FREQUENTLY ASKED QUESTIONS (FAQS)

1. How much time is needed to register?

   Registration is quick and easy and can be completed in 15 minutes.

2. How much will it cost to register?

   There is no fee* to register as a vendor interested in doing business with the County. When you register via the www.sccprc.org/eRFP URL link, click the “register for free” orange button.

   *Please note, you may view and participate in all County-issued solicitations at no charge—account upgrade fees are never required.

3. How do I become a user of an existing account?

   Please, contact your organization’s original account holder to be added to your organization’s profile. If additional support is required, reference our Managing Users guide located on our website, www.sccprc.org, or contact technical support at 1-800-990-9339.

4. How can I increase my chances of being notified of County-issued solicitations?

   Optimize your account by doing the following:

   Keep your email current and update your National Institute of Government Purchasing (NIGP) codes/classifications/keywords to ensure you get notified of bid opportunities*.

   *If you created your account before 09/20/2018 update your regions of interest in addition to your NIGP codes/classifications.

5. Now that I’ve registered, what’s next?

   Please, allow one business day for our third-party service provider to review and confirm your registration.

6. Are there other ways to stay informed of business opportunities?

   The County posts a number of current solicitations on our website—visit and bookmark our site, www.sccprc.org.

   For your convenience, we email a Bi-Weekly Business Opportunities Digest to our mailing list. Sign-up on our website!
1. Navigate to County’s registration portal via the www.sccprc.org/eRFP URL link. Then, click on the orange, “register for free” button.

2. You will be redirected to the “get BidSync Basic” web page. There, fill in the fields under “select your state” and “your information.” Finish filling out your information, read our third-party service provider’s terms and conditions, and check “yes, I understand and agree to BidSync’s terms and conditions.” Click the orange “submit” button.

3. You will be redirected to a “thanks for your order” web page and be prompted to check your email inbox. Go to your email, open the new message you’ve received from BidSync, and click the link provided. A window reading “set your password” will appear. Enter a password that adheres to the outlined password requirements and click “next” in the bottom, right-hand corner.

4. When you have set your password, a “get invited to bids” window will appear. Here, “join*” a pre-existing company (e.g., if you are a company representative and know that your company has an existing account) or “create” a company. Then, click “next” in the bottom, right-hand corner and fill out your company information. Again, click “next” in the bottom, right-hand corner.

5. Then, you’ll be asked to enter three keywords** that describe the goods/services your company provides. Enter three keywords and click “next” in the bottom, right-hand corner.

6. The page “increase bid relevancy” window will appear and prompt you to click a thumbs-up or thumbs-down for five mock bids; this exercise is intended to improve bid relevancy and ensure your company profile’s accuracy. Click “next” in the bottom, right-hand corner after you’ve reviewed each mock bid.

7. A “congratulations, your business profile is complete” window will appear. Here, we encourage you to click “edit commodity codes” located at the bottom of the window.

8. The hyperlinked text will bring you to a “select NIGP codes” window. Select all the “available NIGP codes” that pertain to the goods/services your company provides by scrolling or querying NIGP codes in the “enter keywords or NIGP codes” search bar. Then, click “save” in the bottom right-hand corner. Upon saving, you’ll be redirected back to the window indicated in step 8.

9. YOU’RE DONE! You can now click “take me to the bid list” and view current solicitations. Please, allow one business day for our third-party service provider to review and confirm your registration. You’ll only have ‘read only’ access and won’t be able to place offers, ask questions, etc. until our third-party service provider has confirmed your account. If you’d like your account confirmed immediately, contact technical support at 1-800-990-9339.