

Amendment 1

Solicitation: Date Issued: Procurement Officer: Phone: E-Mail Address:

RFP0032-20 03-16-2020 Dianna Cecala 843-349-5207 dianna.cecala@hgtc.edu

DESCRIPTION: Comprehensive Academic Scheduling System

USING GOVERNMENTAL UNIT: Horry Georgetown Technical College

SUBMIT YOUR SEALED PROPOSAL TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRES Procurement Horry George PO Box 2619 Conway, SC 29	: Office etown Technical College 66		PHYSICAL ADDRESS: Procurement Office Horry Georgetown Technical College 2050 Hwy 501 E, Bldg. 100, Room 122 Conway, SC 29526							
SUBMIT OFFER BY (Opening Date/Time): TBD (See "Deadline For Submission Of Offer" provision)										
QUESTIONS MUST BE RECEIVED BY: 03/17/2020 at 5:00 pm E-mail Questions to Dianna.cecala@hgtc.edu										
NUMBER OF COPIES TO SUBMIT: (6) Six hard copies - No electronic copies will be accepted.										
in-pe	YPE: Pre-Bid Meeting via Skype OR rson at the location provided.		LOCATION: Horry-Georgetown Technical College 2050 Hwy 501 E							
DATE & TIME: M	farch 10, 2020 at 11:00 a.m.		Conway, SC 29526							
(As appropriate, see "Co	onferences - Pre-Bid/Proposal" & "Site Visit" provision	ons)	Bldg. 100, Room 120							
AWARD & AMENDMENTS	Award will be posted on TBD. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: http://www.hgtc.edu									
You must submit a signed copy of this form with Your Offer. By signing, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date. (See "Signing Your Offer" provision.)										
NAME OF 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.								
(full legal name of business	-	DATE SIGNED								
AUTHORIZED SIG	JNATURE	DATES	GNED							
(Person must be authorized	to submit binding offer to contract on behalf of Offeror.)									
TITLE			STATE VENDOR NO.							
(business title of person signing above)			(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)							
PRINTED NAME			STATE OF INCORPORATION							
(printed name of person sign	ning above)	(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)							
						Number - Extension Facsimile Area Code -							
		Address E-mail											
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 AddressOrder Address same as Notice Address (check only one)									
			AMENDMENT endments by indicate		mendment nun	nber and its date	of issue. (S	ee "Ameno	dments t	o Solicitati	on" Provision)		
Amendment No.	Amendment Issue Date		Amendment No.	Ame	endment Issue Date	Amendment No		Amendment Issue Date Amen		dment No.	Amendment Issue Date		
DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause) 10 Calendar Days (%) 20 Calend					20 Calenda	ar Days (%) 30 Calendar Days (%)			C	Calendar Days (%)			
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													
your in-state o Preference (11 must provide t	office in the -35-1524(this inform	e spac (C)(1)(nation	S AND PHONE be provided below (i)&(ii)) or the to qualify for the contractor Prefer	ow. A Resid	An in-state of dent Contracted reference. A	office is neces ctor Preferen n in-state off	sary to conce (11-35) ice is not	laim eith 5-1524(C required	er the)(1)(iii	Resident i)). Accor an be ber	Vendor rdingly, you neficial, if you		
In-State Of	ffice Addres	ss sam	e as Home Office	e Add	lress In	-State Office A	Address sa	me as No	tice Ad	dress (ch	eck 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: 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]

Page 1: CHANGE TO SUBMIT DATE

Office of the Governor of South Carolina EXECUTIVE ORDER NO. 2020-09
Due to the declaration of State of Emergency, Horry-Georgetown Technical College will be closed until April 1, 2020. In addition, due to the unknown characteristics of the Corona virus, the decision was made to suspend the SUBMIT OFFER BY date until future notice. An Amendment will be issued at a later date notifying all Offerors when they should submit their proposals. Offerors will be given at least a 3-week notice.

Page 16: DEMONSTRATION / ORAL PRESENTATION – Date Change

The State may request the highest ranked Offeror(s) to present a demonstration /oral presentation to clarify or verify the contents and representations made therein. This demonstration may be in person or maybe via a web portal. If notified to present, the Offeror will be given further instructions regarding the oral presentation. Presentations will be held Date to be determined on the HGTC, Conway Campus. The presentation will be for no more than two (2) hours. Offeror will be notified in advance of the date, time, and location of their presentation. Please note: any travel related expenses incurred by the Offeror are the sole responsibility of the Offeror.