

Viewing and Responding to Sourcing Projects in SCPro



Your screen in SCPro may differ slightly from this training, but the steps to complete the activity will be the same



This icon indicates there are further **policy or business process details** relating to a step.

This quick reference guide is intended for suppliers who wish to do business with the State of South Carolina. If you are a new supplier who has not previously done business with the State, you must first register your organization in SCPro. For instructions on completing the supplier registration process, please refer to the Completing the Supplier Registration Process in SCPro Quick Reference Guide (QRG).

1. There are two ways to access a solicitation in SCPro.
- a) SCPro will **automatically send email notifications** to suppliers who have registered their accounts and **indicated that they can provide the commodity(s)** being requested in the sourcing project. To view one of these sourcing projects, click the hyperlink in the email notification. **It is extremely important that you configure the commodity information on your company profile properly in order to be notified of opportunities in a timely manner.** For more information, please refer to the Completing the Supplier Registration Process in SCPro QRG.

b) To view all of the publicly available procurement opportunities with the State of South Carolina:

1) Navigate to scpro.sc.gov.

2) The **Public Requests For Proposals** page is displayed. Here you can search for opportunities using **Keywords, Commodities, Organization** (i.e., the organization at the State that released the sourcing project), **RFx Status, Workflow Status, and Sourcing Project ID**. (i.e. the unique identifier that each sourcing project has in SCPro beginning with "SRC").
- Keywords

Commodities

Q Search

Reset

Organization

RFx status

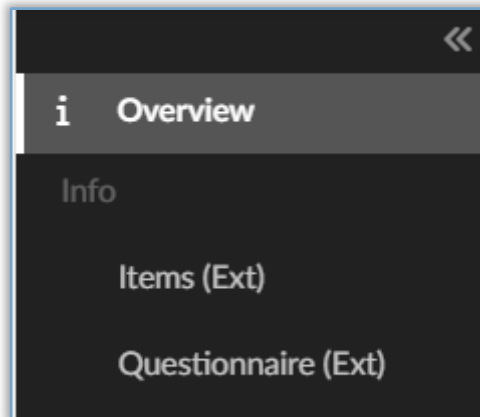
Workflow Status

Sourcing Project ID

RFx Name	Publication begin date (UTC-5)	Due/Close Date (UTC-5)	Commodities	Remaining time
Test 3	9/2/2025 9:22:32 AM	9/4/2025 7:00:00 PM	ANIMALS	Bid due date has passed
test	8/27/2025 11:00:00 PM	8/28/2025 11:21:51 AM	AGRICULTURAL PROGRAM	Bid due date has passed
- 
- 1

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1. (cont.)
 - b) (cont.)
 - 3) Once you have located a sourcing project that you would like to view in more detail, click the **Pencil** () icon to its left to open it.
2. Review the details of the sourcing project. You may need to extend the menu on the left-hand side to see the full name of each tab. Depending on the type of sourcing project, details of the opportunity may be spread across multiple tabs on the left side of the page.



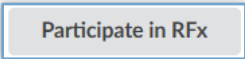
- The **Overview** tab will display high level information about the sourcing project. This includes the Publication Begin Date, the Due Date, all of the attachments associated with the sourcing project, and may also include a Summary detailing the project at a high level.

Title	Type	Att.	Contact	Last Modification (UTC-5)	Creation Date (UTC-5)	Validity End Date
Written Amendment 2.28	RFx Technical Documents (Approved)		MIKE 2 Buyer		2/27/2025 7:06:02 PM	
Standard Terms & Conditions	RFx Technical Documents (Approved)		MIKE 2 Buyer		2/27/2025 11:45:47 AM	
2 Record(s)						

- The **Info** tab is where you will upload attachments and high-level information about your response, which will become available after confirming you intend to participate in the sourcing project.
- The **Items** tab is where you will enter pricing information. Note that not all projects will have an Items tab as some will want you to submit your pricing information in an attachment.
- The **Questionnaire** tab(s) is a place for the state to gather information from you in a structured format. Note that not all projects will have a Questionnaire, and some projects may have the Questionnaire broken out across multiple tabs. (i.e., General, Technical, and Financial Questionnaires)

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3. If you determine that you intend to respond to the sourcing project, click **Participate in RFx**.



If you are responding to a solicitation you need to be logged into your company’s head office location.



To toggle between your company’s locations, click on your organization’s name in the top right-hand side of any page in SCPro and select the location you would like to view. Hovering your mouse over a location will reveal the address associated with it. Make sure to select the location with the address that corresponds to your company’s primary office. For more information refer to the QRG for *Completing the Supplier Registration Process*.

- Note that indicating your intent to respond will reveal three additional tabs:
 - Discussions** where you can submit questions to the State. The process for this is covered later in this QRG.
 - My Team** where you can invite other users at your organization to help with building your response. Users can be added from existing SCPro users at your organization or can be invited as a new contact. To invite an existing user, click **Select Contact** and then choose the user from the drop-down menu. To invite a new user, click **Create a new contact**, enter the user’s information, and click **Save & Close**. Then click the **Key** (🔑) icon next to the user’s name in the table below and click **Send Notification**.
 - History** where you can view any previously submitted responses. This includes responses submitted in a previous round of bidding, if applicable.

4. Download and review any attachments that the state has provided on the Overview tab. To download an attachment, click the icon in the **Att.** column for that attachment. The icon will vary depending on the file type.

RFx Documents						
Title	Type	Att.	Contact	Last Modification (UTC-5)	Creation Date (UTC-5)	Validity End Date
Written Amendment 2.28	RFx Technical Documents (Approved)		MIKE 2 Buyer		2/27/2025 7:06:02 PM	
Standard Terms & Conditions	RFx Technical Documents (Approved)		MIKE 2 Buyer		2/27/2025 11:45:47 AM	
2 Record(s)						
Early Contract Documents						

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Remaining time : 14d 03h 00min 54s - ⚠ No proposal has been submitted

General Information

Label*

Validity End

Description

Technical Envelope - Supplier Technical Documents

Click or Drag to add files

Financial Envelope - Supplier Financial Documents

Click or Drag to add files

- To submit a response, you will need to complete all the required fields indicated by a red asterisk (*) on each tab. Navigate to the **Info** tab. In the **General Information** section, you can optionally name your response by updating the **Label** field. You can also enter a **Validity End** date if your offer will expire, and provide a brief **Description** of your response, if applicable. Note that this validity end date should not be sooner than the number of days indicated on the opportunity cover page.
- In the **Supplier Documents** section, click on the **Click or Drag to add files** button to upload attachments from your desktop. This is where you will upload your completed technical response (if applicable), signed contract, etc. Uploaded attachments have a maximum file size of 90MB per document. Acceptable file types include, but are not limited to .pdf, .docx, .xlsx, .jpg, .jpeg, and .png.

Supplier Documents

Click or Drag to add files

- In some cases, you may be asked to upload attachments as part of your response on the **Questionnaire** tab(s). In those instances, we recommend also uploading copies of all attached files on the **Info** tab.
- In sourcing projects where the **Questionnaire** tab is broken out into multiple sections, the **Info** tab will contain multiple Documents sections corresponding to the Questionnaire tabs. (i.e., if there is a Technical Questionnaire and a Financial Questionnaire, there will be both a Technical Documents and a Financial Documents section on the Info tab)

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7. Navigate to the **Item** tab.
8. The items associated with the sourcing project are displayed in a grid. To submit a response, enter responses for each of the listed fields. The fields will vary depending on the sourcing project. Mandatory fields, indicated by a red asterisk (*) must be filled in to submit your response. After completing the item grid(s), click **Save**.

Code	Type	Label	Order	Qty	Deliv. date	Unit	Unit price	Amount	Deliv. date
I1_1	Required Item	Court Reporter Services Hourly Rate	1.00000			[HR]	30.00	30.00	

- The **Type** column will indicate whether a quote for that item is required.
 - Some item grids will allow you to add a line, such as when breaking out shipping costs into a separate line item, or when proposing an alternative item. Grids that will allow you to add a line will display a + (⊕) icon in the top left corner of the grid. Complete the mandatory and optional fields in the pop-up that appears, then click **Save & Close**.
 - Optionally, SCPro will allow you to download the item grid(s) as an Excel spreadsheet and complete your bid in Excel. To do this, click the **Download in Excel 2007-2010 format** link at the top of the page in the **Export/Import** section. Complete the Excel file according to the included instructions. To import the completed item grid, use the **Click or Drag to add a file** button in the **Export/Import** section of the Item tab.
9. Navigate to the **Questionnaire** tab.
 10. a) Each section of the questionnaire is displayed as a tab on the lefthand side. Click a section label to open it, or click **Access Questionnaire** to be brought to the first question.

► Access Questionnaire

Enter responses to each question on the tabs. The answers you enter in this section will be saved automatically as they are entered. The structure of the questionnaire tab will vary depending on the sourcing project.

- b) In the **Overview** section you can download the questionnaire into an Excel spreadsheet, complete it offline, and import your responses. This follows the same process outlined for exporting/importing the item grid described in step 8.

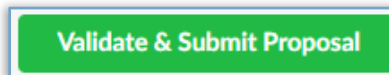
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11. Click **Save**.



- If there are multiple questionnaire tabs, repeat steps 10-11 for each additional tab.

12. Once you have entered and reviewed all of the necessary information for your response, click **Validate & Submit Proposal**.



13. Review the information in the **Do you really want to submit your proposal** pop-up window. Then click **Submit my Proposal**.

Do you really want to submit your proposal?

Once an offer is submitted, it cannot be modified. You will only be able to create a new one.

- 1 / 1 items have been filled.
- 2 / 2 questions have been filled.
- 1 document(s) have been attached to the proposal. (Questionnaires)
- Total number of attached documents: 1

Cancel

Submit my proposal

- After your response has been submitted, you will receive email notifications regarding any updates for the sourcing project.
- If the State issues an amendment, you may be required to acknowledge your receipt of the amendment and re-submit a response to remain under consideration for the opportunity.

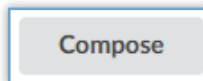


Congratulations! You have successfully responded to a sourcing project in SCPro. If you need additional help in SCPro, please contact the helpdesk at scprocommunications@mmo.sc.gov.

Addendum 1: Submitting Questions in SCPro

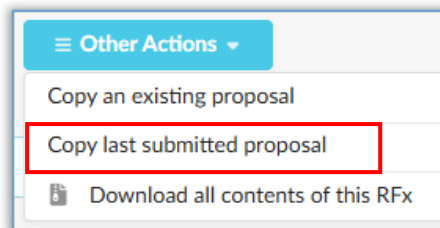
Suppliers can submit questions directly in SCPro using the Discussions tab of a sourcing project. Note that **the State will never respond to questions using the Discussion tab**, and will always **post responses to supplier questions in the form of a written amendment to the sourcing project**. You may receive an email notification whenever the project is amended. To submit a question on a sourcing project:

1. Navigate to the **Discussions** tab of the sourcing project.
2. Click **Compose**.
3. Update the **Recipients** field to **Responsible (Sourcing Project)**.
4. Enter the **Subject** and body of the question. If appropriate, use the **Click or Drag to add files** button to upload any attachments from your desktop.
5. Click **Send**.

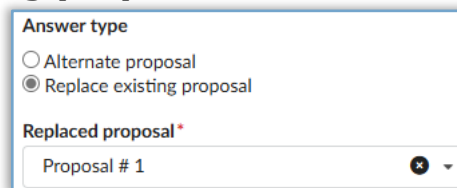


Addendum 2: Updating an Existing Proposal

1. Click **Other Actions** and select **Copy last submitted proposal**.



2. In the **General Information** section of the Info tab, update the **Answer Type** selector to **Replace existing proposal**. Then select the proposal in the **Replaced proposal** drop-down.



3. Update your original response as required. When you are finished, submit the updated response by following steps 12-13 of this QRG.

Addendum 3: Withdrawing a Response

To withdraw a previously submitted response:

1. Navigate to the **Discussions** tab of the sourcing project.
2. In the **Proposal Actions** column, click on the drop-down and select **Withdraw** for the response you would like to withdraw. Then click **Save**.