



**Beaufort County School District**

Addendum 2

Solicitation Number: 24-008  
Date Printed: October 20, 2023  
Date Issued: December 12, 2023  
Procurement Officer: Kaylee Yinger, NIGP-CPP, CPPB  
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**Request for Proposal (RFP)**

DESCRIPTION: **Project Management Software Solution**  
SUBMIT OFFER BY (Opening Date & Time): **December 18, 2023, at 4:00 PM EST**  
QUESTIONS MUST BE RECEIVED BY: **December 11, 2023**  
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 December 18, 2023. 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.



Questions and Answers:

1. Can you please provide the approved budget for this project?  
**There is currently no set budget for this project.**
2. Where are amendments posted? The link in the RFP takes us to the landing page of Beaufort schools, but there is no information there regarding amendments.  
**There has only been one addendum posted. All addenda are posted on the website with the solicitation as “additions” to the solicitation.**
3. Have there been any amendments?  
**Only one (1).**
4. In Section 1.0.2 – RFP - Each proposer shall submit one (1) original set and six (6) copy sets. The submittal shall include two (2) electronic copies of the proposal, one of which is to be a redacted version.
  - a. Question - Is it possible to only submit electronic copied instead of hardcopies.  
**No, hard copies in a sealed bid is required.**
5. Section 9.6 state: “Offeror shall provide with their proposal copies of all appropriate certifications, licenses and permits, as well as evidence to support the documentation.” – please clarify what licenses and permits are required?  
**Only applicable licenses will need to be submitted i.e. business license. This is a standard solicitation clause.**
6. 3.0.2 (a) 1 states: The solution must be developed by, implemented by and supported by the same single vendor.” However, section 9 states that “Beaufort County School District, through its contract documents, encourages contractors to utilize minority subcontractors on their projects.” Does Beaufort desire that the solution provider should not include subcontractors or would a prime/sub utilizing M/WBE be viewed favorably?  
**Again, this is a standard clause. BCSD always encourages the use of M/WBE businesses, however this has no bearing on the scoring.**
7. The RFP questions are due on December 11th and the RFP is due on December 18th. This does not give a lot of time to review the answers to the questions and incorporate them into the RFP. We normally see 2-3 weeks on average. With the requirement to mail our submissions and the 830am pickup time, we would need to overnight our submission no later than December 14. This leaves three days from submission of questions to getting answers and revising our proposal based on the answers. If possible, we are requesting an extension to the due date to incorporate answers to the questions.  
**The solicitation is not scheduled to be extended.**
8. In section 3.0.2 SOFTWARE REQUIREMENTS: 1) The solution must be developed by, implemented by and supported by the same single vendor. There is also a requirement in Section 9 for Subcontractor participation. Question - Does the District allow for the vendor to have subcontractors to assist in the implementation.

Yes, if you require the use of subcontractors for the implementation of your solution, please list them in section 9.0. However, you are not required to use subcontractors.

9. If subcontractors are allowed, is there any additional evaluation points scored for M/WBE participation?

No.

10. Clarification:

- a. Pg one says: One (1) Original Signed; Six (6) Signed Copies and; One (1) Redacted Version on USB

Pg 4 says:

a technical proposal and a cost proposal. As described below, the two parts are to be submitted at the same time, but in a separate envelope.

Each proposer shall submit one (1) original set and six (6) copy sets. The submittal shall include two (2) electronic copies of the proposal, one of which is to be a redacted version. Each set includes both the technical and cost proposal. Each proposal set shall contain a bound technical proposal and a cost proposal sealed in an envelope or container, and clearly marked "Cost Proposal" on the outside of the envelope.

- b. Pg 5 says: The Offeror shall submit one (1) original and six (6) copies of two (2) separately marked envelopes.

Unclear:

- i. One "set" consists of two envelopes (1) technical and (2) cost?
- ii. If so then the complete package should consist of:
- c. 14 envelopes:
- d. 7 envelopes with copies of technical volumes and
- e. 7 envelopes of cost proposals?
- f. A USB with 4 files:
- g. Technical unredacted
- h. Cost proposal unredacted
- i. Technical redacted
- j. Cost redacted
- k. (pg one only specifies one USB file redacted but pg 4 states "two (2) electronic copies"
- l. What information should be redacted?

There are two proposals, technical and business. You must have an original of each sealed in separate envelopes. This will be repeated with the copies as well. So yes, you will have a total of 14 envelopes. You may subject two USBs, one with a fully redacted versions (proprietary information, references, reference information etc.) and the other without redactions.

11. Due to Offeror's working in remote locations, all documents including proposals are signed electronically. Is this acceptable?

Yes, but the documents have to have a verified digital signature and will still need to be mailed in a sealed package.

12. Is a Performance Bond and/or a Labor and Material Payment Bond applicable for this contract? If so, please confirm that the bond(s) would not be required to be submitted with the proposal.

If the total project amount exceeds \$50,000 a performance bond is required. It is anticipated the cost of the project as a whole will exceed this amount.