**How to Respond to the SC IT Temporary Staff Augmentation Contract**

Note: In accordance with Section VI of the solicitation:

**BIDS RECEIVED AFTER AWARD -- FIXED PRICE BIDDING (MODIFIED)**

Offerors not responding to the initial solicitation may be added to the awarded vendors list provided the bidder furnishes evidence of responsibility and responsiveness to the state's original fixed price bid as authorized by the solicitation.

**BID SUBMISSION DEADLINES ARE AS FOLLOWS:**

* Bids received by 11/01/2023 at 11:00 AM may be considered for award on or about 12/01/2023
* Bids received by 5/01/2024 at 11:00 AM may be considered for award on or about 6/01/2024
* Bids received by 5/01/2025 at 11:00 AM may be considered for award on or about 6/01/2025
* Bids received by 5/01/2026 at 11:00 AM may be considered for award on or about 6/01/2026
* Bids received by 5/01/2027 at 11:00 AM may be considered for award on or about 6/01/2027
* Bids received by 2/01/2028 at 11:00 AM may be considered for award on or about 3/01/2028

1. Register as a vendor in our SCEIS system. If you are already registered, it is a good idea to review your vendor profile to ensure all information is up to date. Here is a link: [Procurement Services (sc.gov)](https://www.procurement.sc.gov/doing-biz/registration)
2. Once you receive your username and password, you will use that to submit a response to the IT Staff Augmentation Solicitation # 5400024992 online in the SCEIS system.
3. Read the entire solicitation document and all amendments. The solicitation will provide you with all the information you need. Here is a link to the solicitation: <https://webprod.cio.sc.gov/SCSolicitationWeb/solicitationAttachment.do?solicitnumber=5400024992>
4. Follow the instructions on our website regarding Submitting Your Offer in SCEIS. Here is the link: [Procurement Services (sc.gov)](https://www.procurement.sc.gov/doing-biz/submitting-offers)

If you need system assistance with SCEIS, please call the SCEIS Help Desk at 803-896-0001.

1. Be sure to follow the instructions including uploading documents to the “Notes and Attachments” tab of your bid.

You will need to complete and attach the following:

* Completed and Signed Cover Page 1 and 2. Make sure to acknowledge amendments 1-2 on page 2
* Minority Participation information on page 26
* Information requested in Section V. Qualifications on pages 28-29
* Attachment F (Data Validation Sheet) only if you currently have Consultants working on contracts awarded under solicitation 5400008056.

1. Please see page 49 for how pricing is handled.
2. Your company must be registered with and in good standing with the SC Secretary of State’s Office to be eligible for award. Here is the link: <http://www.scsos.com/> Their phone number is 803-734-2158 if you need assistance.