

## **PUBLISHER/VENDOR REGISTRATION**

According to the Instructional Materials Adoption regulation (43-70), the State Board of Education (SBE) has the responsibility and duty to adopt the instructional materials used for instruction in the public schools of South Carolina. To the extent possible, the instructional materials are adopted and funded by subject area on a staggered six-year cycle. In January/February each year, the Call for Bids is disseminated to registered publishers, vendors, authors, etc. The Call for Bids includes instructions, bid forms, calendar with deadlines, and list of adoption areas. The SBE may issue an additional Call for Bids throughout the year as deemed necessary.

### **PUBLISHER/VENDOR REGISTRATION**

A separate registration submission is needed for each company representative or individual. Please register using the link: [Registration](#). After submitting the registration application, the publisher/vendor will receive a Member Services email with instructions to set up a Community Account. It is necessary to follow all instructions in order to complete this process. A Community Account is required to access the Instructional Materials Bid Portal and to submit bids. The publisher/vendor will receive an email from the Office of Instructional Materials when access to the Instructional Materials Bid Portal is granted.

### **ADDITIONAL REGISTRATION**

All bidders doing business in South Carolina must register with the South Carolina Secretary of State to file your Agent for Service of Process (contact 803-734-2158 or [SCSOS](#)). Registration information includes the names, e-mail addresses, and telephone numbers of all agents, employees, or persons retained for legal or other services to whom there is being paid any salary, commission, or royalty for representing the bidder or publisher in the State of South Carolina for the current adoption cycle. The failure to comply with this provision shall be deemed sufficient cause for rejection of the bid of such bidder or publisher.

### **CONTACT INFORMATION**

For questions or information about the instructional materials bid process, please submit emails to [IMSinfo@ed.sc.gov](mailto:IMSinfo@ed.sc.gov).