



Beaufort County School District

Addendum 1

Solicitation Number: 23-001
Date Printed: July 26, 2022
Date Issued: July 26, 2022
Procurement Officer: Kaylee Yinger, CPPB
Phone: 843-322-2349
Email: Kaylee.Yinger@beaufort.k12.sc.us

Request for Proposal (RFP)

DESCRIPTION: **Visitor, Volunteer & Employee Screening and Management Solution(s)**
SUBMIT OFFER BY (Opening Date & Time): **August 1, 2022, at 4:00 PM EST**
QUESTIONS MUST BE RECEIVED BY: **July 25, 2022**
NUMBER OF COPIES TO BE SUBMITTED: **Seven (6) Original Signed Copies and One (1) Redacted Version on CD**

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:

MAILING ADDRESS:
Beaufort County School District
Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309

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 August 1, 2022. The award, this solicitation, and any amendments will be posted at the following web address: <http://beaufortschools.net>.

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)

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. RFP page 23 of 53, Section 4.0.1.7 states that offerors shall submit Section 8 – Attachments as part of the Technical Proposal. Please confirm if the District meant **Section 9** – Attachments to Solicitation.
[Section 9 is correct.](#)
2. Similarly, RFP page 23 of 53, Section 4.0.1.7 indicates that offerors shall submit Section 8 – Attachments as part of the Technical Proposal. However, Section 8 on page 49 of 53 is the Bidding Schedule / Price Business Proposal. Please confirm that this is an error and that Section 8 (page 49 of 53) shall be submitted as part of the Cost Proposal in a sealed envelope or container.
[Section 8 shall be submitted as part of the Cost Proposal in a sealed envelope.](#)
3. The RFP shows conflicting information regarding the number of hard copies and number of CDs to be submitted. Page 1 of 53 indicates that offerors shall mail in **Seven (6) Original Signed Copies** and **One (1) Redacted Version on CD**. On page 4 of 53, the last paragraph instructs offerors to submit **one original set and six copy sets – each set includes both the technical and cost proposal, plus two electronic copies, one of which is a redacted version**. Page 5 of 53, the sentence above section 1.0.3 instructs offerors to submit **six copies of two separately marked envelopes**. Please kindly clarify the correct number of copies to be submitted (for example: 14 files total, to include 6 copies of technical proposal, 6 copies of cost proposal, 2 CDs – one normal version, one redacted version).
[Please submit One \(1\) original signed copy set, one \(1\) redacted version on a CD or USB and six \(6\) copy sets.](#)