Solicitation Number: TCTC-14-VideoProduction
Date Issued: 4/11/14
Procurement Officer: Kristal Doherty
Phone: (864) 646-1795
E-Mail Address: kdoherty@tctc.edu

DESCRIPTION: Video Production Services

The Term “Offer” Means Your “Bid” or “Proposal”.

SUBMIT OFFER BY (Opening Date/Time): 4/22/2014 1:00 PM EST
QUESTIONS MUST BE RECEIVED BY: 4/11/2014 11:00 AM EST

See “Questions From Offerors” provision

NUMBER OF COPIES TO BE SUBMITTED: One Original

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR WRITTEN QUOTE TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
Tri-County Technical College
PO Box 587
Pendleton, SC 29670

PHYSICAL ADDRESS:
7900 Highway 76
Ruby Hicks Library/Administration Bldg., Room 114
Pendleton, SC 29670

See “Submitting Your Offer” provision

CONFERENCE TYPE: N/A
DATE & TIME: N/A
LOCATION: N/A

As appropriate, see “Conferences - Pre-Bid/Proposal” & “Site Visit” provisions

AWARD & AMENDMENTS

Award notification will be posted at [http://www.tctc.edu/Content/About_TCTC/PurchasingSolicitation/Award_Postings.xml](http://www.tctc.edu/Content/About_TCTC/PurchasingSolicitation/Award_Postings.xml) on or about 4/29/14. The award, this solicitation, and any amendments will be posted at the following web address: [http://www.tctc.edu/Content/About_TCTC/PurchasingSolicitation/Solicitation.xml](http://www.tctc.edu/Content/About_TCTC/PurchasingSolicitation/Solicitation.xml)

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)

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 (Printed name of person signing above)

DATE SIGNED

OFFEROR’S TYPE OF ENTITY:
(Choice one)
☐ 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.)

TAXPAYER IDENTIFICATION NO. (See “Taxpayer Identification Number” provision)

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

COVER PAGE CIO (JAN. 2006)
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 (check only one) Order Address same as Home Office Address (check only one)

Order Address same as Notice Address (check only one) 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)

- 10 Calendar Days (%)
- 20 Calendar Days (%)
- 30 Calendar Days (%)
- _____ Calendar Days (%)

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. ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED 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 (check only one)
1. I'm very interested in the RFP. However, I don't have three (3) higher education references. I only have one, but I have worked on many state contracts through various states and have reference based on that work. Is this a deal breaker? I would still be seriously considered based on my experience and proposal.

   **Answer:** Three (3) higher education references are required.

2. Is this the same scope of work as the solicitation listed in September, and if so, why has the scope of work not already been carried out? I ask only so that we can consider this information when assembling our proposal.

   **Answer:** This is not the same scope of work as the solicitation posted in September. That was awarded and production has taken place. This is for 2 new sets of videos for different areas of the College.

3. The scope of work states that there will be up to 18 videos total, and that there will be both 30 second and 90 second versions. Is the total scope of work up to four 90 second videos and four 30 second videos for the Community Partner Series and up to five 90 second and five 30 second videos for the Transfer and Articulation Series, for a total of up to 18 videos? Any clarification would be greatly appreciated.

   **Answer:** For the first set of videos, there will be up to eight :30 and eight :60 or :90 versions. It is expected that the :30 will be a commercial-style teaser to draw viewers into the lengthier piece. For the second set, it is up to ten :30 and up to ten :60 or :90, same concept.

4. I see that Koolflix was awarded the previous RFP for $49,600, but they split their pricing between the two series of videos, 37,600 for the Community Partner Series (8 videos), and 12,000 for the Enrollment Services Videos (10 videos). The scope of work for both of those series seems far more similar than those numbers reflect, so I would like to know if there is something we are missing.

   **Answer:** Koolflix responded to the RFP based on what they felt they could provide for each set of videos; the bid was awarded based on the total, $49,600, without regard to the breakdown between the two sets of videos. The biggest difference between the two sets of videos in the previous RFP was likely based on travel, time commitment, and the need to work around schedules of our community partners. The Community Partner series involved travel to various industries multiple times for footage, with some filming during the traditional work day and some in the evening hours. For the Enrollment Services portion, all filming was done on campus. Both sets of videos in the current RFP will require travel and will require flexibility, as we will once again be working around our community partner schedules and availability.