



Beaufort County School District

Addendum 3

Solicitation Number: 25-002
Date Printed: May 14, 2024
Date Issued: May 24, 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.		

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. Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.
No, the incumbent is ESS (formerly Source4Teachers).
2. Can you please let us know the previous spending of this contract?
You may request this information through a Freedom of Information Act (FOIA) Request on our website.
3. Please confirm if we can get the proposals or pricing of the incumbent(s).
You may request this information through a Freedom of Information Act (FOIA) Request on our website.
4. Please confirm if there is any local preference.
There is a not a local preference but a *Resident vendor preference*. This must be requested by the vendor when submitting a proposal.
5. Are there any pain points or issues with the current vendor(s)?
No.
6. Please confirm the anticipated number of awards.
This will depend on the number of responses. BCSD is open to the option of more than one vendor if it is advantageous to the district.
7. I reviewed the Addendum response but it appears that you only answered one of the questions we presented. Is the answer “Yes” that the RFP is only for daily or short-term substitute needs? Or is the answer “Yes” that the RFP will be needed for full-time or longer-term openings?
The services covered in the RFP are for daily and short-term and long-term and permanent positions. Positions include, but are not limited to: substitute teachers, permanent building substitutes, long-term substitutes, classroom paraprofessionals, special education paraprofessionals, nurses, clerical, substitute paraprofessionals, and so forth.