TOWN HALL MEETING
UofSC’S NEW SOLICITATION SYSTEM

Purchasing Department
February 25, 2021

UNIVERSITY OF
South Carolina
Today’s Agenda

• New Solicitation System
• What does this mean for the Supplier/Offeror?
• Our New Supplier Portal
• Viewing Solicitation Opportunities
• Offeror vs. Supplier

• User ID Request
• Offeror Registration
• Signing in to Respond to a Solicitation
• Notifications
• Meeting Your Training Needs
• Next Steps
The University of South Carolina is implementing a new online bidding system. This new web-based software system will be used by the Purchasing Department to create online solicitation events, accept electronic bids and proposals, and issue notices of award for procurement contracts resulting from the solicitations.
What does this mean for the Supplier/Offeror

This new process will provide the Supplier/Offeror:

• Public access to a PeopleSoft presentation of UofSC Goods & Services and Construction Solicitations
• An electronic Offeror registration in PeopleSoft for new suppliers
• Electronic creation and submission of Responses to Solicitations by Offerors and existing UofSC Suppliers

This new system will replace the legacy method of posting solicitations on the Department’s webpage and then accepting bids and proposals only by postal mail or email. The ability to submit offers directly online will create a more efficient relationship between the buyer and the offeror.
Solicitations and Awards

The University of South Carolina is classified as a governmental body of the executive branch of South Carolina state government. As such, it is required to follow the South Carolina Consolidated Procurement Code and its ensuing regulations which are promulgated by the South Carolina State Fiscal Accountability Authority.

New Online Bidding System

The Purchasing Department is pleased to announce that our new online bidding system is now rolling out. This new web-based software system is used by the Purchasing Department to create online solicitation events, accept electronic bids and proposals, and issue notices of award for procurement contracts resulting from the solicitations. This new system will completely replace the legacy method of posting solicitations via the webpage format seen in the four sections below.

This new system provides:

- an electronic registration process for vendors to become “Offerors” in the UofSC solicitation system.
- access to a public Supplier Portal (supplier.ps.sc.edu) where UofSC Solicitation Opportunities and Award Statements are stored and updated.
- the ability to create and submit electronic responses to Solicitations, by both Offerors and existing UofSC Suppliers.
Our New Solicitation Public Portal

Offerors/Suppliers will use the URL, that will be available on our Purchasing website, to enter the new UofSC Solicitation system where they can view Solicitation Opportunities.

The public access point for all Purchasing activity from March 1, 2021, forward will be maintained in this new system. On the Supplier Home Page, users will be able to view more information about Supplier and Offeror registration, including instructional resources and frequently asked questions and answers.
Offeror/Supplier will click the **Solicitation Opportunities** tile to view public bidding opportunities.
Filtering by Classification

On the Solicitations page, filter by Classification to view by a specific event type. This will allow you to focus on the event types most relevant to the work you do.
Reviewing Solicitation Details

To see the details for a specific solicitation, click on an event line. On the Event Details page, you can view additional details, click the View Solicitation Package link to view the package, and view the event lines.
## Offeror vs. Supplier

<table>
<thead>
<tr>
<th>Offeror</th>
<th>Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>• If you are not currently a UofSC Supplier</td>
<td>• If you are currently a UofSC Supplier</td>
</tr>
<tr>
<td>• <strong>Register as an Offeror</strong> to receive a User ID and create a password.</td>
<td>• <strong>Request a User ID</strong> to receive a user ID and create a password. (If you haven’t done so already.)</td>
</tr>
<tr>
<td>• Use the User ID and Password to enter the secure Supplier Portal to respond to a solicitation.</td>
<td>• Use the User ID and Password to enter the secure Supplier Portal to respond to a solicitation.</td>
</tr>
<tr>
<td>• If you are awarded a solicitation, then you will become a UofSC Supplier.</td>
<td></td>
</tr>
</tbody>
</table>
Current UofSC Suppliers

If you are currently a UofSC Supplier, but have not signed into the Supplier Portal, you will need to request a User ID before you can submit bids and proposals in response to posted solicitations.
Requesting a User ID

Use the **Register New Users Accounts for Current Suppliers** form to receive a new user ID and/or request additional user IDs for individuals in your organization. You will need your Supplier ID and Tax Identification Number in order to create a new User Account. Select a form based on whether the supplier is **Domestic** or **International**.

If you can’t remember your Supplier ID, please email **purchasing@sc.edu**.
Register as an Offeror

This registration should only be completed by companies who are currently not UofSC suppliers. If you are a current UofSC supplier, use your existing Supplier User ID to login. Registering as an Offeror will allow you to submit bids and proposals in response to posted solicitations.
Offeror Registration

**Welcome:** Begin the registration process by indicating whether the type of entity you represent is a Business or an Individual.

**Identifying Information:** Enter your Tax ID number and your Company Name. If applicable, provide Government Classifications and Additional Reporting Elements information.

**Addresses:** Enter business addresses, such as Primary and Order.

**Contacts:** Select one contact for this account. Be sure to make note of your own password and User ID, the SCS******* number.

**Submit:** Review the terms and conditions and submit registration information. The Offeror will receive an email containing the new User ID and steps for how to log in.
Signing in to Respond to a Solicitation

To submit bids and proposals in response to posted solicitations, all registered Offerors and Suppliers will be required to Sign In.

To receive a User ID and Password, a potential supplier will need to register, and a current supplier will need to request a User ID as demonstrated in previous slides.
Signing in to Respond to a Solicitation

How will you know if you are signed in? The Welcome tile will have the Offerors/Suppliers Business or Individual name. Once signed in, you will be directed to your dedicated offeror/supplier page.
Using the Solicitation Details Page

The **Public Events** page displays all of the events you did not receive an invitation to respond but are available for response. To respond to an event, click the event line to go to the Solicitation Details page.
Click the **Invited Events Tab** to see a list of the events for which you received an event notice email, accepted, or created an offer. To respond to an event, click the event line to go to the Solicitation Details page.

<table>
<thead>
<tr>
<th>Solicitation/Solicitation ID</th>
<th>Classification/Method</th>
<th>Start Date / End Date</th>
<th>Ends In</th>
<th>Bid Status</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staton Testing 2-1 II</td>
<td>Goods and Services, Competitive Sealed Proposal</td>
<td>02/01/2021 10:16 AM EST – 03/04/2021 10:16 AM EST</td>
<td>10 days</td>
<td>Accepted</td>
<td></td>
</tr>
<tr>
<td>Testing Event Posting and Document Attachment</td>
<td>Goods and Services, Competitive Sealed Proposal</td>
<td>02/11/2021 05:02 PM EST – 03/13/2021 05:02 PM EST</td>
<td>19 days</td>
<td>New</td>
<td></td>
</tr>
<tr>
<td>Demonstrate Public Invitations</td>
<td>Information Technology, Competitive Sealed Proposal</td>
<td>02/12/2021 02:19 PM EST – 03/14/2021 02:19 PM EST</td>
<td>20 days</td>
<td>Declined</td>
<td></td>
</tr>
<tr>
<td>Standard Goods and Services Template</td>
<td>Goods and Services, Competitive Sealed Proposal</td>
<td>02/16/2021 05:33 PM EST – 03/18/2021 05:33 PM EST</td>
<td>24 days</td>
<td>New</td>
<td></td>
</tr>
<tr>
<td>Waste Water Treatment Services - GS Req Line</td>
<td>Goods and Services, Competitive Best Value Bidding</td>
<td>03/15/2021 06:25 PM EST – 03/18/2021 06:25 PM EST</td>
<td>24 days</td>
<td>Accepted</td>
<td></td>
</tr>
<tr>
<td>Staton Testing</td>
<td>Goods and Services, Competitive Sealed Proposal</td>
<td>02/17/2021 10:06 AM EST – 03/19/2021 10:06 AM EST</td>
<td>25 days</td>
<td>New</td>
<td></td>
</tr>
<tr>
<td>Staton testing II</td>
<td>Information Technology, Invitation for Bids</td>
<td>02/17/2021 01:59 PM EST – 03/19/2021 01:59 PM EST</td>
<td>25 days</td>
<td>New</td>
<td></td>
</tr>
</tbody>
</table>
All: All Public Events that are active, including both Public and Invited Events.

New: These are events that you have taken no action on.

Accepted: If you accept an event invitation, those events will be grouped here, and you will be notified of new event activity.

Declined: If you decline an invitation, those events will be grouped here.

Withdraw: If you submit a bid and withdraw before the deadline, it will be viewable here.

**Solicitation Start and End Dates will determine what is available to be viewed.**
To respond to a solicitation:

1. Review the Solicitation Details.

2. Click the View Solicitation Package link to download the document.

3. Print the Solicitation document, complete the response, sign it, scan the completed package, and save to your desktop.

4. Click the Create Offer button.
Responding to a Solicitation

To complete the Offer:

1. Scroll down to **Step 1: Answer Solicitation Questions**. Click the **Enter File Attachment Response** link and attach the completed Solicitation document.

2. Scroll down to **Step 2: Enter Line Responses**. Click in the **Enter Offer Price** field and enter an appropriate offer. Be sure to do this for all available lines.

3. Click the **Submit Offer** button.
Where to Find Training Resources

Purchasing Toolbox

We have a range of forms, documents, and helpful resources to assist you with tasks related to purchasing.

Expand a section to reveal its links and/or documents.

New Solicitation System

Supplier Town Hall

- Webinar Recording
- Slideshow

Purchasing Forms

General Resources
NEXT STEPS

• Offeror Registration will be available **March 1, 2021**. Visit the Purchasing website for step-by-step instructions.

• The ability to create and submit electronic responses to Solicitations will not be available until **later in the month of March**, therefore all UofSC solicitations will continue to be posted directly to the Purchasing website until that time.

• Visit the Purchasing website **later in the month of March** to begin electronic creation and submission of responses to Solicitations by both Offerors and existing UofSC Suppliers. Step-by-step instructions will be available on Purchasing website.

• Reach out to purchasing@sc.edu if you have any questions.