



Beaufort County School District

Addendum 3

Solicitation Number: 25-001
Date Printed: May 14, 2024
Date Issued: July 3, 2024
Procurement Officer: Kaylee Yinger, NIGP-CPP, CPPB
Phone: 843-322-2349
Email: Kaylee.Yinger@beaufort.k12.sc.us

Request for Proposal (RFP)

DESCRIPTION: **Time Clock System**
SUBMIT OFFER BY (Opening Date & Time): July 15, 2024 @ 4:00 PM EST
QUESTIONS MUST BE RECEIVED BY: July 3, 2024 @ 4:00 PM EST
NUMBER OF COPIES TO BE SUBMITTED: **Seven (7) 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 July 15, 2024. 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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HOME OFFICE ADDRESS (Address for Offeror's home office/ procurement Principal place of business):	NOTICE ADDRESS (Address to which all and contract related notices should be sent):
PHONE NUMBER:	
EMAIL ADDRESS:	

PAYMENT ADDRESS (Address to which payments will be sent): purchase orders	ORDER ADDRESS (Address to which all 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.

1. Will the 65 clocks need Power over Ethernet, Wi-Fi adapter, and battery back up?
Clocks should be Poe capable and have internal battery backup. Wifi capability is not required.
2. Will you allow for a 1hr discovery a week before our demo?
This can be negotiated if your firm is selected for an interview/demo
3. When do you plan on making a decision, signing the contract, and what is your ideal go-live date?
The goal for BCSD is to be swift but thorough in our procurement process. It is anticipated for the evaluation committee to convene within a week of the proposal deadline.
4. Are there any specific reporting requirements or key metrics the district needs to track?
Not at this time.
5. Are there any unique overtime rules or pay codes that need to be configured in the system?
Yes. Time and a half and blended.
6. Does the district need the ability to track grants or projects for certain employees?
Not at this time.