



**SPARTANBURG
COMMUNITY
COLLEGE**

Invitation for Bid
Amendment - #1

Solicitation Number	SCC - 337
Date Issued	11/23/2015
Procurement Officer	Tami Steed
Phone	(864) 592-4671
E-Mail Address	steedt@sccsc.edu

DESCRIPTION: **PROVIDE EMPLOYEE ASSISTANCE PROGRAM (EAP) SERVICES**

USING GOVERNMENTAL UNIT: **SPARTANBURG COMMUNITY COLLEGE**

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

SUBMIT OFFER BY (Opening Date/Time): **12/01/2015 by 2:00 p.m.** See "Deadline For Submission of Offer" provision

QUESTIONS MUST BE RECEIVED BY: **11/19/2012 by 2:00 p.m.** See "Questions From Offerors" provision

NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original Document**

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: Tami Steed
REFERENCE BID #SCC-337
P.O. Box 4386
Spartanburg, SC 29305

PHYSICAL ADDRESS:

Spartanburg Community College
107 Community College Drive
REFERENCE BID #SCC-337
Ledbetter Building Room 238
Spartanburg, SC 29303

See "Submitting Your Offer" provision

CONFERENCE TYPE: N/A DATE & TIME: As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions	LOCATION: N/A
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AWARD & AMENDMENTS	Award will be posted at the Physical Address stated above on or before 12/03/2015 . The award, this solicitation, and any amendments will be posted at the following web address: http://www.sccsc.edu/Vendors
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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 thirty (30) calendar days after the Opening Date.

NAME OF OFFEROR <small>(Full legal name of business submitting the offer)</small>	OFFEROR'S TYPE OF ENTITY: <small>(Check one)</small> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____ <small>(See "Signing Your Offer" provision.)</small>
AUTHORIZED SIGNATURE <small>(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)</small>	
TITLE <small>(Business title of person signing above)</small>	
PRINTED NAME <small>(Printed name of person signing above)</small>	
DATE SIGNED	

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 <small>(If offeror is a corporation, identify the state of Incorporation.)</small>
TAXPAYER IDENTIFICATION NO. <small>(See "Taxpayer Identification Number" provision)</small>

PAGE TWO

(Return Page Two with Your Offer)

<p>HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)</p> 	<p>NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)</p> <p align="right">_____ Area Code - Number - Extension Facsimile _____ E- mail Address</p>
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<p>PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)</p> <p>____ Payment Address same as Home Office Address ____ Payment Address same as Notice Address (check only one)</p>	<p>ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)</p> <p>____ Order Address same as Home Office Address ____ Order Address same as Notice Address (check only one)</p>
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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

<p align="center">DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)</p>	<p>10 Calendar Days (%)</p>	<p>20 Calendar Days (%)</p>	<p>30 Calendar Days (%)</p>	<p>____ Calendar Days (%)</p>
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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 - 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)).

YOU MUST CHECK ONE OF THESE BOXES TO CLAIM:

- In-State Office Address same as Home Office Address
- In-State Office Address same as Notice Address (check only one)

Amendment #1
Invitation for Bid # SCC-337

AMENDMENTS TO SOLICITATION (JANUARY 2006) (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: <http://www.sccsc.edu/Vendors> . (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.

ACKNOWLEDGE RECEIPT OF THIS AMENDMENT.

1. Under the Scope of Work can you provide us the number of hours SCC would like the vendor onsite for:
 - Employee orientations through group meetings (#A) **Up to 2 hours per calendar year**
 - Supervisor Training Workshops (#B.1) **Up to 4 hours per calendar year**Annual Events for Employee and Family services training (#B.2) **Up to 4 hours per calendar**
2. Who currently provides EAP services to SCC? For how many years? **Diamond Consulting, 5+**
3. Are you currently pleased with the EAP services you are receiving? **very**
4. Are there specific areas of enhancement you are seeking at this time? **no**
5. What is the current yearly rate? Based on how many employees? **At this time we provide EAP services to approximately 305 employees. No pricing will be provided.**
6. What was the total dollar spend for the EAP in 2013? **No pricing will be provided.**
7. What was the total dollar spend for the EAP in 2014? **No pricing will be provided.**
8. Is SCC currently receiving Legal Consultation Services, i.e. 30-minute consultation with an attorney; beyond the consultation, attorney services offered at a 25% discount? Should Legal Consultation Services, as described above, be included in the quote to be submitted? **yes**
9. Is SCC currently receiving Financial Consultation Services, i.e. telephone-based financial advisory services provided by qualified financial planners? Should Financial Consultation Services, as described above, be included in the quote to be submitted? **yes**
10. Why are you requesting this RFP at this time? **Our current contract is expiring and under state regulations we must obtain bids.**
11. Can you provide recent utilization reports or provide utilization statistics? **Utilization reports for 2013 and 2014 are posted as separate documents.**
 - a. Specifically, can you provide total number of initial inquiry/assessment calls to the EAP in 2013? **See Utilization reports**
 - b. Can you provide total number of initial inquiry/assessment calls to the EAP in 2014? **See Utilization reports**

- c. Can you provide the total number of in-person EAP sessions provided in 2013? **See Utilization reports**
 - d. Can you provide the total number of in-person EAP sessions provided in 2014? **See Utilization reports**
 - e. Can you provide the total number of telephonic EAP sessions delivered in 2013? **See Utilization reports**
 - f. Can you provide the total number of telephonic EAP sessions delivered in 2014? **See Utilization reports**
 - g. Can you provide the total number of EAP cases in 2013? **See Utilization reports**
 - h. Can you provide the total number of EAP cases in 2014? **See Utilization reports**
 - i. Can you provide the average number of sessions provided per case in 2013? **See Utilization reports**
 - j. Can you provide the average number of sessions provided per case in 2014? **See Utilization reports**
12. Do you prefer electronic communication materials, i.e. brochures, posters, or “hard copy” materials? **Hard copy introduction materials and contact information for new employees, otherwise electronic is acceptable.**
13. Can you provide the number of training hours provided in 2013? How many of those hours were provided in-person? How many were provided via web? **2 hours training on Campus, 3 hours on Campus for Benefits Fair**
14. Can you provide the number of training hours provided in 2014? How many of those hours were provided in-person? How many were provided via web? **1 hour training on Campus**
- a. How many hours are included annually in the current contract? **We prefer vendors to indicate what services they can provide to us not based on our current contract.**
15. Can you provide the number of orientation hours provided in 2013? How many of those were provided in-person? How many were provided via web? **We prefer vendors to indicate what services they can provide to us not based on our current contract.**
- a. Can you provide the number of orientation hours provided in 2014? How many of those were provided in-person? How many were provided via web? **We prefer vendors to indicate what services they can provide to us not based on our current contract.**
 - b. How many hours are included annually in the current contract? **We prefer vendors to indicate what services they can provide to us not based on our current contract.**
16. Does SCC require on-site critical incident response services? Should these CIR services be provided on a fee-for-service basis? **no**
- a. How many Critical Incident events were provided in 2013? **0**
 - b. How many Critical Incident events were provided in 2014? **0**
 - c. How many hours of Critical Incident support were provided in 2013? **n/a**
 - d. How many hours of Critical Incident support were provided in 2014? **n/a**