



Request for Proposal
Amendment 1 –
Questions and
Answers

Solicitation: TCTC-21-HS Engagement
Date Issued: 11/4/2021
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: Tri-County Technical College is seeking a company to offer a creative digital plan to target high school dual enrollment students.

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): **11/22/2021 2:00 PM** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **11/10/2021 5:00 PM** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: **ONE (1) Original Hardcopy Each Technical & Price Proposal** (marked "Original") and three **(3) Hardcopies of the Technical Proposal** (marked "Copy").

CONFERENCE TYPE: **Not Applicable**

DATE & TIME:

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

LOCATION: **Not Applicable**

AWARD &
AMENDMENTS

The award, this solicitation, any amendments, and any related notices will be posted at the following web address: 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)

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)
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)

<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)
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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 (%)

PREFERENCES - A NOTICE TO VENDORS: Please Note, preferences do not apply to this solicitation

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please Note, preferences do not apply to this solicitation

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

Requests for Proposals: TCTC-21-HS Engagement

Amendment 1 – Questions and Answers

Posted 11/15/2021

1. Whether companies from Outside USA can apply for this?
(like, from India or Canada)

A: Businesses that comply with the requirements listed in the solicitation are encouraged to respond.

2. Whether we need to come over there for meetings?

A: Face to face meetings are required as listed in Section III.

3. Can we perform the tasks (related to RFP) outside USA?
(like, from India or Canada)

A: Businesses that comply with the requirements listed in the solicitation are encouraged to respond.

4. Can we submit the proposals via email?

A: Sealed physical proposals must be submitted per page 1 guidelines.

5. Is this RFP for media strategy and placement only, or are you seeking the agency to also develop and produce the creative that will run on the digital channels?

A: Plan to provide creative for digital channels, particularly any forms of animation that might be recommended.

6. Also, if the agency is to create the advertising, does the school have photo and video assets the agency would use to produce or would we need to do a photo / video shoot in order to capture new imagery?

A: The College has photos and some video available for use; we would not require any new shoots.

7. Do you have additional information on the target audience that you can share?

A: The most current characteristics of our students can be found in our annual report, page 24, viewed at this link: https://issuu.com/tctcpublications/docs/tctc_annual_report_19-20_web?fr=sZmU1Njg1OTU