



SPARTANBURG COMMUNITY COLLEGE

Request for Proposal Amendment - #1

Solicitation Number	SCC - 427
Date Issued	01/30/2019
Procurement Officer	Tami Steed
Phone	(864) 592-4671
E-Mail Address	steedt@sccsc.edu

DESCRIPTION: **WEBSITE CONTENT MANAGEMENT SYSTEM**

USING GOVERNMENTAL UNIT: **SPARTANBURG COMMUNITY COLLEGE**

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

SUBMIT OFFER BY (Opening Date/Time): **02/07/2019 2:00 p.m.** See "Deadline For Submission of Offer" provision

NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original Copy, (5) 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-427
P.O. Box 4386
Spartanburg, SC 29305

PHYSICAL ADDRESS:

Spartanburg Community College
Purchasing Office Ledbetter Bldg Room 238
REFERENCE BID #SCC-427
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 2/20/2019 . 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-427

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: <https://www.sccsc.edu/purchasing-solicitations/> . (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.

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]

ACKNOWLEDGE RECEIPT OF THIS AMENDMENT

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

1.) Page 3 – Budget Estimate (January 2006)

Will you please confirm the estimated budget for the project? The listed budget is \$150,000 for 3 Years. I’m seeking confirmation because of the January 2006 date published in the proposal.

Response: **The budget is not too exceed \$150,000 for the 3 year period. The January 2006 date is when that clause was updated by the State of South Carolina.**

2.) In regards to Migration:

Do you expect the vendor to do the migration, or do you prefer to have a tool and do the migration yourself?

Response: **From your experience, we are expecting the vendor to provide a proposal of how they believe the requirement of this RFP should be meet, their qualifications to do the work, along with the cost.**

3.) Will the entire .edu domain need to be migrated?

Response: **Yes, the domain is sccsc.edu, the website can be viewed at www.sccsc.edu**

4.) Are there parts of the site that will not be migrated?

Response: **No.**

5.) Are there additional domains that need to be migrated?

Response: **No**

6.) In regards to migration, how many different page layouts do you have on your current site?

Main SCC Website sccsc.edu (WCMS managed now): 763
“Client” total pages: 1997 (pull-in from Colleague), like course descriptions, etc..

7.) How many different page layouts will be on the new site?

Response: **Unsure. Probably 6 but definitely less than 10. We are not looking to expand with minimal changes to design. Please refer the current website at www.sccsc.edu**

8.) What form of data export is available from your current Ektron setup?

Response: **Unknown**

9.) Do you prefer that the CMS be installed locally on your own servers, or hosted as a cloud solution?

Response: **Hosted as a cloud solutions**

10.) Who currently hosts your website(s)? Are you looking to change this arrangement?

Response: **We currently host in-house. We are going to cloud services.**

11.) How many people are on your web team?

Response: **The webmaster is a staff of one, with 31 content providers she coordinates with.**

12.) How many individuals at your institution will need to use the CMS?

Response: **32, the webmaster and content providers. Usually 2 or 3 concurrently.**

13.) Who makes the final CMS decision and how is it made?

Response: **Approval process. Webmaster makes the final approval.**

14.) Do you prefer an open-source or commercial solution?

Response: **Please propose the best solution that you as a vendor will support.**

15.) On page 6, under I. Scope of Solicitation you mention, “implement a new responsive template and design for the website”. Can you share the new design that we will be implementing?

Response: **Since we will be moving from one platform to another, we will need new templates, but our plan is to change as little as possible from the current templates. We believe there are 6 templates but definitely less than 10. Please feel free to review our website at www.sccsc.edu.**

16.) Would it be possible to add language to the contract which will allow other schools that are part of the South Carolina Technical College System to piggyback off of this contract?

Response: **No. Each school has a different certification limit.**

17.) Under I. Scope of Solicitation it says: It is the intent of Spartanburg Community College to solicit proposals to provide a Website Content Management Solution (CMS) that will include configuration and implementation services, integration with existing systems, testing, training, and on-going software maintenance and technical support to include paid professional services. The selected vendor should provide a proven implementation process that includes migration of existing websites into the proposed system(s). The awarded CMS provider is expected to assist in the migration of the current primary website (from existing Ektron CMS) into the new CMS as well as implement a new responsive template and design for the website.

Question: How many pages are you looking to migrate into the new CMS. Also, what existing systems are you looking to integrate with?

Response: **Main SCC Website sccsc.edu (WCMS managed now): 763
"Client" total pages: 1997 (pull-in from Colleague), like course descriptions, etc..**

18.) Under Technical Requirements #7 it says:

7. Proposed CMS must include all licensing needed for solutions.

Question: Could you please clarify what you mean by "needed for solutions"?

Response: **If you're proposed system requires the college to pay additional license fees to your company or a third party, those cost must be part of the proposal. For example, if your solution is built on top of a third party database which the college is expected to pay annual fees, those cost would need to be included.**

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

Response: **No, Continental USA only.**

20.) Whether we need to come over there for meetings?

Response: **No, web conferences are acceptable.**

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

Response: **No, Continental USA only.**

22.) Can we submit the proposals via email?

Response: **No**

23.) Can you please let us know how many concurrent users you expect to have logged into the CMS at one time?

Response: **It varies but usually no more than 2 or 3 content contributors will be using the system at once. My only concern would be a surge in use during the implementation phase depending on how much tweaking each contributor will need to make and during training.**

24.) Do you have any system integration requirements?

Response: Colleague courses/program modules. Also, Recruit for online applications and CCE system for non-curriculum courses.

25.) Can you tell us more about the evaluation team members and their roles?

Response: No

26.) What are your principle pain points with your current system, other than it is coming to end of life?

Response: We are satisfied with our website. If it wasn't coming to the end-of-life, we probably would not be changing.

27.) Please advise how many end users require training? Are you interested in a train the trainer approach?

Response: Train the Trainer may be okay. A webinar(s) would be fine. We have a Webmaster, 31 contributors, plus a few IT staff may sit just to listen.

28.) Can you please advise how cost is being evaluated, for example is it year 1 costs or the total cost over 5 years?

Response: Please list the cost per year for three years. The Total cost for the project must be \$150,000 or less for a 3 year period.

29.) Do you prefer an open source or commercial solution?

Response: We expect the application to be fully supported by the vendor. The vendor will need to propose what they consider their best recommendation.