DESCRIPTION: Professional installation and configuration services of Cherwell service management software

USING GOVERNMENTAL UNIT: TRI-COUNTY TECHNICAL COLLEGE

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

SUBMIT OFFER BY (Opening Date/Time): 2/24/2015 2:00 pm

QUESTIONS MUST BE RECEIVED BY: 2/17/2015 10:00 am

NUMBER OF COPIES TO BE SUBMITTED: One (1) original and three (3) copies

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

OFFEROR'S TYPE OF ENTITY:

☐ Sole Proprietorship
☐ Partnership
☐ Corporation (tax-exempt)
☐ Corporate entity (not tax-exempt)
☐ Government entity (federal, state, or local)
☐ Other ________________

AUTHORIZED SIGNATURE

(See "Signing Your Offer" provision.)

TITLE

(See "Authorizing Signature" provision.)

PRINTED NAME

DATE SIGNED

(See "Printing Your Name" 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.)

TAXPAYER IDENTIFICATION NO.

(See "Taxpayer Identification Number" provision.)

STATE VENDOR NO.

(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)
**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)

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<th>Extension</th>
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**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  
- Payment Address same as Notice Address (check only one)  
- Order Address same as Home Office Address  
- Order Address same as Notice 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)

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**DISCOUNT FOR PROMPT PAYMENT** (See "Discount for Prompt Payment" clause)

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<th>10 Calendar Days (%)</th>
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**PREFERENCES (Please note, preferences do not apply to this procurement)** - 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 CAUTIIONED 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)).

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

1. How many responses are required to make a decision on this RFP?
   As long as we received one responsive and responsible response to the RFP, we can evaluate and award a contract.

2. With regard to the references, will all references need to be from a college or university?
   It is preferable that they are from a college or university, but not required.

3. In Scope of Work 4. Reporting and Dashboard section – will any reports be needed in addition to the 4 dashboards requested?
   No additional reports are needed that we are aware of at this time, but the knowledge on how to create custom reports should be obtained.