



**SPARTANBURG  
COMMUNITY  
COLLEGE**

**Only items highlighted in "yellow" and/or Q&A are subject to additional questions:**

**REQUEST FOR PROPOSALS/AMENDMENT #2**

Solicitation Number	SCC-445
Date Issued	<b>04/06/2020</b>
Procurement Officer	Michael Clardy
Phone	(864) 592-4670
E-Mail Address	clardym@scsc.edu

DESCRIPTION: **Student Lifecycle Management Services**

USING GOVERNMENTAL UNIT: **SPARTANBURG COMMUNITY COLLEGE**

*The Term "Offer" Means Your "Bid" or "Proposal".*

SUBMIT OFFER BY (Opening Date/Time): **04/14/2020 2:00 p.m.**

QUESTIONS MUST BE RECEIVED BY: ~~03/31/2020 2:00 p.m.~~ **04/07/2020 2:00 p.m.**

NUMBER OF COPIES TO BE SUBMITTED: **See Section IV page 17 for submittal instructions**

**Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.**

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:  
Spartanburg Community College  
Attn: Michael Clardy  
REFERENCE BID #SCC-445  
P.O. Box 4386  
Spartanburg, SC 29305  
See "Submitting Your Offer" provision

PHYSICAL ADDRESS:  
Spartanburg Community College  
107 Community College Drive  
REFERENCE BID #SCC-445  
Ledbetter Building Room 238  
Spartanburg, SC 29303

CONFERENCE TYPE: ~~Non-Mandatory~~ | **Pre-Proposal**  
DATE & TIME: ~~03/31/2010 10:00 a.m.~~

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

LOCATION:  
~~Spartanburg Community College  
Ledbetter Building - Room #230  
107 Community College Drive  
Spartanburg, SC 29303~~

AWARD &  
AMENDMENTS

Award will be posted at the Physical Address stated above on **04/28/2020**. The award, this solicitation, and any amendments will be posted at the following web address: <http://www.scsc.edu/vendors>

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 thirty (30) calendar days after the Opening Date.

NAME OF OFFEROR (Full legal name of business submitting the offer)

AUTHORIZED SIGNATURE

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

TITLE (Business title of person signing above)

PRINTED NAME

(Printed name of person signing above)

DATE SIGNED

OFFEROR'S TYPE OF ENTITY:  
(Check one)

- Sole Proprietorship
- Partnership
- Corporation (tax-exempt)
- Corporate entity (not tax-exempt)
- Government entity (federal, state, or local)
- Other \_\_\_\_\_

(See "Signing Your Offer" provision.)

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. 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.

STATE OF INCORPORATION (If offeror is a corporation, identify the state of Incorporation.)

**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>

**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

<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).

**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)).

## **AMENDMENTS TO SOLICITATION (modified):**

(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.sccsc.edu/vendors/purchasing-solicitations.php> (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]

## **SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:**

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Ledbetter Room 238  
Spartanburg, SC 29303

## **Amendment No. 2**

### ***Questions and Answers***

1. Can companies from Outside USA can apply for this?  
(like, from India or Canada)

*A) Any company can "apply" or request a copy of the bid documents. However, in order to be found responsive, the company must perform all services/requirements of this solicitation from within the USA.*

2. Do we need to come over there for meetings?

*A) "Yes" There will be occasions during the performance of this contract that on-site / face to face meetings will be required. These requirements will not be waived.*

3. Can we perform the tasks (related to RFP) outside USA?  
(like, from India or Canada)

*A) "No"*

4. Can we submit the proposals via email?

*A) Submitting electronic or emailed proposals is not allowed for this solicitation. The submittal requirements are provided in the proposal documents*