**DESCRIPTION**  Student Matriculation Consulting Services

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

**REQUEST FOR PROPOSALS – AMENDMENT 1**

**Solicitation Number**

**Procurement Officer**

**Date Printed**

**Phone**

**E-Mail Address**

**TCTC-12-Matriculation**

**5/23/2012**

**Kristal Doherty**

**(864) 646-1795**

**kdoherty@tctc.edu**

**SUBMIT OFFER BY (Opening Date/Time):**

**06/06/12  1:00 PM EST**

**QUESTIONS MUST BE RECEIVED BY:**

**05/30/12  3:00 PM**

See "Questions From Offerors" provision

**NUMBER OF COPIES TO BE SUBMITTED:**

One Original and Five (5) Copies

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

**MAILING ADDRESS:**

Tri-County Technical College

PO Box 587

Pendleton, SC  29670

**PHYSICAL ADDRESS:**

Ruby Hicks Library/Administration Bldg., Room 114

Pendleton, SC  29670

See "Submitting Your Offer" provision

**AWARD & AMENDMENTS**

Award notification will be posted at the Physical Address stated above on or about **6/15/2012**. The award, this solicitation, and any amendments will be posted at the following web address:

http://www.tctc.edu/Content/About_TCTC/PurchasingSolicitations.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.

**OFFEROR’S TYPE OF ENTITY:**

☐ Sole Proprietorship

☐ Partnership

☐ Corporation (tax-exempt)

☐ Corporate entity (not tax-exempt)

☐ Government entity (federal, state, or local)

☐ Other _________________________

(See "Signing Your Offer" provision.)

**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**

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)

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

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

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)
Amendment #1 Questions and Answers

1. Are there recently completed strategic planning documents available for review? If so, are they publicly available?
   Yes our strategic plan is on our public website www.tctc.edu under about TCTC / Mission facts & stats / Strategic plan.

2. Are there scheduled meetings of TCTC leadership to be aware of when developing a work plan?
   Yes we use a formal project charter process and all larger projects are reviewed with executive staff. The executive staff meets once a week for project reviews or other college business.

3. What is the anticipated budget for this project?
   We do not have an anticipated budget for this project. We will select what services we will utilize based on the cost and funds available.

4. One of the factors that proposals will be evaluated on is the offerors availability over the next 2 to 6 months. Is there a target date for completion of the implementation plan and project?
   We would like this phase of the project to be completed by the end of this year.

5. The RFP mentions current plans in Title III. Can you direct us to additional information about your current efforts?
   The title III project has many objectives and is spread over a three year period. The primary overlap with the matriculation process is around placement testing and developmental advising. The primary difference in the title III and matriculation project is title III is primary focused on new students, and the matriculation project is focused on all students.

6. Should we include a copy of pg. 27 as an attachment? Yes.

7. Does the form on pg. 29 need to be notarized? No.