



Amendment 1

Solicitation: RFP0032-20
 Date Issued: **03-16-2020**
 Procurement Officer: Dianna Cecala
 Phone: 843-349-5207
 E-Mail Address: 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 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, 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.**

CONFERENCE TYPE: Pre-Bid Meeting via Skype OR
 in-person at the location provided.

DATE & TIME: March 10, 2020 at 11:00 a.m.

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

LOCATION:

Horry-Georgetown Technical College
 2050 Hwy 501 E
 Conway, SC 29526
 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 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.)

DATE SIGNED

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)

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)

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.

