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 S2G Limited” web page. Input a valid e-mail address and select “Verify” before proceeding. Once successfully verified, fill out the remaining personal and company information fields and agree to the terms and conditions. Select Submit.

3. A verification e-mail was sent to your inputted e-mail address. Go to your email, open the message sent from Periscope, and click the link provided. You will be prompted to create a password for your account.

4. When you have set your password, a “Get Invited to Bids” window will appear. Here, “join”* a pre-existing company account or “create” a company. Then, click “continue” in the bottom, right-hand corner and fill out your company information. Again, click “next” in the bottom, right-hand corner.

*Please note, if you select “join,” your user information will be moved over to the pre-existing company account once your profile is approved by the original account holder. See our Managing Users guide for assistance.

5. Select the Appropriate Sales Territory.

6. Next, you’ll be prompted to enter three keywords that describe the goods/services your company provides. Enter three keywords and click “continue” in the bottom, right-hand corner.

7. Then, “select NIGP codes” will appear. Search and add NIGP codes that are relevant to the goods/services your company provides by scrolling or querying NIGP codes in the “enter keywords or NIGP codes” search bar. Then, click “continue” in the bottom right-hand corner.

8. Finally, an “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 “continue” in the bottom, right-hand corner after you’ve reviewed each mock bid.

9. YOU’RE DONE! A “congratulations, your business profile is complete” window will appear. You can now click “take me to the bid list” and view current County-issued 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.