

Subject: SCEIS asks Buyers to review existing solicitations before Friday, Aug. 27, 2021

Audience: Buyers

The “Bidder Can Change RFX Responses” field on the RFX Information tab currently defaults to a check mark when Buyers create a solicitation. Effective Aug. 27, 2021, Buyers will not be able to remove the check mark or change the field selection. This will allow bidders to update, change and withdraw bids until the submission date and time, which can result in positive benefits to agencies.

Before Friday, Aug. 27, 2021, Buyers should check existing solicitations in Saved or Published status and ensure that there is a check mark in the “Bidder Can Change RFX Responses.” Buyers **must also** select “Bidder Can Change RFX Responses” for any solicitations that are created between now and Friday, Aug. 27, 2021. Below are instructions for locating this field.

1. Navigate to the RFX Information tab for each solicitation.
2. Click on the RFX Parameters tab.
3. In the Event Parameters section, review the “Bidder Can Change RFX Responses field.
4. If no check mark is selected, click on the box to add the check mark.

The screenshot shows the SCEIS interface with the following elements highlighted:

- 1**: RFX Information tab
- 2**: RFX Parameters sub-tab
- 3**: Event Parameters section
- 4**: Bidder Can Change RFX Responses checkbox (checked)

Form fields visible include:

- RFx Name: [Redacted]
- RFx Type: Invitation For Bid
- Product Category: [Redacted]
- Organization: SCEIS Purchasing Organization
- Purchasing Group: [Redacted]
- Currency: USD
- Target Value: [Redacted]
- Detailed Price Information: Simple
- Follow-On Document: Contingent
- Allow Multiple RFx Responses for Each Company: [Unchecked]
- Display Weighting to Bidders: [Unchecked]

It is important that agencies take the above steps. Otherwise, vendors will NOT be able to modify their original bid submission on solicitations created before Friday, Aug. 27, 2021, and the agencies will not be able to make the changes for them.

If you have questions, please Contact the SCEIS Help Desk (803-896-0001 and **select option 2** for SCEIS issues or visit <http://sceis.sc.gov/requests>).

Thank you,
The SCEIS Team