



**Beaufort County School District**

**Addendum 2**

Solicitation Number: 21-011  
Date Printed: August 26, 2020  
Date Issued: September 21, 2020  
Procurement Officer: Kaylee Yinger, CPPB  
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**Request for Proposals (RFP)**

DESCRIPTION: **Human Resources Case Management Software**  
SUBMIT OFFER BY (Opening Date & Time): **September 21, 2020; 2:00 PM EST**  
QUESTIONS MUST BE RECEIVED BY: **September 14, 2020**  
NUMBER OF COPIES TO BE SUBMITTED: **Seven (6) Original 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:

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 September 18, 2020. 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.



## Questions and Answers:

1. Can you please confirm the number of users that will use the system? This would include full-time users (daily users) and part-time users (occasional users who do not login on a daily basis).  
Full-time ~ 6  
Part-time ~ 32
2. What implementation methodology do you prefer? Agile? Waterfall? Hybrid?  
Ideally a project team will lead a district task force in an agile or scrum method.
3. Are users participating in functional roles? What are the roles? Intake Reviewer? Examiner? Investigator? Director? Super-user and Site-user.
4. Please explain your security requirements in detail. The system needs to protect employees as reporters. The system needs to maintain employee confidentiality. The system needs to be able to redact names from configurable/standardized templates. Reporting employees should be able to access their unique case number to monitor progress of the report.
5. Please explain the types of reports you require? Do you want your business analysts trained on reporting? Super-users would be trained on reporting. The reporting tool should be visual and allow for disaggregation. Super-users should be able to run an internal audit. Super-users should be able to print specific case documentation and details in as an official report.
6. Have you had any case management demo from any vendors? If so, please share the name of the vendors Yes. iSight.
7. Does the system need to be Highly Available? Pertaining to continuous operation, yes.
8. What about Disaster Recovery Plan? Dependent on the selected vendor and whether or not a third-party hosting vendor is involved.
9. How many environments are you planning to have? DEV?, SIT?, UAT? STAGING?, PROD? This will be dependent on the selected vendor.
10. Is there a computerized system in place? If so, please provide details. Whose system is it? What does it do? What does it lack from the Case Management point of view? How long have you had it? No computerized system in place. Currently paper based.