



SCPro – Responding to Sourcing Projects

Source to Contract



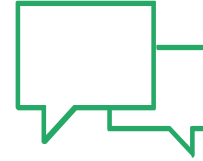
Duration: **30 minutes**



House Rules



Find a quiet place to focus on the course



Be respectful of other participants



Actively listen, engage, and ask questions



Let the facilitator know if you need help



When not speaking, mute your microphone

Course Agenda



Course Agenda

Course Introduction and Objectives

Lesson 1: Accessing and Viewing Sourcing Projects

Lesson 2: Responding to Sourcing Projects

Course Conclusion



Course Learning Objectives



The **SCPro Responding to Sourcing Projects** course details how to submit responses to solicitations using SCPro.

After completing this course, you will be able to:

1. Explain the State of SC's Sourcing Project process in SCPro and elaborate on what types of sourcing projects are available in SCPro
2. View sourcing projects and send clarifying questions
3. Submit sourcing project responses



Key Terms



The following Key Terms will be referenced in this course:

Term	Description
Sourcing Project	Any kind of sourcing event in SCPro. Sourcing projects can have multiple rounds of bidding for shortlisted groups of suppliers
RFx	A sourcing project in SCPro that can be composed of multiple rounds. An RFx is always associated to a Sourcing Project; a Sourcing Project may have multiple RFx's associated to it.
Amendment	Any update to an existing sourcing project in SCPro. Sourcing projects will be put "On Hold" while the State makes changes to the sourcing project, such as uploading responses to supplier inquiries, or extending the bid due date.
Rounds	A new round is typically issued when the solicitation owner wants to issue an additional round(s) of bidding for a shortlisted group of suppliers.

Key Changes



These key changes will be discussed throughout this training:

- ✓ Suppliers will now view and respond to State sourcing projects using SCPro.
- ✓ If sourcing projects are put on hold, suppliers will receive a notification and will be unable to access the project until it is republished.
- ✓ SCPro includes the option for sourcing projects to contain questionnaires, which provide a highly structured format of responding.
- ✓ Suppliers can see all of their open, in progress and submitted SCPro solicitation responses, in addition to individual response history



Lesson 1

Accessing and Viewing Sourcing Projects

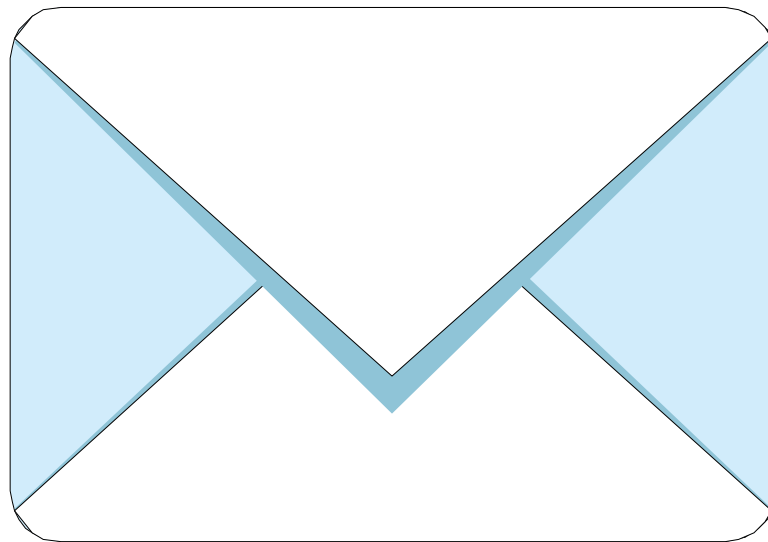
- ✓ Viewing Sourcing Projects
- ✓ Sourcing Project Tabs
- ✓ Demonstration 1: Viewing Sourcing Projects

Viewing Sourcing Projects



There are several ways for suppliers to view solicitations:

- 1. Supplier Invitation** – In most cases, the State will not send out invitations to specific suppliers and will instead notify all suppliers that have indicated they can provide the commodity required. In cases where the State sends out a solicitation to specific suppliers for bidding, they will receive a notification via email inviting them to respond within SCPro. The email will contain a link to the specific solicitation record in SCPro for the supplier to review.



Dear Madam, Dear Sir,

You may be interested in the following solicitation.

- Sourcing Project: SRC00000670
- RFx name: MWK Test
- RFx id: 954
- Round #: 1
- End date: 1/17/2025
- Link: [Click here.](#)

We are looking forward to hearing from you,

Viewing Sourcing Projects



2. Public Solicitations Page– Suppliers can navigate to the Public Solicitations page to view all active SCPro solicitations.



Viewing the Public Solicitations page does **NOT** require logging in



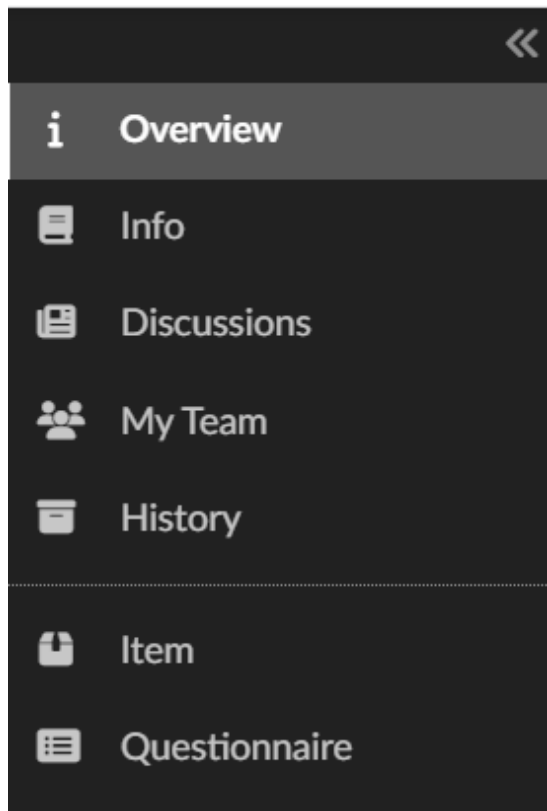
Submitting a response to a sourcing project **DOES** require logging in

RFx Name	Publication begin date (UTC-5)	Publication end date (UTC-5)	Begin (UTC-5)
MWK Test	1/16/2025 12:00:00 AM	12/30/9999 7:00:00 PM	1/16/2025 12:00:00 AM
Mike Dates Test	1/16/2025 12:00:00 AM	12/30/9999 7:00:00 PM	1/16/2025 12:00:00 AM

Sourcing Project Tabs



Once you have opened a sourcing project, you will use the tab bar on the left to review the solicitation and enter your response. Tabs on a solicitation may include:

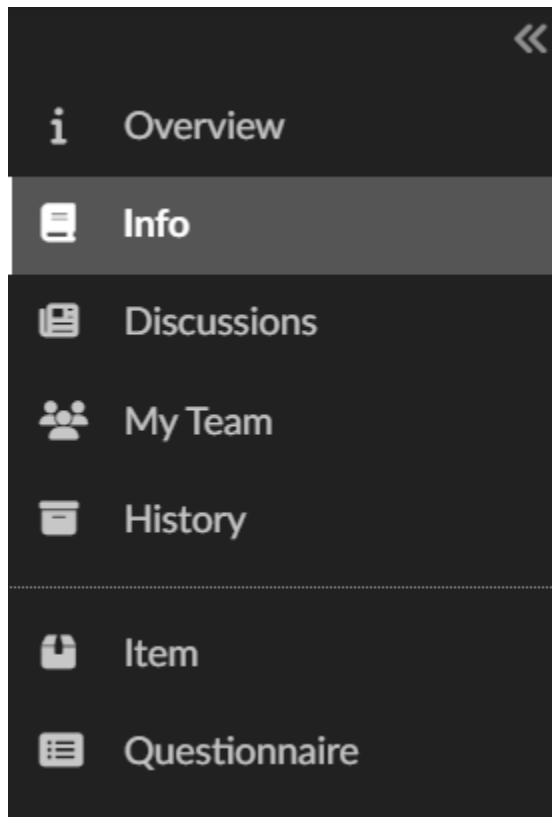


Overview: Displays general information regarding the solicitation such as the name, dates, summary, and any solicitation documents

Sourcing Project Tabs



Once you have opened a sourcing project, you will use the tab bar on the left to review the solicitation and enter your response. Tabs on a solicitation may include:

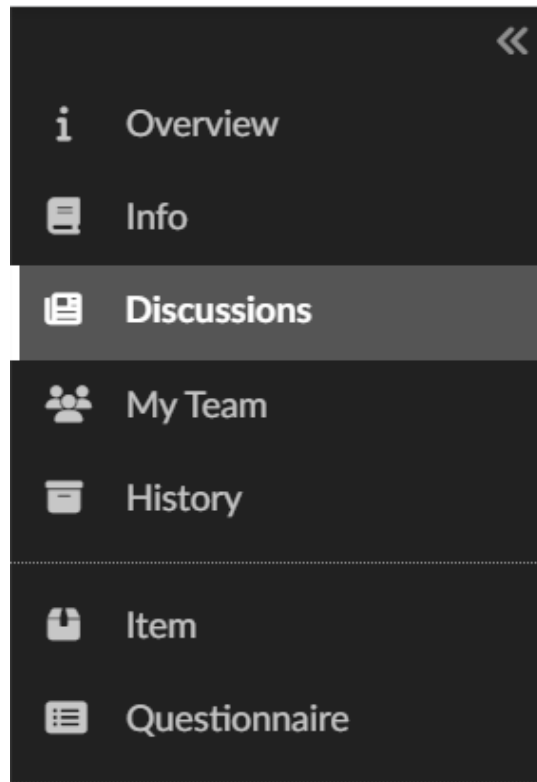


Info: A catch-all tab where you can add high-level info about your response, and where you will upload attachments

Sourcing Project Tabs



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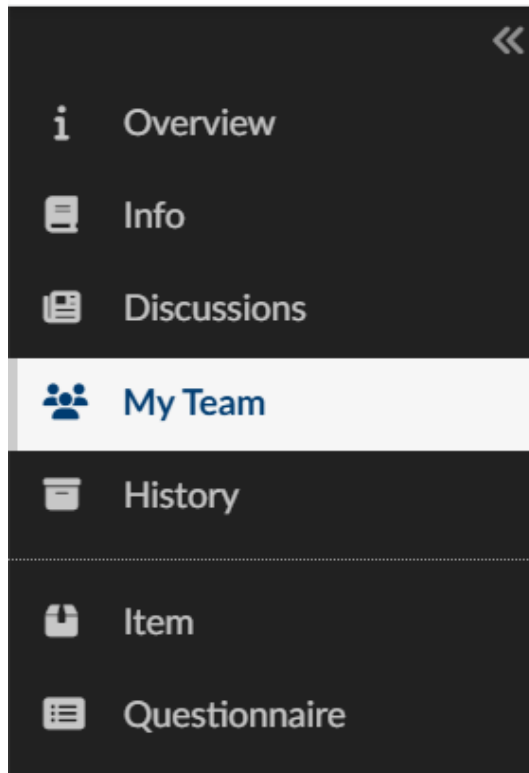


Discussions: A tab where you can submit questions to the State directly within SCPro – note that the State will respond to all questions in the form of an amendment and will not respond directly from the Discussions tab

Sourcing Project Tabs



Once you have opened a sourcing project, you will use the tab bar on the left to review the solicitation and enter your response. Tabs on a solicitation may include:

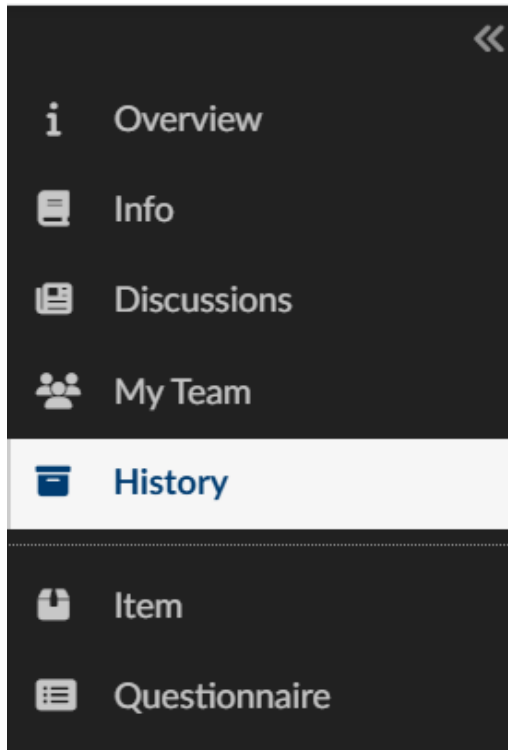


My Team: Where you can add team members to help draft and edit your response

Sourcing Project Tabs



Once you have opened a sourcing project, you will use the tab bar on the left to review the solicitation and enter your response. Tabs on a solicitation may include:

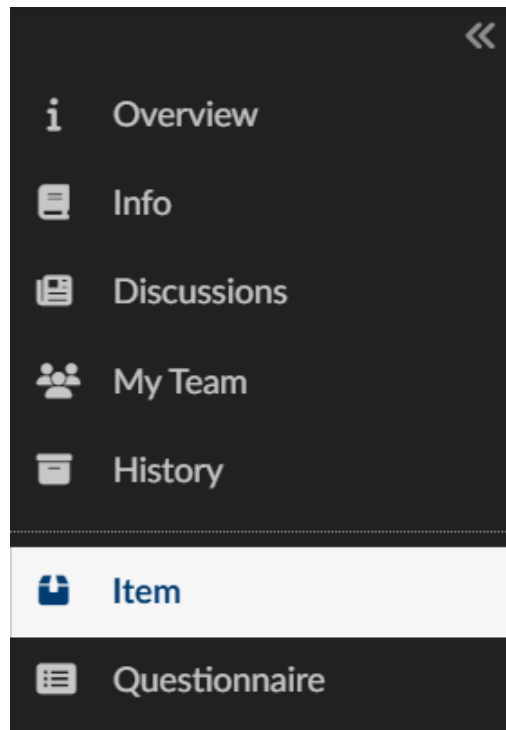


History: A summary of previously submitted proposal responses where you can open and review individual responses you have submitted

Sourcing Project Tabs



Once you have opened a sourcing project, you will use the tab bar on the left to review the solicitation and enter your response. Tabs on a solicitation may include:

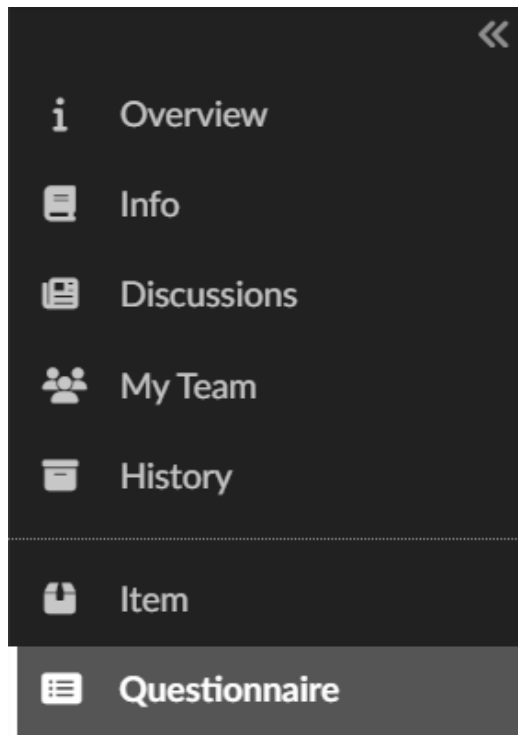


Item: Where the goods and/or services requested in the solicitation will be listed for bidding – this is where pricing information will generally be submitted

Sourcing Project Tabs



Once you have opened a sourcing project, you will use the tab bar on the left to review the solicitation and enter your response. Tabs on a solicitation may include:



Questionnaire: A structured place to answer specific questions asked by the State – note that not all solicitations will include a questionnaire

Demonstration 1



Viewing Sourcing Projects



We will now demonstrate how to view a sourcing project in SCPro.



Lesson 2

Responding to Sourcing Projects

- ✓ Submitting Questions in SCPro
- ✓ Submitting Sourcing Project Responses
- ✓ Demonstration 2: Submitting Inquiries and Responding to Sourcing Projects
- ✓ Amending and Duplicating Sourcing Project Responses
- ✓ Next Steps

Submitting Questions in SCPro



SCPro allows suppliers to submit questions to the State using the Discussion tab.



Messages will be directed to the State user responsible for the solicitation



When writing questions, refrain from including information about yourself or your company



The State will post all responses to questions as a written amendment, and bidders who have indicated their intent to respond will receive a notification

Message Type*

Clarification

From

Subject*

Bid Due Date Extension

Send To

Responsible (Sourcing Project)

Will there be an extension of the bid due date due to the holiday?

Click or Drag to add files

Send

Cancel

Submitting a Sourcing Project Response



Once a supplier has reviewed a solicitation and accepted the associated Terms & Conditions, they will have the ability to provide responses to the Questionnaire and Item tabs and submit their response.



Questionnaire Tab



Item Tab



Response Submission

Submitting a Sourcing Project Response

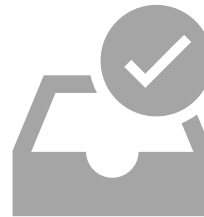


Once a supplier has reviewed a solicitation and accepted the associated Terms & Conditions, they will have the ability to provide responses to the Questionnaire and Item tabs and submit their response.



Questionnaire Tab

- Includes structured questions from the State
- Will vary in format depending on the solicitation



Response Submission

Submitting a Sourcing Project Response



Once a supplier has reviewed a solicitation and accepted the associated Terms & Conditions, they will have the ability to provide responses to the Questionnaire and Item tabs and submit their response.

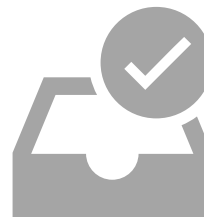
	Code	Type	Label	Order	Qty
	l1_1	Required Item	Order Item		

1 Record(s)



Item Tab

- Where you will input pricing information



Response Submission

Submitting a Sourcing Project Response



Once a supplier has reviewed a solicitation and accepted the associated Terms & Conditions, they will have the ability to provide responses to the Questionnaire and Item tabs and submit their response.

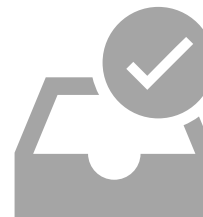


Questionnaire Tab

Both the Questionnaire tab and the Item tab may contain mandatory fields indicated with a red asterisk (*) that must be completed to submit your response



Item Tab



Response Submission

Submitting a Sourcing Project Response



Once a supplier has reviewed a solicitation and accepted the associated Terms & Conditions, they will have the ability to provide responses to the Questionnaire and Item tabs and submit their response.



Questionnaire Tab

After completing both tabs you can submit your proposal – SCPro will display a confirmation and timestamp.



Response Submission



Item Tab

Demonstration 2



Submitting Questions and Responding to Sourcing Projects



We will now demonstrate how to submit an inquiry and respond to a sourcing project in SCPro.

Amending Sourcing Project Responses



If the State issues an amendment, you will be required to acknowledge receipt of the amendment. You may also be required to re-submit a response to remain under consideration.

Amending Sourcing Project Responses



All suppliers that have indicated their intent to respond to the solicitation will receive an email notification informing them of the amendment.

Amending Sourcing Project Responses



Reasons an agency might create an amendment include:

- To upload responses to questions submitted on the Discussion tab
- To update solicitation information
- To extend the bid due date



Course Conclusion

Key Takeaways



Now that you are familiar with viewing and responding to sourcing projects in SCPro, take a moment to note the following key takeaways:

1

Responding

Suppliers will now view and respond to State sourcing projects using SCPro.

2

Supplier Inquires

SCPro allows suppliers to submit questions about a solicitation to the State. Suppliers will upload all clarifications, Q&A, and negotiations using SCPro.

3

Amendments

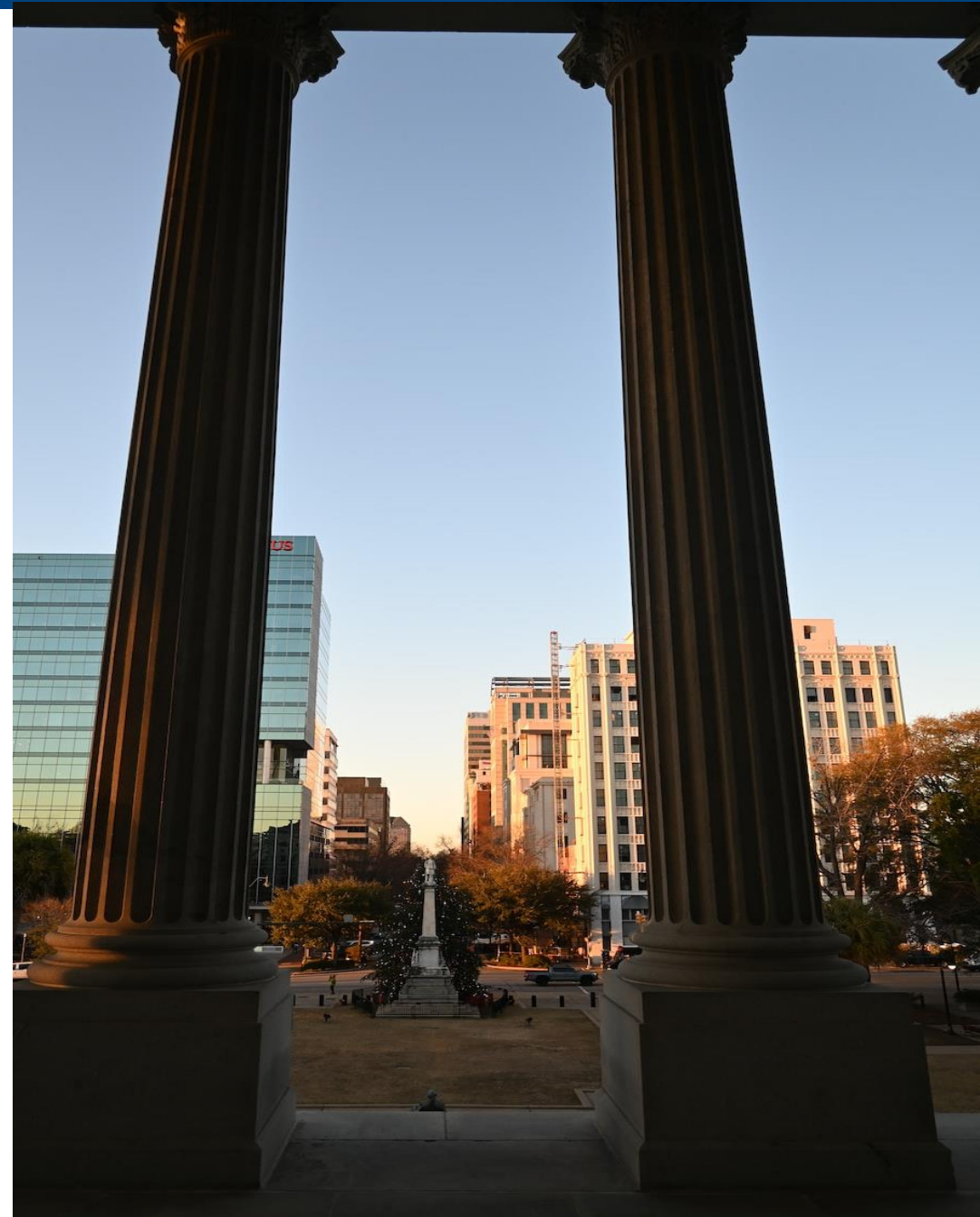
Suppliers must acknowledge and respond to amendments to remain considered in the solicitation process.

Course Summary



You should now be able to:

1. Explain the State of SC's Sourcing Project process in SCPro
2. View sourcing projects and send clarifying questions
3. Submit sourcing project responses





CONGRATULATIONS

You have successfully completed the **Responding to Sourcing Projects** course.