



SPARTANBURG COMMUNITY COLLEGE

Request for Proposal Amendment - #1

Solicitation Number	SCC - 402
Date Issued	11/15/2017
Procurement Officer	Tami Steed
Phone	(864) 592-4671
E-Mail Address	steedt@sccsc.edu

DESCRIPTION: **Enrollment Management System for Corporate and Community Education**

USING GOVERNMENTAL UNIT: **SPARTANBURG COMMUNITY COLLEGE**

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

SUBMIT OFFER BY (Opening Date/Time): **11/21/2017 2:00 p.m.** See "Deadline For Submission of Offer" provision

NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original Copy, (7) Identical Copies (marked "copy") and (1) Redacted Copy (marked "redacted").**

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-402
P.O. Box 4386
Spartanburg, SC 29305

PHYSICAL ADDRESS:

Spartanburg Community College
Purchasing Office Ledbetter Bldg Room 238
REFERENCE BID #SCC-402
107 Community College Drive
Spartanburg, SC 29303

See "Submitting Your Offer" provision

CONFERENCE TYPE: DATE & TIME: As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions	LOCATION:
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AWARD & AMENDMENTS	Award will be posted at the Physical Address stated above on 12/11/2017 . 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>
AUTHORIZED SIGNATURE <small>(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)</small>	<input type="checkbox"/> Sole Proprietorship
TITLE <small>(Business title of person signing above)</small>	<input type="checkbox"/> Partnership
PRINTED NAME <small>(Printed name of person signing above)</small>	<input type="checkbox"/> Corporation (tax-exempt)
DATE SIGNED	<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>

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>
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TAXPAYER IDENTIFICATION NO. <small>(See "Taxpayer Identification Number" provision)</small>
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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.

*****PREFERENCES DO NOT APPLY TO THIS SOLICITATION*****

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 TO THIS SOLICITATION*****

Amendment #1 Invitation for Bid # SCC-402

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

Listed below are the responses to the questions received by the designated date:

- 1.) We are putting together a proposal response for RFP SCC-402 and would like to officially request a two week extension for submitting our response. The extension would put us at Tuesday, December 5th for final submission. Is this possible? **I will not be able to extend the deadline. We have to have an evaluation committee to evaluate the proposals. Our goal is to have everything completed before we leave for our holiday break.**
- 2.) Our company is committed to the environment and requests that the seven (7) copies of the technical proposal, and the seven (7) copies of the business proposal be submitted via USB thumb drives. **I wish I could accept the USB thumb drives but at this time I cannot accept copies that way because they have to be distributed to the evaluation committee.**
- 3.) Describe the desired integration with the College's current Continuing Education Division website. **We would like to be able to simulate the design of our current web page within the vendors system. SCC CCE Home page would then link into the vendors system for the full course offerings with the vendor housing all course build and ecommerce. The vendor should house CCE photos and video content as well for use with CCE course pages.**
- 4.) Indicate or describe what course data the College would like to "roll" from term to term. Does this "roll" occur for the entire term or on a course/class by course/class basis? **I am not fully understanding this question. For example, a course could start in the fall and not end until spring. Statewide reporting is based on course end date.**
- 5.) Describe the business case in which staff would post an overpayment to a sponsor account and process a refund for the overpayment without registering a student to create an invoice. **Posted payments: CCE staff does not process 95% of sponsor payments, those are processed and posted by the Business office via invoice we forward. Even on prior systems, 95% of sponsored or contract classes payments were channeled through College AR. Exceptions: On-Line (Ed2Go) payments or walk-ins bringing company checks to sign up an employee, or calls over the phone with companies paying for employees for open enrollments via debit or credit. Refunds are 100% requested by CCE staff for the business office to process. I can't think of any way CCE staff could post a payment to a sponsor account -(creating an 'overpayment')-without registering a student, because the student must be registered by us before payment is made by a sponsor. If a sponsoring agency were to go on-line and try to register a student via the web, the payment would not process unless the student was registered first. Lastly, any attempt to "refund" would not process unless there was a registration. A registration creates a debit on the student account and the invoice a credit; conversely, the invoice creates a debit to the sponsor account and the payment by the sponsor a credit. Out of balances are flagged by reviewing periodic trial balances, so any discrepancies that may have occurred can be cleared.**

- 6.) The Implementation Requirements section indicates a go live date within the Fall 2017 timeframe. Should this be the Fall 2018 timeframe? **Our plans are to go live at the beginning of a semester. I am thinking Summer 2018 (which starts on May 1st).**