



Request for Proposal
Amendment 1 – Questions and Answers

Solicitation: TCTC-22-SAP
Date Issued: 3/11/2022
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: **Provide a Comprehensive Student Counseling Program**

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): **4/1/2022 12:00 PM** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **3/17/2022 11:00 AM** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: **ONE (1) Original Hardcopy Each for the Technical & Price Proposal** marked "Original", **THREE (3) Technical Only Hardcopies** marked "Copy" and, **One (1) Redacted Technical Copy (marked "redacted")**, (See "Submitting Redacted Offers" provision Section IV., "Submitting Confidential Information" Section II.A.)
Initial here if NO redacted copy is necessary _____

CONFERENCE TYPE: **Not Applicable**
DATE & TIME:

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

LOCATION: **Not Applicable**

AWARD & AMENDMENTS

Award will be posted on or around **4/15/2022**. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: <http://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)

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(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)
	<hr/> Area Code - Number - Extension Facsimile <hr/> 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)

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)	<input type="checkbox"/> 10 Calendar Days (%)	<input type="checkbox"/> 20 Calendar Days (%)	<input type="checkbox"/> 30 Calendar Days (%)	<input type="checkbox"/> _____ Calendar Days (%)
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PREFERENCES - A NOTICE TO VENDORS : Preferences do not apply. See SC Consolidated Procurement Code Reference 11-35-1524 (E) (2)

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Preferences do not apply. See SC Consolidated Procurement Code Reference 11-35-1524 (E) (2)

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

Request for Proposals – TCTC-22-SAP

Amendment 1 – Questions and Answers

Posted 3/17/2022

1. Can you please tell me if the requirements for this RFP are for in person counseling services for your campuses or is it virtual services?

A: Students should be able to receive counseling via phone, virtual, or in-person sessions.

2. Currently do you have any professional counseling services available on campus for students?

A: Professional Counseling is contracted via our Student Assistance Program in which they use local licensed counselors in their network to provide in-person services, and the vendor uses their counselors to provide phone and virtual sessions. The current vendor provides on-campus visits for training, events, and crisis issues.

3. Is it permissible under the requirements of this RFP to provide 6 sessions per student in an academic year? I realize the RFP states no less than 5 sessions per issue.

A: It is required to have at least a minimum of 5 sessions per issue.

4. Do you currently have an SAP in place? If so, who is the current provider?

A: Yes—REACH Student Assistance Program

5. If you currently have an SAP in place, can you share utilization from 2020 and 2021?

A: Yes—see above. We do not have reports available.

6. How many onsite Student Orientations are you requesting per year?

A: Usually it is about 6 student events per academic year (3 in Fall and 3 in Spring) with representation at main campus and all 3 community campuses.

7. Please provide more information as to the populations/attendees being served by the alcohol and substance abuse DOT training? How many training hours per year?

A: The format for the Alcohol and Other Drugs (AOD) event varies per year; however, we usually have one event at all campuses in April each year for about 2 hours.

8. Please confirm the current number of students to be covered and identify classification of students covered (I.e. FT curriculum students only or FT plus Continuing Ed, FT and PT students, FT and Workforce Development, etc.)?

A: The number of students that should have access to services is 5850 as listed in the RFP regardless of student classification.

9. Please confirm desired session model (i.e. 5 session, 6 session, 8 session, etc.)? The number you choose represents the max number of sessions per issue, per person, per year.

A: The minimum number of sessions listed in the RFP is 5; however, the proposal can include as many sessions that fits your proposed program.

10. SAP's come standard with 3 hours of onsite Critical Incident Support. Since you specifically mention a need in this area, how many hours have you used on average per year? Would you like additional hours embedded...and if so how many?

A: Usually need this type of service once or twice a year using around 4 hours per year.

11. Do you want Work-Life + Legal and Financial services included?

A: Yes

12. Bidding Schedule: Cost per unit – should this be PEPM or PEPY?

A: The intent is to determine a total cost to the College for yearly SAP services so PEPY would apply.