

 Amendment No. 1	Solicitation Number:	RFP0045-23
	Date Issued:	03/8/2023
	Procurement Officer:	Dianna Cecala
	Phone:	843-349-5207
	E-Mail Address:	Dianna.cecala@hgtc.edu

DESCRIPTION: **Early Alert 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, 2 nd floor Conway, SC 29526
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SUBMIT OFFER BY (Opening Date/Time): **03/16/2023 4:00 pm est** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY **03/07/2023 5:00 pm est** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: **1 original, 6 hard copies marked "copy", and 1 redacted copy**

AWARD & AMENDMENTS	The Intent to Award will be posted April 18, 2023 . 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
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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 <small>(full legal name of business submitting the offer)</small>		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 <small>(Person must be authorized to submit binding offer to contract on behalf of Offeror.)</small>		TAXPAYER IDENTIFICATION NO. <small>(See "Taxpayer Identification Number" provision)</small>
TITLE <small>(business title of person signing above)</small>		STATE VENDOR NO. <small>(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)</small>
PRINTED NAME <small>(printed name of person signing above)</small>	DATE SIGNED	STATE OF INCORPORATION <small>(If you are a corporation, identify the state of incorporation.)</small>

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)

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 (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 # RFP0045-23 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]

- Item 16 of the Technical Solution on page 17 says "16. Submit Transition Plan as required by "Transition Services" provision in Section VIIB.". **Since we do not currently have an Early Alert System for Students, there will be no transition plan. I should have caught this when writing the proposal.**
 - I've checked all over section VIIB and could not find anything related to the Transition Services provision. Apologies if I'm missing something obvious, but could you please help me out?
- We've applied for a State Vendor No. as specified on page one, but a vendor number may not be available ahead of submitting our offer. The website mentioned it could take up to 30 days.
 - Will this pose a problem? **No, not as long as you have your application in to the State.**
 - If we do not receive a vendor number in time to submit our offer, are there any steps you suggest we take? **Please just write in the space on page one "application submitted".**
- Budget is stated at \$200,000 - is that per year or total allocated for the 5 year contract? **The \$200K budget for early alert system is for all expenses for 1-3 years. We may be able to revisit this number, but do not have approval to do so until after we see how all the numbers come in.**
- Under Section E. - What is the current scheduling software for course registration purposes? **Ellucian Banner**

Are the stated Banner, DegreeWorks and D2L systems currently part of the college's technology ecosystem?

Yes, they are already in place which is why we need for other systems to communicate with them.

Can you elaborate on the requirements for a persistence-based system? - **We would prefer that this be basic knowledge for participating companies – persistence is the act of keeping students from semester to semester. We will not be divulging requirements at this stage.**

What components of the DegreeWorks system are currently being used by the college? If the proposed system already consists of these components, is it still required to integrate with DegreeWorks?

We will not elaborate at this time.

Our understanding is that course withdrawal will happen within Banner or any other scheduling system. Can you elaborate on this requirement? **Withdraws occur in Banner.**

Can you provide more details on what kind of workflows are expected to be supported? Is the college expecting the system to support workflows between students, between students and advisors, college staff etc? **Yes, workflows would need to be for students, staff and faculty.**

Is the college expecting the vendor to provide Level-1 support for end-users? Can you elaborate on the support model you are expecting? **Cannot answer at this time. Too Technical.**

Is Ellucian Ethos already an integrated part of the college's ecosystem? **Yes**

Do you currently have any tools tracking class rosters? Does the proposed system need to integrate with the existing system to obtain the class rosters? **Yes**

Do you use any software for scheduling management? Please share the existing system. Is the proposed system expected to integrate with the scheduling system? Would the scheduling system have well-defined APIs to integrated with? **We use schedule builder.**

What functionalities/modules of Penji are currently being used by the college? If the proposed system already consists of these functionalities, is it still required to integrate with Penji? **Too technical a question at this time.**

There could be some overlap between the responses for the requirements in 2 and 3. Would it be acceptable to merge the responses in such a case? **Merging to be more concise is fine and preferred.**

Are there any particular architectural specifications /requirements that the proposed solution will need to meet? **Nothing specific yet.**

Recompilation of programs - can you elaborate on this? Is this referring to the application redeployment of a new build after changes? **Not at this time.**

Can you please provide details around the transition services requirements? There appears to be no specific clause/information around transition services requirements in Section VIII.B. **We currently do not have an early alert software program so transitioning does not apply.**

The referenced text states that the offeror must submit the information requested in QUALIFICATIONS -- REQUIRED INFORMATION. However, under section QUALIFICATIONS -- REQUIRED INFORMATION (MAR 2015) Modified states that the offeror is required to submit the information "If requested by the Procurement officer..". Please clarify if the offeror needs to submit them with the proposal or upon request.

Please confirm if the following break-up of response documents into technical and business proposals is acceptable

1. Signed Cover Page -> Business Proposal **No – Technical Proposal**
2. Page Two completed -> Business Proposal **No - Technical Proposal**
3. All information and documents requested in this part and in parts II.B. Special Instructions; -> Business Proposal **No – Technical Proposal**
4. III. Scope of Work; -> Technical Proposal **yes**
5. V. Qualifications; -> Technical Proposal **yes**
6. VIII. Bidding Schedule/Price Proposal; -> Business Proposal **yes**
7. And any appropriate attachments addressed in Part IX.-> Business Proposal **No Technical Proposal**

8. Attachments to Solicitations. - Attachment b: bidder information references -> Business Proposal - Attachment c service provider security assessment questionnaire -> Technical Proposal Attachment d: federal w-9 form -> Business Proposal **All Technical Proposal**

9. You should submit a summary of all insurance policies you have or plan to acquire to comply with the insurance requirements stated herein, if any, including policy types; coverage types; limits, sub limits, and deductibles for each policy and coverage type; the carrier's A.M. Best rating; and whether the policy is written on an occurrence or claims made basis. -> Business Proposal - **Technical Proposal**

10. A copy of your company's W-9 -> Business Proposal [04-4010-2] **Technical Proposal**

Can the 1 original (technical + business proposals) and 6 marked copies (technical + business) be shipped together as a single package? Each copy will be marked and separated into volumes inside the package for easy identification. Please confirm if this is acceptable or if the college expects each copy to be shipped as a separate package?

Yes, please do ship all the copies together in one package for economy. Just please separate the Business Proposal from the Technical Proposal. Basically, the Technical Proposal is everything about your company and what solution you intend to provide. Remember, we make our decision on only what is in the proposals.

The business proposal should only include your pricing. One to two pages at the most.

Is the offeror expected to submit this form with the business proposal even if the offeror is not a Minority Business – **Yes, please check appropriate box and submit with proposal.**

Submitted by: Dianna Cecala, Procurement Manager
On 03/09/2023