



Request for Proposals Amendment 2 -Questions and Answers

Solicitation Number
Date Issued
Procurement Officer
Phone
E-Mail Address

TCTC-21-Citations
5/13/2021
Matt Whitten
864-646-1633
mwhitten@tctc.edu

DESCRIPTION: Contract with third-party vendor to provide Citation management which includes all equipment, maintenance, software license, and related services

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 Offer" provision.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

Tri-County Technical College
Attn: Purchasing Dept.
PO Box 587
Pendleton, SC 29670

PHYSICAL ADDRESS:

Tri-County Technical College
Attn: Purchasing Department
7900 Hwy 76, Ruby Hicks Hall, Suite 280
Pendleton, SC 29670

SUBMIT OFFER BY (Opening Date/Time): 6/3/2021 2:00PM Eastern Time

QUESTIONS MUST BE RECEIVED BY: 5/20/2021 2:00PM Eastern Time

NUMBER OF COPIES TO BE SUBMITTED: One (1) Original, marked "ORIGINAL" and four (4) copies

CONFERENCE TYPE: N/A

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

LOCATION: N/A

AWARD & AMENDMENTS

Award will be posted . The award, this solicitation, any amendments, and any related notices will be posted at: www.tctc.edu/purchasing

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. (See "Signing Your Offer" and "Electronic Signature" provisions.)

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.)

TAXPAYER IDENTIFICATION NO.

(See "Taxpayer Identification Number" provision)

TITLE

(business title of person signing above)

STATE VENDOR NO. (if applicable)

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

PRINTED NAME

(printed name of person signing above)

DATE SIGNED

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)

(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)

	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	_____ Order Address same as Home Office Address
_____ Payment Address same as Notice Address (check only one)	_____ Order Address same as Notice Address (check only one)

ACKNOWLEDGMENT OF AMENDMENTS							
Offeror 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 – Do not apply to this RFP	
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End of Page Two

Amendment 1 – Questions and Answers posted 6/3/2021

1. Do you have any preference for Veteran Owned Small Businesses (VOSB)? If so, are there any additional registration requirements for this RFP?
 - a. Preferences do not apply to Requests for Proposals however SC based vendors can register with www.osmba.sc.gov if they qualify as a small and/or minority owned business.
2. Is there an existing solution? If so, can you specify the vendor and/or product?
 - a. Our current process is extensively manual; for the purposes of this RFP, assume no existing automated solution is in place.
3. What are the current authentication protocols for employees and students?
 - a. SAML ADFS Authentication
4. The CITATION MANAGEMENT REQUIREMENTS on page 21 of the RFP document specifies, “the solution must support 10 concurrent users.” Does this number refer to a separate CITATION MANAGEMENT module? If not, what is the estimated, system-wide total number of concurrent users?
 - a. The ten (10) concurrent users is the estimated system-wide total number of concurrent users.
5. What is the expected total number of users?
 - a. Approximately 20 in total but an estimate of only 10 concurrently.
6. Would Tri-County Technical College be open to extending the solicitation submittal deadline?
 - a. The deadline to submit is posted on the last amendment.
7. Page 20, CITATON MANAGEMENT REQUIREMENTS
When issuing a citation, the system shall allow the officer to select a violation from a dropdown; this dropdown will also include an “Other” selection and provide the ability to enter a violation not listed on the dropdown list.
 - i. Q: If the officer selects this “Other” violation, should they also be able to set the violation fine amount or will all the “Other” violation fine amounts be the same?

- a. The preferred system shall allow the officer to select the fine amount (\$25, \$50, \$75, \$100).

8. Page 21, CITATION MANAGEMENT REQUIREMENTS

The solution must support at least 10 concurrent users

Q: Does TCTC have 10 users that will be logged into the system at the same time on a daily basis or does TCTC require at least 10 users to have access to the back-office system?

- a. 10 concurrent system users.

How many parking enforcement officers does the College have to issue parking citations? Will each enforcement officer require their own citation issuance device or will the devices be shared amongst officers?

- a. Nine (9) devices total.

How does TCTC currently collect on outstanding unpaid citations?

- a. Do you send outstanding unpaid citations to a collection's agency?

Unpaid citations are not currently part of this process; the ideal system would automatically generate a hold on a student's record, but that is not a must for this RFP.

- b. If so, who is the agency and what is their collection rate?

NA

- c. If not, would TCTC like the chosen vendor to handle collections for the College?

NA

Do you currently add late fees? If so, please provide the late fee structure.

No

Do you currently send notices? If so, how many notices are sent prior to secondary collections?

This is currently part of our financial process and is not part of this RFP. The ideal solution would simplify this process.

Do you have a backlog of unpaid parking citations to send for secondary collections upon implementation?

NA

Please complete the following for outstanding unpaid parking citations:

Year	# of outstanding citations	\$ value of outstanding citations
2020		
2019		
2018		
2017		

This information is not available.