is distributed in data centers across the US to give you reliability without sacrificing speed – and all of your data is stored with enterprise-grade encryption.



## Introducing our Secure Lock Box:

*A virtual bid window that's secure and easy to use — Bid Locker's Secure Lock Box lets you move to online bid submission, without giving up your current bid list website.*



# A Brief Tour of Our Secure Lock Box:

The Bid Locker Secure Lock Box is our most popular product. It's built to integrate with your existing bid list website, the place where your vendors know to find your solicitations, bid instructions, and addenda.

Each solicitation starts with a “virtual bid window,” which vendors can use to securely upload their response documents.

When the virtual bid window closes, vendors can no longer submit documents, but now you can access everything you need.





## It's secure, feature-rich, and affordable.

The Bid Locker Secure Lock Box comes with much more, everything you need to ensure your vendor responses are complete, correct, and timely:

- **Configurable bid requirements**, to ensure vendors include key documents,
- **Evaluator tools**, to let you share responses with evaluators – without sharing the documents they should not see
- **Second-stage document upload**, to accept forms such as subcontractor disclosure forms after the initial bid is complete,
- **And a virtual public opening module**, to let you run public openings from your browser.

### **We also take bid security seriously.**

Every vendor document uploaded is encrypted before storing it on our servers. We also use encryption-at-rest technology in our database, to ensure that your data history is protected from start to finish.

### **Reliability is just as important.**

You don't want a solicitation platform to go offline in the moments when vendors are hurrying to upload their responses. Our platform is distributed across the US, so you'll never see downtime.

### **Support is just a phone call away.**

We offer both phone and email support to you and to your vendors, to help you resolve problems fast.

# Try our Secure Lock Box for 60 days.

**Bid Locker Secure Lock Box has simple pricing, and is affordable for any size procurement office.** Your cost is based on the number of agency staff accounts you need, and we offer a 60-day no cost evaluation period.

**Our Secure Lock Box:**

**\$49/mo**  
per active agency staffer

If you need just one staff account, your cost is \$49/mo. We don't mind if you share staff accounts, either. You'll pay only for what you need.

**Our pricing is simple, with a fixed cost based on your use, and with no surprises.**

We offer Bid Locker to you with no setup fees, no hidden fees, and no surprises.

Vendors will never pay to use Bid Locker, and your cost is based on the number of seat licenses — active agency users — your organization needs.

**There are no limits on how you can use Bid Locker.**

Other platforms place limits on what you can upload or how many records you can store. We don't.

You can upload unlimited documents, with no caps on how much information you store, including:

- Unlimited vendor records,
- Unlimited solicitation records,
- And no time limits on storing your data — once it's in Bid Locker, we won't remove it.



# Bid Locker Plus: A Cloud-Based E-Procurement Workstation

*Built on our Secure Lock Box technology, Bid Locker Plus is a full suite of e-procurement tools, ready to handle every purchasing task with ease.*

*If you're considering moving to e-procurement, please read on to see what we have to offer – our platform is user-friendly and affordable.*





## A brief tour of Bid Locker Plus, our cloud procurement workstation...

**Bid Locker Plus** is built on our secure lock box technology, but we've extended it into a modern, feature-rich and user-friendly e-procurement suite.

Out of the box, Bid Locker Plus handles the tasks facing the modern procurement office, from solicitation management to vendor outreach, reporting and more.

## Enterprise-grade features, affordable price.

In addition to all of the Secure Lock Box features, Bid Locker Plus lets you:

- Manage solicitations and responses,
- See solicitation and bid activity at a glance,
- Review and maintain your vendor database,
- Do all the outreach you need,
- Run a variety of reports,
- And lots more.

We've designed Bid Locker Plus for today's purchasing office, with features to help ensure your vendors submit complete, correct responses and to help your evaluators review your bids, all with simple and affordable pricing.

*Easy to use, for you and your vendors.*

**Every process has been streamlined.**

Whether running invitation-only solicitations, issuing requests for additional documentation, or preparing intents to award, we've simplified every task.



## Our solicitation management makes complex tasks easy.

From our agency dashboard, you can easily issue solicitations to fit any need:

- RFPs, ITBs, Sole-source notices,
- Invitation-only solicitations,
- Extended submission window for supplementary documentation (such as subcontractor disclosure notices),
- Bidders lists and pre-bid conferences with optional attendee registration,
- And as many bid documents as you need, with no limitations on uploaded data.

### **We've simplified addenda, too.**

With our change-tracking, you no longer need to write addenda — we can **dynamically generate addendum documents** based on the fields you change. You can still upload your own addenda if you like. Either way, we'll email relevant vendors.

### **Commodity codes? We got 'em.**

We've built in support for the three most common commodity code sets: NAICS codes, NIGP codes, and UNSPSC codes. Our code full-text search makes it easy to identify the right codes for the job.

### **Full historical data available at a click.**

We retain your solicitation history and vendor history permanently, and everything is searchable through our full-text search engine.

# Vendor Management

**Bid Locker Plus gives you a full-featured vendor database with interoperability with your existing data, including:**

- Self-registration portal for vendors
- Search and review vendor records
- Unlimited additional vendor registration questions
- Full vendor history review, including vendor email and formal bids
- Email outreach to:
  - Your own vendors
  - Certified M/W/DBE vendors from state databases
- Export vendor data as CSV, PDF
- *Optionally import your vendor database*
- *Optionally import vendor purchase/activity history*

## Comprehensive outreach tools as part of our email dashboard.

Our email tools will ensure your solicitation broadcasts get to every vendor you'd like to reach. We offer a unique dynamic email list system, where you can easily built distribution lists for solicitation notices, event notices, and more:

- Email solicitations to vendors by matching commodity code,
- Build keyword-based lists that draw from vendor profiles,
- Dynamic lists based on certification type,
- And more.

Your staff can maintain their own private email distribution lists for the types of solicitations they manage, or they can share them agency-wide.



## Audit trail, file library, social media, and more.

**Bid Locker Plus** incorporates a tamper-proof audit log, with every site action time-stamped, recorded, and cryptographically signed.

We also offer a file library, which you can use to keep information ready for vendors, make forms available for download, whatever you need.

**Optional add-on modules** include a good-faith effort compliance module for managing subcontractor diversity, and a data center module to turn any solicitation into a project database for documents, architectural drawings, and more.

### **Equity is a first-class feature with Bid Locker Plus.**

Vendors register through a self-service portal at no cost; and while registering, they can enter any certifications they have with state and local organizations (such as MBE, WBE, and DBE certifications.)

You can also allow them to self-attest to other certification types, and our outreach module lets you send notices to vendors based on their certifications.

**Our optional informal purchasing module** lets you combine your vendor database with state and local certifying organizations, to maximize the diverse purchasing in your informal procurement as well.

# Try our cloud E-Procurement Suite for 60 days.

Like our Secure Lock Box, Bid Locker Plus has simple pricing, and is affordable for any size procurement office. Your cost is based on the number of agency staff accounts you need, and we offer a 60-day no cost evaluation period.

**Bid Locker Plus:**

**\$69/mo**

per active agency staffer

If you need just one staff account, your cost is \$69/mo. We don't mind if you share staff accounts, either. You'll pay only for what you need.

**No setup fee, no installation fee, no integration fee, just a simple flat rate.**


We believe every purchasing office should have access to the highest-quality procurement software, so we've priced Bid Locker Plus affordably.

Vendors will never pay to use Bid Locker Plus, and your cost is based on the number of seat licenses — active agency users — your organization needs.

**A responsive developer team that listens to your requests.**

We value our customer feedback, and we strive to improve the Bid Locker suite to make your job easier. If you find that you need a specific feature, or an adjustment to our platform to simplify a task you do often, please let us know.

We take all feedback seriously. To the best of our ability, we'll incorporate your request into our platform in a way that benefits all of our customers.

A photograph of two women sitting at a round table in an office. The woman on the left is speaking and gesturing with her hands. The woman on the right is listening. The image has a teal overlay.

“Bid Locker from Equity Hub came at just the right time to help us through the initial COVID-19 crisis. We updated our processes and were accepting solicitation responses within a week!”

*Karen Thomson, Director, Contracting and Procurement Services, Portland State University*

“This is a great system! Works great and very intuitive.”

*Carleton Hart Architecture, LLC*



### Who we are

We're Equity Hub, makers of the Bid Locker, the world's only equity-focused procurement workstation.

### Our Company Philosophy

We're driven by three ideas: openness, cost consciousness, and a focus on quality. We'll never hard-sell you, and we believe you should have access to better software at lower cost.

Questions? Want to try out a live demo?  
We'd love to hear from you.  
Call us: 267-225-1407  
Or email us: [info@bidlocker.us](mailto:info@bidlocker.us)