

 <b>Amendment One</b>	Solicitation Number:	RFP0039-21
	Date Issued:	11/22/2021
	Procurement Officer:	Dianna Cecala
	Phone:	843-349-5207
	E-Mail Address:	Dianna.cecala@hgtc.edu

DESCRIPTION: **Higher Education Assessment Management Platform**

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, 2<sup>nd</sup> floor  
Conway, SC 29526

SUBMIT OFFER BY (Opening Date/Time): **12/14/2021 4:00 pm** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY **12/7/2021 5:00 pm** (See "Questions From Offerors" provision)

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

CONFERENCE TYPE **Pre-Bid**

DATE & TIME: **November 23, 2021 at 10:00 a.m. via Microsoft Teams**

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

LOCATION: Teleconference Only

AWARD &  
AMENDMENTS

The Intent to Award will be posted **November 10, 2021**. 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](http://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)

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

<b>PAYMENT ADDRESS</b> (Address to which payments will be sent.) (See "Payment" clause)	<b>ORDER ADDRESS</b> (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 <b>(check only one)</b>	Order Address same as Home Office Address Order Address same as Notice Address <b>(check only one)</b>

<b>ACKNOWLEDGMENT OF AMENDMENTS</b>
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

<b>DISCOUNT FOR PROMPT PAYMENT</b> (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](http://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)

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.procurement.sc.gov](http://www.procurement.sc.gov) (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]

Solicitation # RFP0039-21 is hereby amended to incorporate the following:

## QUESTIONS FROM OFFERORS - AMENDMENT (JUN 2017)

THE SOLICITATION IS AMENDED AS PROVIDED HEREIN. INFORMATION OR CHANGES RESULTING FROM QUESTIONS WILL BE SHOWN IN A QUESTION-AND-ANSWER FORMAT. ALL QUESTIONS RECEIVED HAVE BEEN REPRINTED BELOW. THE "STATE'S RESPONSE" SHOULD BE READ WITHOUT REFERENCE TO THE QUESTIONS. THE QUESTIONS ARE INCLUDED SOLELY TO PROVIDE A CROSS-REFERENCE TO THE POTENTIAL OFFEROR THAT SUBMITTED THE QUESTION. QUESTIONS DO NOT FORM A PART OF THE CONTRACT; THE "STATE'S RESPONSE" DOES. ANY RESTATEMENT OF PART OR ALL OF AN EXISTING PROVISION OF THE SOLICITATION IN AN ANSWER DOES NOT MODIFY THE ORIGINAL PROVISION EXCEPT AS FOLLOWS: UNDERLINED TEXT IS ADDED TO THE ORIGINAL PROVISION. STRICKEN TEXT IS DELETED. [02-2A097-1]

1. What are your assessment challenges now and what are you trying to solve? **Integration of various datasets; need to pull pieces from banner, D2L and college reports to create one cohesive plan for each department/program.**
2. What is your current process for supporting assessment, accreditation, and strategic planning? Is everything managed in Nuventive or are there other systems/solutions used as well? **Yes, either Nuventive or college created templates.**
3. Has your institution done any work on digital credentials, outcomes-transcript, and Comprehensive Learner Record (CLR) with Lumina Foundation and/or AACRAO? **No**
4. Do you have a database or a system on your campus with courses, co-curricular experiences, and learning outcomes (ILOs, PLOs, CLOs), and rubric? **D2L is our Learning Management System for courses, and we manually pull info from there into Nuventive Improve as our database**
5. The RFP states that we must have a state Contractor number to be eligible to submit an offer. Are we also required to register with the S.C. Secretary of State or S.C. Department of Revenue, or can this be done once awarded? **You must have vendor number give to you from SCEIS The South Carolina Enterprise Information System on your RFP when submitting your proposal.**
6. We are unable to retrieve copies of **Attachment A: Business Proposal** and **Attachment D: HGTC - Institutional Effectiveness Plan 2021** included in Section IX. These appear to be images as opposed to actual files. Can you provide these as separate attachments? **They have been emailed to all offerors.**
7. We respect your RFP process profoundly and are happy to follow your requirements. However, given COVID-19 and our team being fully work from home, it may be difficult to provide physical copies of our proposal. Additionally, many of our best practices guides and resources are made available through our communities of practice site ([offeror's website](#)). Are we able to submit our response electronically? **In order to conduct a solicitation process that is equally fair to all**

participants, every offeror must adhere to the guidelines as stated in the RFP. As a college, we are not able to accept a bid electronically currently.

8. Do you currently track Student learning outcome data at the student level? Yes, we track our program level student learning outcomes within the current system. Results are manually entered.
9. Do you pull this student level data from D2L today? If not, is that the desire? We have not integrated D2L into our current system to pull the course level learning outcomes, but as stated in the scope, we do wish for this to be an option.
10. Is there a need for an Accreditation Report Management tool in preparation for the HGTC's SACSCOC 5th year interim report, which looks to be due in 2024? Yes, we are hoping the platform will provide an accreditation management tool.
11. Regarding your must have around robust analytics, is HGTC looking to disaggregate student learning assessment data by student demographics? Yes, at the higher level meaning by course modality (Face to face/online), campus, program, etc.
12. Can you provide more clarity regarding your definition of "integration"? We need the platform to pull "live" datasets from our current Banner & D2L systems for data management and analysis.
13. What data would you like to integrate? Integrating data from Banner such as course grades, withdrawal rates, graduation rates, catalog of courses. From D2L we would like system to be able pull rubrics, grades and course assessments from individual courses.

Submitted by: Dianna Cecala, Procurement Manager  
On 11/22/2021