



# Tri-County Technical College

Request for Proposal

**AMENDMENT #1 Questions and Answers Posted 6/2/2023**

Solicitation: TCTC-23-SAP  
 Date Issued: 5/25/2023  
 Procurement Officer: Matt Whitten  
 Phone: 864-646-1633  
 E-Mail Address: mwhitten@tctc.edu  
 Mailing Address: Tri-County Technical College  
 Purchasing Office – RH280  
 7900 Highway 76  
 Pendleton SC 29670-8876

**DESCRIPTION: Provide a Comprehensive Student Counseling Program**

**USING GOVERNMENTAL UNIT: Tri-County Technical College**

*The Term "Offer" Means Your "Bid" or "Proposal". Your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Paper Offer or Modification" provision.*

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

**MAILING ADDRESS:**  
 TRI-COUNTY TECHNICAL COLLEGE  
 PURCHASING OFFICE  
 7900 Highway 76 (parcel post); PO Box 587 (USPS)  
 Pendleton SC 29670-8876

**PHYSICAL ADDRESS:**  
 TRI-COUNTY TECHNICAL COLLEGE  
 PURCHASING OFFICE – Ruby Hicks Suite 280  
 7900 Highway 76  
 Pendleton SC 29670-8876

**SUBMIT OFFER BY (Opening Date/Time): 6/15/2023 2:00 PM** (See "Deadline For Submission Of Offer" provision)

**QUESTIONS MUST BE RECEIVED BY: 6/1/2023 5:00 PM** (See "Questions From Offerors" provision)

**NUMBER OF COPIES TO BE SUBMITTED: ONE (1) Original Hardcopy Each for the Technical & Price Proposal** marked "Original", **THREE (3) Technical Only Hardcopies** marked "Copy" and, **One (1) Redacted Technical Copy (marked "redacted")**, (See "Submitting Redacted Offers" provision Section IV., "Submitting Confidential Information" Section II.A.)  
**Initial here if NO redacted copy is necessary \_\_\_\_\_**

**CONFERENCE TYPE: Not Applicable**

**DATE & TIME:**

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

**LOCATION: Not Applicable**

**AWARD & AMENDMENTS**

Award will be posted on or around **6/28/2023**. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: <http://www.tctc.edu/purchasing>

You must submit a signed copy of this form with Your Offer. By signing, 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. (See "Signing Your Offer" provision.)

**NAME OF OFFEROR**

(full legal name of business submitting the offer)

Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. 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.

**AUTHORIZED SIGNATURE**

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

**DATE SIGNED**

**TITLE**

(business title of person signing above)

**STATE VENDOR NO.**

(Register to Obtain S.C. Vendor No. at [www.procurement.sc.gov](http://www.procurement.sc.gov))

**PRINTED NAME**

(printed name of person signing above)

**STATE OF INCORPORATION**

(If you are a corporation, identify the state of incorporation.)

**OFFEROR'S TYPE OF ENTITY: (Check one)**

(See "Signing Your Offer" provision.)

Sole Proprietorship       Partnership       Other \_\_\_\_\_

Corporate entity (not tax-exempt)       Corporation (tax-exempt)       Government entity (federal, state, or local)

**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)   <hr/> Area Code - Number - Extension                      Facsimile  <hr/> E-mail Address
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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 <b>(check only one)</b>	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 <b>(check only one)</b>
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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

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 : Preferences do not apply. See SC Consolidated Procurement Code Reference 11-35-1524**

**PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Preferences do not apply. See SC Consolidated Procurement Code Reference 11-35-1524**

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

# Request for Proposals – TCTC-23-SAP

## Amendment 1 – Questions and Answers

Posted 6/2/2023

1. Please specify the number of training/orientation hours you are requesting on site? Are virtual sessions an option as well?

**4-5 trainings per year; 2 hrs. per training; virtual option is acceptable**

**Two student educational events (Health Fair and Alcohol/Other Drugs), with four concurrent locations, 4-hour duration; virtual is not acceptable.**

2. Please specify the number of Staff/Faculty training hours you are requesting on site? Are virtual sessions an option as well?

**See above. This solicitation is solely for Students of Tri-County Technical College.**

3. Please specify the number of training hours you are requesting for Alcohol and Substance Abuse Awareness/Training? Are virtual sessions an option?

**One 4-hour event with four concurrent locations. The event is more of an educational student event not a direct training; virtual is not an option**

4. Please confirm if this is being offered for the students or Faculty and Staff?

**This solicitation is solely for Students of Tri-County Technical College.**

5. Please specify the number of onsite critical incident support hours you are requesting to be embedded in the program.

**This is variable; 2-4 hour sessions 3-4 times a year.**

6. We do not provide resumes for each individual provider. Is a notation of the experience and qualifications (i.e., 3 years, Masters, must be licensed) we require sufficient?

**Yes**

7. Can the hardcopies of our proposal be sent via FedEx to your physical address instead of mailing it via USPS?

**Sealed proposals may be sent via any carrier or method of your choosing but will only be accepted if received prior to the deadline.**

8. Are there specific areas of enhancement you are seeking at this time?

**More on-site presence for student educational events; two large events that have four concurrent locations (Health Fair and Alcohol/Other Drugs)**

9. Why are you requesting this Solicitation at this time?

**Our current SAP contract expires 6/30/2023.**

10. What is TCTC currently paying for their SAP services?

**We currently pay \$36,562.50 per year.**

11. Can you provide recent utilization reports or provide utilization statistics?

**We do not have this information available to provide.**

12. Can you provide total number of initial inquiry/assessment calls to the SAP in the most recent contract year?

**We do not have this information available to provide.**

13. Can you provide the total number of SAP counseling sessions provided in the most recent contract year?

**We do not have this information available to provide.**

14. Can you provide the total number of SAP cases in the most recent contract year?

**We do not have this information available to provide.**

15. Can you provide the average number of SAP counseling sessions provided per counseling case in the most recent contract year?

**Usage report is not that granular; current agreement includes six sessions per case**

16. How many Critical Incident events were responded to in the most recent contract year?

**Zero in most recent contract year, but usually 2-3 with duration of sessions 2-3 hours.**

17. How many Critical Incident events were responded to in the prior contract year?

**Please see question 16**

18. How many hours of Critical Incident support were provided in the most recent contract year?

**Please see question 16**

19. How many hours of Critical Incident support were provided in the prior contract year?

**Please see question 16**

20. How many hours of on-site Critical Incident support are currently provided in the contracted rate?

**Not Specified**

21. In an effort to be a “green” company, we generally provide promotional materials electronically. If printed materials are desired, how many printed brochures and how many printed posters are requested annually?

**Roughly 1500**

22. What hours is the TCTC open for receipt of the proposal from FedEx?

**Standard College hours are M-Th 8am-5pm and Fri 8am-2pm. Please ensure that your carrier will deliver prior to the deadline as it is your responsibility for proposals to be on time.**

23. Would TCTC consider changing submission requirements from paper to electronic?

**All responses must be paper hardcopies.**

24. Does TCTC prefer that required forms be included in the original and copies or would TCTC prefer they only be included in the original copy.

**Please submit all required forms in both original and copies.**

25. Does TCTC prefer that any sample documents provided be included in the original and copies or would TCTC prefer they only be included in the original copy.

**Please submit all required forms in both original and copies.**

26. If printed copies remain as the desired format for submitting a proposal, should vendors use the Physical Address identified in the Solicitation if they are shipping the proposal via FedEx/UPS?

**The physical address on page one is the correct address to use for proposals sent via carrier.**

27. Regarding Scope of Work/Specifications A. 1. – can more information be shared regarding expectations related to Pre-Hospitalization Assistance and Counselor Training, especially with regard to how they pertain to the students?

**Pre-hospitalization refers to triage of individual student situations to determine/recommend whether the student should be immediately connected with the hospital, mental health crisis center, police department, etc.**

**Counselor training refers to providing training on mental health issues and general response for employees who work with students in this capacity.**

28. Regarding Scope of Work/Specifications A. 4. – “Student development and training shall consist of briefings on each campus regarding professional counseling services in coordination with the Dean of Students Office. This will include participation in orientation sessions for students as requested.”

29. How many of these briefings are anticipated and how many hours should be assumed?

**Two per semester; 1 hour each**

30. Are multiple briefings anticipated on the same day, either on one campus and/or multiple campus locations?

**No**

31. Are there a set number of hours included annually in the current contract for these briefings and or any other type of program promotion events? If so, how many hours?

**Not Specified**

32. Should bidders include a specific number of hours in their proposal response, and if so, how many hours?

**4-6 hours**

33. Regarding Scope of Work/Specifications A. 6. – “Train and consult with faculty and staff at all campus locations regarding Student Counseling procedures and referral techniques.”

34. How many of these trainings are anticipated and how many hours should be assumed?

**Two trainings at roughly 1 hour each**

35. Are multiple trainings anticipated on the same day, either on one campus and/or multiple campus locations?

**No**

36. Are there a set number of hours included annually in the current contract for these trainings? If so, how many hours?

**Not Specified**

37. Should bidders include a specific number of hours in their proposal response, and if so, how many hours?

**2-3 hours**

38. Regarding Scope of Work/Specifications A. 11. – “Provide an annual Alcohol and Substance Abuse Awareness program in compliance with the Drug-Free Workplace Act of 1988.”

**We host an annual student education event on this topic. Provider will participate by hosting an information/screening table at the event. The event has four concurrent locations with a duration of 4 hours.**

39. Who is the anticipated audience for this program?

**This solicitation is for the benefit of all students of Tri-County Technical College.**

40. We assume this is training but it also could mean simply that we provide support (counseling) to students for Substance Abuse. Can further clarification be provided regarding expectations?

**This refers to a specific student educational event. Support for individual student substance abuse is included in Scope of Work A.1.**

41. If the program is meant to be a training, will this be at one location or multiple? How many hours are allotted for each training?

**Not training, but the event is at four concurrent locations, 4 hours each.**

42. Do you require any of the services to be on-site or are you open to all-virtual services?

**Services can be virtual, except for on-site student educational events referenced in question 1 and on-site critical incident support referenced in Scope of Work A.15.**

43. Can you provide more details as to the expected program details in #11: *Provide an annual Alcohol and Substance Abuse Awareness program in compliance with the Drug-Free Workplace Act of 1988?* Who is the audience? Does this need to be on-site?

**See answer to question 38**

44. Do you use a LMS (like Canvas or Blackboard) and an electronic health record system?

**We do use Blackboard but do not have nor utilize any electronic health record system.**