



Beaufort County School District

Addendum 5

Solicitation Number: 25-002
Date Printed: May 14, 2024
Date Issued: June 7, 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.

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| 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): | 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 Home Office Address |
| <input type="checkbox"/> Payment Address Same as Home Notice Address | <input type="checkbox"/> Payment Address Same as Notice Address |
| (Check one only) | (check one only) |

| | | |
|--------------------------------------------------------------------------------------------------|-------------------------|-----------------------------|
| 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. | | |

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| 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. |
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Questions and Answers:

1. In the Q&A, you provided the district's pay rates, for which Nurse Long Term has \$100/day. Are these on a per diem basis? **Employees should receive bi-weekly pay in the same manner that District employees receive bi-weekly pay.**
2. Which positions are most required under this contract? **Long-term substitutes, permanent building substitutes, special education paraprofessionals, paraprofessionals (e.g. Kindergarten, Pre-Kindergarten, Media, and Teacher assistants).**
3. Please confirm the number of FTEs. **For the purpose of this solicitation – 2,600. Some positions do not require replacement staffing (e.g. substitutes).**
4. Can we provide commercial references?
It is requested the references be similar in scope and size of the project in the RFP.
5. Under section 5.1 Qualifications- Required Information, are we required to respond to (f) Pictures showing the implementation of the vendor's equipment/solution (if applicable). as it is for staffing services?
As stated, only if it is applicable to the staffing solution you are providing.
6. Do we need to bid on all the positions, or can we just bid on nurses and clerical positions? **The preference of the District is that all services are provided under one company.**
7. What is the lead time for submitting the resumes to the agency? **The expectation is less than 2 weeks.**
8. Is it mandatory to include audited financial statements?
Yes.
9. What is the Anticipated budget for this contract?
BCSD will not be providing a budget figure during the solicitation process.