TOWN HALL MEETING
NEW SOLICITATION SYSTEM

Purchasing Department
March 24, 2021
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 implemented a new online bidding system. 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.
What does this mean for the Supplier/Offeror

This new process provides the Supplier/Offeror:

• Public access to an online listing of UofSC Goods & Services and Construction Solicitations
• An electronic Offeror registration for new potential suppliers
• Electronic creation and submission of responses to Solicitation Events by Offerors and existing UofSC Suppliers

This new system replaced the legacy method of posting solicitations on the Department’s webpage and then accepting bids and proposals only by either postal mail, email, or fax. 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 Solicitation System

The Purchasing Department is pleased to announce that our new online solicitation and bidding system is currently 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 directly to our website.

This new system provides:

- access to a public Supplier Portal (supplier.ps.sc.edu) where UofSC Solicitation Opportunities and Award Statements are published.
- an electronic registration process for new vendors to become "Offerors" in the UofSC solicitation system.
- the ability to create and submit electronic responses to Solicitations, by both Offerors and existing UofSC Suppliers.
A collection of training documents is located in the Purchasing Toolbox section of our website to assist users with tasks related to the Supplier Portal.

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

Registering as an Offeror (pdf)
- This guide outlines the process for prospective suppliers to become "Offerors" in the UofSC solicitation system.

Requesting a Supplier User ID (pdf)
- This guide outlines the necessary steps for a current UofSC Supplier to request a User ID using the UofSC Solicitation System.

Entering a Solicitation Bid/Proposal (pdf)
- This guide outlines the process for Offerors/Suppliers to enter a bid for a solicitation in the UofSC solicitation system.
Our New Solicitation Public Portal

Offerors/Suppliers can use the URL on our Purchasing website (supplier.ps.sc.edu) to enter the new UofSC Solicitation system where they can view Solicitation Opportunities.

The public access point for all new procurement activity (i.e. Solicitations and Awards) after March 15, 2021, will be posted and maintained within the university's Supplier Portal. On the Supplier Home Page, users will be able to view more information about Supplier and Offeror registration, including frequently asked questions and answers.
Offeror/Supplier can 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>
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<tbody>
<tr>
<td>❖ If you <strong>are not</strong> currently a UofSC Supplier:</td>
<td>❖ If you <strong>are</strong> currently a UofSC Supplier:</td>
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<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>
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<tr>
<td>• Use the User ID and Password to enter the secure Supplier Portal to respond to a solicitation.</td>
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<tr>
<td>• If you are awarded a solicitation, then you will become a UofSC Supplier.</td>
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*UofSC South Carolina*
Current UofSC Suppliers

If you are a current UofSC Supplier, but have never 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 User Accounts 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 don't know your Supplier ID, please email purchasing@sc.edu.
Requesting a User ID - **Live Demonstration**
Register as an Offeror

Registering as an Offeror will allow you to submit bids and proposals in response to posted solicitations. This registration should only be completed by companies who are currently not current UofSC Suppliers. If you are a current UofSC Supplier, this step is not required.
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.
Register as an Offeror - Live Demonstration
Signing in to Respond to a Solicitation

To submit bids and proposals in response to posted solicitations, all registered Offerors and Suppliers are 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 display the User's name. Once signed in, you are presented with the dedicated offeror/supplier page.
Using the Solicitation Details Page

The **Public Events** page displays all the events for which you did not receive a direct invitation, but are publicly available for responses. To respond to an event, click the event line to go to the Solicitation Details page.
Using 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.
Using the Solicitation Details Page

**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.**
Responding to a Solicitation

To respond to a Solicitation:

1. Review the Solicitation Details.

2. Click the View Solicitation Package link to view and download the document(s).

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

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 upload the completed Solicitation response document from your computer.

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.
Responding to a Solicitation - Live Demonstration
User Resources

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NEXT STEPS

• Offeror Registration is now available. Visit the Purchasing Toolbox for step-by-step instructions.

• Electronic creation and submission of responses to Solicitations by both Offerors and existing UofSC Suppliers must now be completed in this new solicitation system. Step-by-step instructions are available on the Purchasing website.

• Reach out to purchasing@sc.edu if you have any questions.
THANK YOU FOR JOINING US TODAY!