SCEIS Solicitation Search

Doing a search for solicitations is easy. Simply select one or more criteria and hit **Enter** on your keyboard (or the **Search** button).

In response, the application produces a results page: a list of solicitations related to your search criteria. If you select more than one criterion, then the results must meet **EVERY** criteria selected.

Here are some basic tips to help you maximize the effectiveness of your search:

Choosing search terms

Choosing the right search terms is the key to finding the solicitation you need.

Start with the obvious – if you have the solicitation number, enter it.

Or, if you're looking for a solicitation with computer contracts, try **_computer_**. By "casting the next wider", you're more likely to find the solicitation that you're looking for. You can then drill into each specific solicitation to find the appropriate match.

Wildcard Searches

To search solicitation attributes with similar values, but where the values do not match exactly, users can perform 'wildcard' searches by using the '*' character. Wildcard searches will allow the user to search for numeric and spelling variations. **Note**: All **Solicitation Description**s are automatically wild-carded.

Examples of Wildcard Searches:

Enter *3070* to search for solicitation numbers that end with *3070* (like Solicitation #5400003070).

Solicitation
Number

*3070

Enter **child*** to search for solicitation descriptions that begin with *child* (like `Child Safety Seats`).

Solicitation
Description

child*

Capitalization

Solicitation searches are NOT case sensitive. All letters, regardless of how you type them, will be understood as lower case. For example, searches for *george washington*, *George Washington*, and *gEoRgE wAsHiNgToN* will all return the same results.

Other Criteria

In addition to the Solicitation Number and Solicitation Description criteria, there are several others:

Purchasing Agency – Select an agency to use as selection criteria. (*Natural Resources*, in this example.)

Purchasing
Agency

Natural Resources

Solicitation Status – Select *Open*, *Closed* or *Both*. (*Both*, in this example.)

Solicitation Status

◯ Open   ◯ Closed   ⦿ Both

Search Limit – Select a limit on the number of solicitations returned. (*50*, in this example.)

Search
Limit

50

Clear – Click button to clear search criteria and results.

Clear

Solicitation Search Results

The following is an example of solicitation search results screen:

- Clicking on a page number (or First/Prev, Next/Last) links will display that page's results.
- Clicking on column header links will sort the results by that column.
- Clicking on a solicitation number link will display details of the selected solicitation. (See next page.)

200 solicitations found, displaying 1 to 10[First/Prev] **1**, 2, 3, 4, 5, 6, 7, 8, 9, 10 [Next/Last]

Solicitation Number	Solicitation Description	Purchasing Agency	Submission Ending Date/Time
5400003070	Thermal Paper Rolls Customer Queuing equ	DMV	05/25/2011 03:00:00 PM
5400003061	Symbol Bar Code Scanners, Cables & Stand	DMV	05/18/2011 03:00:00 PM
5400003060	Printing of Watercraft Reg Card/Decal	Natural Resources	06/02/2011 11:00:00 AM
5400003051	Treated Lumber	Natural Resources	05/19/2011 11:00:00 AM
5400003047	Connectors for Training Center	Tech and Comp Ed	05/18/2011 11:00:00 AM
5400003046	SCDJJ Dorm Demolition	DJJ	05/24/2011 02:00:00 PM
5400003044	Heavy Duty Truck Boxes	Natural Resources	05/23/2011 11:00:00 AM
5400003043	Aluminum Patrol/Rescue Vessels & Trailer	Natural Resources	05/20/2011 11:00:00 AM
5400003042	Aluminum Patrol/Rescue Vessels w/Trailer	Natural Resources	05/20/2011 11:00:00 AM
5400003041	Child Safety Seats	DHEC	05/16/2011 02:30:00 PM

Solicitation Detail

The following is an example of a solicitation detail screen:

- Clicking on the **Refresh** button will re-poll the **Date/Time Posted** information.
- Clicking on **Contract Awards** column header links will sort the results by that column.
- Clicking on the contract number link will display information from the contract system.
- Clicking on an attachment link will download that attachment.

For additional information, please reference Regulation 19-445.2090(B).

[Refresh]

Solicitation Number	Solicitation Description	Purchasing Agency	Delivery Point	Submission Ending Date/Time
5400002955	Crimp Tools for Training Center	Tech and Comp Ed	Columbia, SC	05/02/2011 11:00:00 AM

Solicitation Attachments
Pre-Award Notices

2 solicitation attachments found, displaying all solicitation attachments.

	Attachment Name	Date/Time Posted
1 D	AMENDMENT ONE.doc	04/25/2011 03:02:25 PM
2 D	Bid Invitation.doc	04/15/2011 11:49:23 AM

Contract Awards
Post-Award Notices

2 contracts found, displaying all contracts.

Contract Number	Term From	Term Thru	Vendor Name	Vendor Number
4400003671	05/02/2011	08/08/2011	HAGEMEYER NORTH AMERICA INC	7000050387
1 D Statement of Award.doc				05/02/2011 03:27:23 PM
4400003672	05/02/2011	08/08/2011	NAPA AUTO SUPPLY & EQUIPMENT	7000026984
1 D Statement of Award.doc				05/02/2011 03:27:49 PM