



Request for Proposal
Amendment #1 – Questions and Answers

Solicitation: TCTC-24-Orientation Software
 Date Issued: 6/24/2024
 Procurement Officer: Matt Whitten
 Phone: 864-646-1633
 E-Mail Address: mwhtitten@tctc.edu
 Mailing Address: Tri-County Technical College
 Purchasing Office – RH280
 7900 Highway 76
 Pendleton SC 29670-8876

DESCRIPTION: Purchase and implement a customizable online orientation software solution to enhance the student onboarding experience at Tri-County Technical College.

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): **7/15/2024 2:00 PM** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **6/28/2024 10:00 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 before **8/2/2024**. 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)

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)
_____ 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	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 - A NOTICE TO VENDORS : Preferences do not apply. See SC Consolidated Procurement Code Reference 11-35-1524

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

_____ 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 Posted 7/2/2024

1. On page 10 of the solicitation, can you please clarify the two bullet points under #6? Specifically, the functionality for post-orientation communications and ongoing student engagement and ticketing system for direct interaction between students and TCTC staff.

A. Post-Orientation communications would be focused on follow up items that could happen weeks or months after the orientation has been completed.

2. On page 9 of the solicitation #1 Customizable Orientation Modules, would you like the vendor to include a charge to extend the video shoot to film an additional video that will be specifically written to welcome returning and transfer students?

A. No.

Maybe 3. On page 9 of the solicitation #2 Content and Delivery Options, can you please provide further clarification on Unlimited Usage: Any department can set up an orientation or training for their student population and Unlimited Modules: Ability to create additional orientation modules within our departments.

A. We understand there will be a set number of videos and departments to start, but we want the ability in the future of the software to be able to support any growing needs.

4. Regarding the liability insurance section in the solicitation, will you accept a five million per occurrence with a five million aggregate if the vendor meets all other requirements and has never had a liability claim? The vendor is requesting this exception to keep costs it must pass on to its client's reasonable, and as an independent contractor, the vendor has chosen to self-insure any claims over five million per year.

A. This would be acceptable.

5. Can you provide clarification on what information should be included in the technical proposal versus the price-business proposal?

A. The Price-Business Proposal should only include Section VIII and be in a separately sealed envelope. The Technical Proposal should include all information related to your proposed solution in response to our Scope/Specs/Requirements/etc. No pricing information should be included the Technical Proposal.