



**Beaufort County School District**

Solicitation Number: 25-001  
Date Printed: May 14, 2024  
Addendum 2 Date Issued: June 17, 2024  
Procurement Officer: Kaylee Yinger, NIGP-CPP, CPPB  
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**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.

PAGE TWO  
**(Return Page Two with Your Offer)**

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

<p><b>PAYMENT ADDRESS</b> (Address to which payments will be sent): purchase orders</p>	<p><b>ORDER ADDRESS</b> (Address to which all will be sent):</p>
<p><input type="checkbox"/> Payment Address Same as Home Office Address</p> <p style="padding-left: 40px;"><input type="checkbox"/> Payment Address Same as Home Office Address</p> <p><input type="checkbox"/> Payment Address Same as Home Notice Address</p> <p style="padding-left: 40px;"><input type="checkbox"/> Payment Address Same as Notice Address</p> <p>(check one only)</p>	<p>(check one only)</p>

<p><b>ACKNOWLEDGEMENT OF AMENDMENTS:</b></p>	<p style="text-align: center;"><u>Amendment Number</u></p>	<p style="text-align: center;"><u>Amendment Issue Date</u></p>
<p>Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.</p>		

<p><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.</p>
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## Questions and Answers:

1. **Can we confirm a Bid Bond is not required?**

2.1.2 BID BOND (JAN 2006): (NON-APPLICABLE) – page 19

Your offer must include either a bid bond issued by a surety, or sureties licensed in South Carolina or a certified check. The amount of surety shall be five per cent (5%) of the total bid amount. This bid bond penalty may be expressed in terms of a percentage of the bid price or may be expressed in dollars and cents. If a certified check is submitted in lieu of a bid bond, it must be made payable to the Beaufort County School District.

**A bid bond is not applicable for this RFP meaning it is not required.**

2. **Page 62 – are there requirements for this? If so, is it on contracts of 5 million or more?**

MINORITY AND WOMAN BUSINESS ENTERPRISE POLICY AND REQUIREMENTS:

### **W/MBE Compliance**

Potential bidders must demonstrate their process for contracting or utilizing businesses as subcontractors or suppliers for work on projects undertaken is open to businesses regardless of race, gender or ethnicity, by fulfilling one (1) of three (3) alternative eligible bidder categories.

1. Documentation of prior M/WBE on projects undertaken in South Carolina during the previous two (2) years at the level of availability.
2. Documentation of prior good faith outreach efforts on all projects undertaken in South Carolina during the previous two (2) years.
3. Commitment to future good faith outreach efforts in all projects undertaken in South Carolina.

**On eligible projects that equal or exceed five million dollars in value**, potential bidders are required to make a good faith effort to enter into a joint venture or Mentor/Protégé arrangement at the prime contractor level which includes at least one (1) certified minority- and/or woman-owned firm.

- Companies involved in joint venture Mentor/Protégé arrangements must be of a different race or gender ownership.
- Each eligible bidder shall submit with each bid submission on an eligible contract:

**The use of MWBE is not required but highly encouraged. If you plan to subcontract out any services, you must submit the information as written in the MWBE policy below. However, this pertains more to construction contractors**

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1. A complete and signed subcontractor plan. Eligible bidders who submit bid proposals which fail to utilize minority- and/or woman-owned business enterprises at a level consistent with availability, must submit documentation detailing their “good faith outreach efforts” to utilize minority- and/or woman owned firms.
2. Written documentation demonstrating the eligible bidder’s good faith efforts to identify, contract with, or utilize businesses, including certified M/WBEs, as sub-contractors or suppliers on the eligible project.
  - Acceptable good faith effort documentation:
    1. The eligible bidder contacted the District Purchasing and Contract Compliance Offices, other private sector and government entities, or M/WBEs organizations, to identify available businesses to work on the eligible bidder project, including minority-and Woman-owned firms.
    2. The eligible bidder placed notices of opportunity for minority-and woman- owned firms to perform subcontracting work on the eligible project in newspapers, trade journals and other relevant publications specifically targeted to M/WBEs or communicated such notices or opportunities via the Internet or by other available media means.
    3. The eligible bidder submitted invitations to bid for work on the eligible project to qualified businesses, including minority-and woman-owned firms.
    4. The eligible bidder included in such notices and invitations, a full disclosure of the criteria upon which bids, proposals or quotes would be evaluated, and also included contact information for inquiries, submissions, or requests to review any necessary bid documents.
    5. The eligible bidder promptly responded to inquiries, provided necessary physical access and time for all interested businesses to fully review all necessary bid documents, and otherwise provided information, access and time to allow all interested businesses to prepare bids and quotes, regardless of race, gender or ethnicity.
    6. The eligible bidder considered, hired, or otherwise utilized qualified and available businesses for an eligible project, including minority-and Woman- owned firms.
    7. For each business which contacted or was contacted by the eligible bidder regarding sub-contracting or services on the eligible project, the eligible bidder shall maintain all written documents reflecting such contract, including bids, quotes and proposals.