



Beaufort County School District

Addendum 8

Solicitation Number: 25-002
Date Printed: May 14, 2024
Date Issued: June 13, 2024
Procurement Officer: Kaylee Yinger, NIGP-CPP, CPPB
Phone: 843-322-2349
Email: Kaylee.Yinger@beaufort.k12.sc.us

Request for Proposal (RFP)

DESCRIPTION: **Substitute Teachers and Miscellaneous Staffing Solution**
SUBMIT OFFER BY (Opening Date & Time): **June 20, 2024 @ 4:00 PM**
QUESTIONS MUST BE RECEIVED BY: **June 13, 2024 @ 4:00 PM**
NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original Signed; Six (6) Signed Copies and One (1) Redacted Version on USB**

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

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

PHYSICAL ADDRESS:

Beaufort County School District
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

AWARDS & AMENDMENTS:

Award will be posted at the Physical Address stated above on or after June 20, 2024. The award, this solicitation, and any amendments will be posted at the following web address:

<https://www.beaufortschools.net/community/working-with-the-district/finance>.

You must submit a signed copy of this form with Your Offer. By submitting a proposal or bid, you agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: _____ (Full legal name of business submitting the offer) ENTITY TYPE: _____

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

PRINTED NAME TITLE

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.

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):
PHONE NUMBER:	
EMAIL ADDRESS:	

PAYMENT ADDRESS (Address to which payments will be sent): <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Home Notice Address (Check one only)	ORDER ADDRESS (Address to which all purchase orders will be sent): <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Notice Address (check one only)
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ACKNOWLEDGEMENT OF AMENDMENTS:	<u>Amendment Number</u>	<u>Amendment Issue Date</u>
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.		

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please include a copy of your certification.

Questions and Answers:

1. Page 1 states, submit “One (1) Original Signed; Six (6) Signed Copies and One (1) Redacted Version on USB”; however, page 4 states “Each proposer shall submit one (1) original set and six (6) copy sets. The submittal shall include two (2) electronic copies of the proposal, one of which is to be a redacted version”.

Please advise if 1 or 2 USBs are required. Also, what information do you want us to redact?

One USB with 2 files is sufficient. Please provide a redacted copy for FOIA purposes.

2. In one of the amendments, it is stated that there are 170 permanent paraprofessionals. Does this mean that you have 170 working every day and then additional regular and sped paras to fill daily absences? **Yes.**
3. Can you explain in detail what a BCSD SPED, BCSD Para and Epic Hourly are and approximately how many are placed on a daily basis? **Placement varies based on daily needs.**
BCSD SPED – Classroom assistants that are for special education only
BCSD Para – Classroom assistants (All that are not Special Education)
EPIC – Employee Childcare