



**Beaufort County School District**

Addendum 4

Solicitation Number: 25-002  
Date Printed: May 14, 2024  
Date Issued: June 4, 2024  
Procurement Officer: Kaylee Yinger, NIGP-CPP, CPPB  
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**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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**(Return Page Two with Your Offer)**

<b>HOME OFFICE ADDRESS</b> (Address for Offeror's home office/ Principal place of business):	<b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent):
<b>PHONE NUMBER:</b>	
<b>EMAIL ADDRESS:</b>	

<b>PAYMENT ADDRESS</b> (Address to which payments will be sent):	<b>ORDER ADDRESS</b> (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 (Check one only)	<input type="checkbox"/> Payment Address Same as Notice Address (check one only)

<b>ACKNOWLEDGEMENT OF AMENDMENTS:</b>	<u>Amendment Number</u>	<u>Amendment Issue Date</u>
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.		

<b>MINORITY PARTICIPATION-</b> 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. Is the district currently using Frontline? If so, is it utilizing a vendor-provided copy or contracting with Frontline directly? **The district issued an RFP for software for absence management. The software is not provided through the current incumbent on contract.**
2. Does the district prefer Frontline for this service or is the district open to vendor-developed and provided solutions? **Please submit any proposed solutions in your proposal.**
3. What is the current annual expenditure on absence management products (Frontline or other)? **This information is available via a Freedom of Information Act (FOIA) Request.**
4. Question regarding pay rates - are these set by the district or by the vendor? If by the district, please provide current pay information. **Your proposal should include your proposed bill and pay rates for staff.**