

SCEIS Contract Search

Doing a search for contracts is easy. Simply type one or more search terms (the words or phrase that best describe the contract you want to find) into the search box and hit **Enter** on your keyboard.

Show current active contracts only: Show statewide contracts only: Show minority businesses only:

In response, the application produces a results page: a list of contracts related to your search term(s).

Here are some basic tips to help you maximize the effectiveness of your search:

Choosing search terms

Choosing the right search terms is the key to finding the contract you need.

Start with the obvious – if you're looking for a computer contract, try **computer**. By "casting the net wider", you're more likely to find the contract that you're looking for. You can then drill into each specific contract to find the most appropriate match.

Just click on the Contract Number to link to the contract detail.

4400000969	5540000923	CIO:Netwitness Appliance and Accessories	7000000001	TOSCO	Traditional Female	01/28/2008
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But it's sometimes advisable to use multiple search terms; the list of results may be just too long to go through.

For example, if you know the vendor name on the contract, include it as a search term.

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By default, the search will only return contracts that include all of your search terms. There is no need to include "and" between terms. To restrict a search further, just include more terms.

The following contract attributes are considered when building search results:

- Bid Invitation Number
- Bid Invitation Name
- Contract Number
- Contract Item - Description
- Contract Item - Product Category Description
- Vendor Name
- Vendor Number

Wildcard Searches

To search contract attributes with similar values, but where the values do not match exactly, users can perform 'wildcard' searches by using the '*' character. Wildcard searches will allow the user to search for spelling variations.

Examples of Wildcard Searches...

Enter **Mc*** to search contract attribute values that begin with the letters *Mc* (like MCPHERSON BERRY & ASSOCIATES INC found in a contract's Vendor Name).

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Enter ***0350** to search contract attribute values that end with the numbers *0350* (like 540000350 found in a contract's Bid Invitation Number).

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Enter ***sys*** to search contract attribute values that contain the letters *sys* anywhere in an attribute value (like oscillographs (cathode-ray recording systems) and accessories found in a contract's product category).

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Capitalization

Contract searches are NOT case sensitive. All letters, regardless of how you type them, will be understood as lower case. For example, searches for **george washington**, **George Washington**, and **gEoRgE wAsHiNgToN** will all return the same results.

Why was a contract included in the results?

If you're a little confused as to why a contract was returned in response to your search request, just click the '+' located at the beginning of the row. The contract attribute that was matched will be displayed.

computer [Search] [Clear]

Show current active contracts only: Show statewide contracts only: Show minority businesses only:

46 Contracts found, displaying 1 to 14 [First/Prev] 1, 2, 3, 4 [Next/Last]

Contract #	Bid Inv. #	Bid Invitation	Vendor Number	Vendor Name	Minority Status	Validity Start	Validity End
4400000119			7000000024	CAROTEK INC		06/05/2007	12/31/9999

matched keyword "Part #4100 IBM Thinkpad Computer" on item description

Need to search through contracts that are not in effect?

By default, the search will only be applied to contracts that are active. If you need to include contracts that are not yet in effect or that have expired, just uncheck the **Show current active contracts only** option.

[Search] [Clear]

Show current active contracts only: Show statewide contracts only: Show minority businesses only:

Validity dates will be displayed in **red** for expired contracts.

270 Contracts found, displaying 1 to 14 [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 [Next/Last]

Contract #	Bid Inv. #	Bid Invitation	Vendor Number	Vendor Name	Minority Status	Validity Start	Validity End
5000000335			7000080103	APPLIED VIDEO SYSTEMS INC		04/01/1999	03/31/2004
5000000417			7000045032	JOHNSON & JOHNSON HEALTH CARE		05/01/1999	04/30/2000

Looking for a contract issued to a small or minority business?

Would you like the application to automatically narrow the results to just contracts issued to small or minority vendors? Just check the **Show minority businesses only** option.

computer

Show current active contracts only: Show statewide contracts only: Show minority businesses only:

The vendors' Minority Status Indicators will be returned in the results.

computer

Show current active contracts only: Show statewide contracts only: Show minority businesses only:

2 Contracts found, displaying all Contracts.

Contract #	Bid Inv. #	Bid Invitation	Vendor Number	Vendor Name	Minority Status	Validity Start	Validity End
500000133			7000000001	TOSCO	Traditional Female	03/12/2008	02/27/2009
4400000969	5540000923	CIO:Netwitness Appliance and Accessories	7000000001	TOSCO	Traditional Female	01/28/2008	12/31/9999

Looking for statewide contracts only?

Would you like the application to automatically narrow the results to just statewide? Just check the **Show statewide contracts only** option

computer

Show current active contracts only: Show statewide contracts only: Show minority businesses only: