

 Amendment One	Solicitation Number:	RFP0048-24
	Date Issued:	03/05/2024
	Procurement Officer:	Dianna Cecala
	Phone:	843-349-5207
	E-Mail Address:	Dianna.cecala@hgtc.edu

DESCRIPTION: **Student and Employee Conduct Management Software**

USING GOVERNMENTAL UNIT: **Horry-Georgetown Technical College**

The Term "Offer" Means Your "Bid" or "Proposal". Your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Offer" provision.

SUBMIT YOUR SEALED PROPOSAL TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

Procurement Office
Horry Georgetown Technical College
PO Box 261966
Conway, SC 29528-6066

PHYSICAL ADDRESS:

Procurement Office
Horry Georgetown Technical College
2050 Hwy 501 E, Bldg. 100, 2nd floor
Conway, SC 29526

SUBMIT OFFER BY (Opening Date/Time): **03/13/24 at 4:00 pm est** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY **03/4/24 at 5:00 pm est** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: **1 original, 4 hard copies marked "copy", and 1 redacted copy**

CONFERENCE TYPE **On-Line Microsoft Teams Meeting**

DATE & TIME: **February 22, 2024, at 2:00 p.m. est**

(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)

LOCATION:

See Section IIB for instructions

AWARD &
AMENDMENTS

The Intent to Award will be posted **March 21 2024** The Intent to Award and final award, this solicitation, any amendments, and any related notices will be posted at the following web address: <http://www.hgtc.edu/purchasing>

You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, you agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of sixty (120) calendar days after the Opening Date. (See "Signing Your Offer" and "Electronic Signature" provisions.)

NAME OF OFFEROR

(full legal name of business submitting the offer)

Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

AUTHORIZED SIGNATURE

(Person must be authorized to submit binding offer to contract on behalf of Offeror.)

TAXPAYER IDENTIFICATION NO.

(See "Taxpayer Identification Number" provision)

TITLE

(business title of person signing above)

STATE VENDOR NO.

(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)

PRINTED NAME

(printed name of person signing above)

DATE SIGNED

STATE OF INCORPORATION

(If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one)

(See "Signing Your Offer" provision.)

Sole Proprietorship

Partnership

Other _____

Corporate entity (not tax-exempt)

Corporation (tax-exempt)

Government entity (federal, state, or local)

PAGE TWO

(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	Area Code - _____ Number - Extension Facsimile _____ E-mail Address _____

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
Payment Address same as Home Office Address Payment Address same as Notice Address (check only one)	Order Address same as Home Office Address Order Address same as Notice Address (check only one)

ACKNOWLEDGMENT OF AMENDMENTS							
Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)							
Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences. ***ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.*** [11-35-1524(E)(4)&(6)]

*******PREFERENCES DO NOT APPLY*******

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).

*******PREFERENCES DO NOT APPLY*******

____ In-State Office Address same as Home Office Address ____ In-State Office Address same as Notice Address **(check only one)**

AMENDMENTS TO SOLICITATION (JAN 2004)

(a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <https://www.hgtc.edu/purchasing> (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. [02-2A005-1]

Vendor Questions and Answers

In response to the Q&A period for RFP048-24 for Student and Employee Conduct Management Software, Thomson Reuters, d/b/a West Publishing submits the following questions:

1. Scope of Work/Specifications, Requested Features/Functionality: (a) integrations – Please provide the following details for the Ellucian Banner, other ERP systems, and any other requested integrations:
 - a. the requested use case for the integration; **To download employee and student data from Ellucian Banner.**
 - b. what information needs to be transferred; **We would specify the exact fields at the time of set-up**
 - c. whether this is a one way or bi-directional integration; **One way**
 - d. If one-way, from which direction; **From Ellucian Banner to new program**
 - e. the sync schedule/frequency rate; **Once daily**
 - f. if the objects to sync are documents, is sync doc metadata required and how to treat versions of documents; **N/A**
 - g. should sync rules be built manually (admin rules), or should the rules be created automatically with the proposed product?; **Automatically**
 - h. if the objects are users or financial information, how many fields per object need to sync (i.e. how many columns per row)? **Estimated to be 10 – 20 fields. Exact is not known at this time.**
2. Scope of Work – Please confirm there is no data migration in scope. If there has been data migration identified, please identify: **No data migration.**
 - a. Source document selection (How will the source documents to be migrated be selected?)
 - b. Location mapping (How will the source system content be mapped to the proposed solution location? For example, how will the proposed solution site and folder location where content should be migrated be determined? Are folder hierarchy's to be maintained or created – Maybe based on attribute values?)
 - c. Metadata mapping (How will source metadata be mapped to the proposed solution metadata? What are the source profiles used and how will the target location be selected?)
 - d. Version Handling (How will the source versions be mapped to target versions?)
 - e. Peripheral document Handling (What other types of information about documents – or part of document items in the source system – need to be migrated? For example, attachments, access history, related links, etc. How should those files be migrated to the proposed solution?)
 - f. What are the non-document types that need to be migrated? How will they be migrated to the proposed solution?
 - g. Security Handling (Will security be part of the migration? If so, how will the source security (users and groups) be mapped to the proposed solution security?)
 - h. Data Conversion (Will documents or metadata be converted, changed, or added as part of the migration?)
 - i. What is the target date for completed migration?
 - j. Services (Does the College want to be trained on migration software and conduct the migration)

with internal resources or does the College prefer that vendor services conduct the migration?)

3. Scope of Work – Please confirm there is no legacy data conversion in scope. If legacy data conversion is requested, please identify: **No Data Migration**
 - a. Name all software packages and versions.
 - b. Describe any deployment customizations.
 - c. Data Hierarchy (How is the data stored in the source system? For example, documents are stored on the file system, meta-data, security are stored in SQL).
 - d. Total number and size of documents in repository.
 - e. Number and size of documents to be migrated.
 - f. Types of documents to be migrated (Include both file types and type of content).
 - g. Number of non-document objects (folders, workspaces, database records, etc.) in repository.
 - h. Number of non-document objects to migrate.
 - i. Metadata profiles used for those documents to be migrated (Please include samples).
4. General – Are College end-users for the proposed solution utilizing Windows or Mac products? **Windows**
5. Scope of Work – Users - Please confirm the total number of internal users for the proposed solution and provide a breakdown by group/department/unit of total number of users and roles. Please identify any applicable IT staff that will require access to the proposed solution. **Approximately (5) from student affairs department, (2) from IT department, and (4) from HR**
6. Scope of Work - Requested Features/Functionality: (a) integrations – Will the College have an IT resource available to interface with the proposed solution’s staff to accomplish the integration? **Yes**
7. Scope of Work – Is the project currently funded? If so, can the College please identify the budgeted amount? **We expect to pay around \$10,000/year**
8. Scope of Work – Please indicate the total amount of vendor-hosted storage requested. **Not known. This is a new product for our college.**
9. General – Is the College willing to utilize any contracting vehicles to procure? Specifically, an OMNIA contracting vehicle? **We must abide by SC State Procurement rules that do not allow us to use other GPO contracts.**
10. Due Date – Is the College willing to allow for a minimum of two (2) weeks between answers to the Q&A period, and the proposal due date to ensure adequate time to review College responses? **No**

Issued by: Dianna Cecala, Procurement Manager