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COMPTROLLER GENERAL



SC BUDGET AND CONTROL BOARD

THE DIVISION OF PROCUREMENT SERVICES  
DELBERT H. SINGLETON, JR.  
DIVISION DIRECTOR  
(803) 734-2320

R. VOIGHT SHEALY  
MATERIALS MANAGEMENT OFFICE  
(803) 737-0600  
FAX (803) 737-0639

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W. BRIAN WHITE  
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COMMITTEE

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## Memorandum

TO: State Agency Procurement Officials

FROM: Audit & Certification  
Materials Management Office

DATE: January 8, 2013

SUBJECT: New Online Quarterly Reporting System

As you know, every governmental body covered by the Consolidated Procurement Code is required to file with this office quarterly reports of: sole source, emergency, trade-in, and illegal procurement data, as well as contracts awarded due to preference applications and the ten percent rule. Traditionally, agencies submitted paper reports that staff rekeyed into a spreadsheet. Since 2007, we have asked agencies to file reports electronically. Some agencies still file paper reports that staff rekey. Even the electronic reports had to be e-mailed to MMO so our staff could rekey them, which is not an efficient use of resources.

The new online system eliminates the need to download any documents and attach them to an e-mail when submitting reports to MMO. The online system will allow agency users to submit their data via their browser, where the data will remain indefinitely. Users will have the ability to edit or delete any entry until the due date for each quarter's activity. After the quarter has been "closed out," previous entries will not be available to be edited, and any new entries will be automatically classified as amendments.

This online system will reduce the amount of administrative time needed for agencies to submit quarterly data, it will reduce the administrative time needed by MMO to compile the data, and it will strengthen MMO's public transparency initiative. **Be advised:** Any citizen will be allowed to log on and query a date range of previously reported data from one or all agencies in the areas of sole sources, emergencies, and illegal procurements. The data will be accessible to the general public as soon as it is submitted to MMO.

In summary:

1. We have created a new online reporting system. As a result of this new system, MMO, the procuring agencies, and the general public will all benefit.
2. Effective immediately, quarterly reports must be filed using the new online system.
3. Paper reports will not be accepted.
4. The electronic quarterly reporting system that the Materials Management Office implemented in 2007 has been replaced by the new online system. Electronic reports using the 2007 system will not be accepted.

The location for the new online system is the same as before:

<http://procurement.sc.gov/PS/agency/PS-agency-reporting.phtm>.

From the Procurement Services home page ([procurement.sc.gov](http://procurement.sc.gov)), users click the Resources & Forms link under the Agency Users panel, and from there click the Reporting link. The link to the [Online Quarterly Reporting](#) login page is included in the Instructions section of this page. A [Quarterly Reporting User's Guide](#) is also located in this section.

We will be holding a training session on the new system at the Materials Management Office on Wednesday, January 23, 2013 at 11:00am. The session should last approximately one hour. We believe the User's Guide published on our web page contains sufficient instructions to help your agency successfully submit its quarterly data. However, we will also provide training for anyone who wishes to receive it. Please click the [Courses & Registration](#) link under the Training Opportunities panel of the Procurement Services home page to register for the class. Should the class fill up, we will schedule another session for later that same day. The initial session is coded [AC-101](#).

Authorized users of the reporting system will need to e-mail Mac Stiles at [mstiles@mmo.sc.gov](mailto:mstiles@mmo.sc.gov) to obtain their agency's code and password which will allow them to access the system. Any other technical or procedural questions that arise as a result of this transition may also be addressed to Mr. Stiles or [Doug Smoak](#).

We thank you for your cooperation and look forward to the benefits of this new process.