



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	04/06/2020
Procurement Officer	Michael Clardy
Phone	(864) 592-4670
E-Mail Address	clardym@sccsc.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.sccsc.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)

OFFEROR'S TYPE OF ENTITY:
(Check one)

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

DATE SIGNED

(Printed name of person signing above)

- ☐ 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.)

(Return Page Two with Your Offer)

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause) ____ Payment Address same as Home Office Address ____ Payment Address same as Notice Address (check only one)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses) ____ Order Address same as Home Office Address ____ Order Address same as Notice Address (check only one)
--	---

Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	____Calendar Days (%)
---	----------------------	----------------------	----------------------	-----------------------

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:

MAILING ADDRESS:

Spartanburg Community College

Attn: Michael Clardy

REFERENCE BID #SCC-445

P.O. Box 4386

Spartanburg, SC 29305

PHYSICAL ADDRESS:

Spartanburg Community College

107 Community College Drive

REFERENCE BID #SCC-445

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