

P L A I N
W O R D S

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BidWorker™ Software



Overview

To help speed up the process of creating proposals, our BidWorker software is easy to use and automates much of the process.

First of all you need to set up your library of bid material in a simple hierarchical folder structure.

With this system in place, you will be able to...

- Produce the proposal you need from any combination of documents in your database – no more copying and pasting text manually.
- Maintain a slick, professional look for all your documents – all at the click of a button.
- Guarantee important information is not left out – simply key in what you need and BidWorker will do the rest.
- Make changes to custom fields throughout the document, such as Company name and Project name – all in seconds.
- Save the structure for specific types of bids you commonly create eg certain combinations of service/product.
- Automatically include specific content for particular purposes according to your own criteria eg markets, products/services or regions.
- Use your bid library to fill in information for questionnaire-style, or prescriptive bids



Functionality

BidWorker provides the following main functions:

Creating new bids

- Facility for different bid types e.g. training proposals, consultancy etc. Each bid type can use the same layout design (template) or they can be different.
- A multi-layered structure for your bid library e.g. you can break your introductory material into any number of different levels of detail.
- 'Standard' bids can be used to recall a default structure for commonly used types of bid.
- 'Filters' can be used to include or exclude specific content according to your own criteria such as regions, types of products and/or services.
- Ability to work with Word documents, Excel spreadsheets, Visio drawings, PowerPoint slides and most common graphic formats (JPEG, GIF etc).
- Prescriptive tenders/questionnaires – can be attached to a client document such as a questionnaire/PQQ so that you can import information directly from your library.
- Up to 12 different templates can be applied to your library to give a different 'look and feel'.
- Quick search and replace of any custom fields you wish e.g. company name, project name etc.
- Automatic insertion of standard 'lookup' files for price lists, fees, phone numbers, contact names etc. The lookup data can be easily maintained and updated as the values are not actually held in your bid source material.



Editing the bid

Once created, you can edit, distribute and print the bid just like any other Word document. The document includes a Word toolbar for easy set up of heading levels, notes, bullets etc, and to provide the following functions:

- Import extra information such as graphics, case studies etc whenever required.
- Built-in facility for notes to the writer of the bid, which can be easily removed when the bid is ready for publishing.
- 'Library' function to import sections into a document.
- 'Paste unformatted' function pastes the clipboard as plain text rather than formatted text (can help with pasting from non-templated documents etc)
- 'Draft' function places 'Draft' watermark on each page

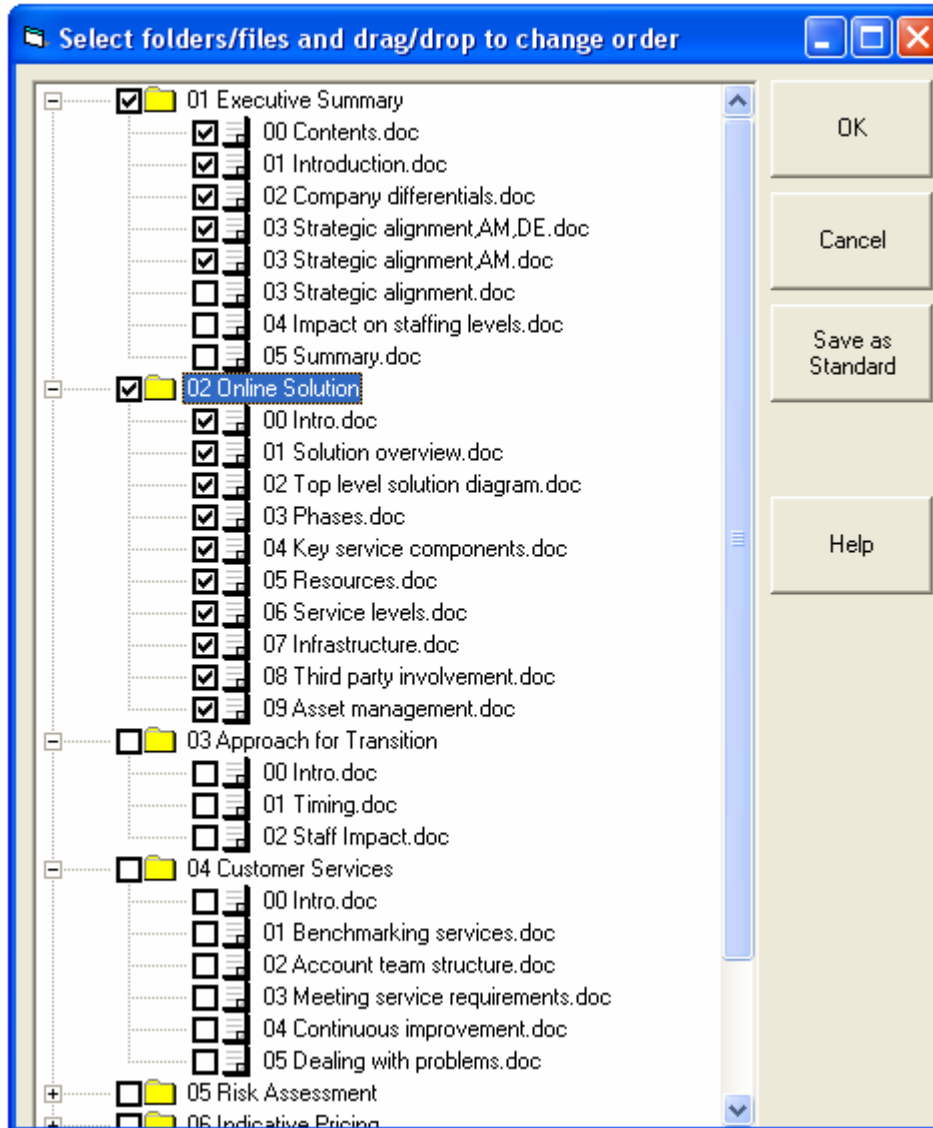


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- 'Publish' function checks and accepts tracked changes, checks for comments, updates the table of contents and switches off 'draft' format
- 'Copy toolbar' function to make the toolbar easily available in any document or template.

Creating a new bid

1. BidWorker scans your bid library to see if you have multiple bid types and prompts you for the one you wish to create.
2. Optionally you can select a standard bid and also a specific region, product/service type etc to automatically include or exclude specific content.
3. Your bid library is presented to you as a classic tree structure. You can 'drill down' to any level of detail, select which material you want to include and move sections of the material around in a different order.



4. BidWorker prompts you for any 'custom' fields such as Company name and Project name. You can have as many custom fields in your source bid material as you wish.
5. BidWorker searches for and updates custom information for price lists, fees etc that are held in simple text files in your bid library.
6. You are then presented with your newly compiled bid, ready for editing.

System Requirements

- Microsoft® Windows™ 98, Me, 2000, XP, NT or 7
- Microsoft Word™ 97 or more recent (to Office 2010)

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Licensing Costs

A licence fee is charged in blocks according to the number of workstations on which BidWorker is installed. A licence is not needed for contributors/reviewers who work on documents once the proposal has been built by BidWorker.

Number of workstations	Licence cost			One year support		
	US	UK	Euros	US	UK	Euros
1	\$750	£495	€ 600	\$200	£125	€150
Up to 3	\$1,950	£1,295	€ 1,550	\$450	£300	€350
Up to 5	\$2,400	£1,595	€ 1,925	\$600	£400	€475
Up to 10	\$3,750	£2,495	€ 3,000	\$750	£500	€600
Up to 20	\$5,250	£3,495	€ 4,200	\$1,050	£700	€850
Site licence	\$7,500	£4,995	€ 6,000	\$1,500	£1,000	€1,200

We also offer installation, configuration and training (one day on your site) for \$900, £600 or €725+ travel expenses and travel time for trips longer than two hours.

All prices are exclusive of VAT where applicable.

Support

Plain Words provides a warranty against defects (see the Limited Warranty below) for 180 days. If you want to extend this to cover free email and telephone support, free updates to new versions as they become available, this is available on an annual basis at the rates quoted above.



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