



OFFICE OF PROCUREMENT SERVICES
335 FOUR MILE ROAD
CONWAY, SC 29526-6005

AMENDMENT/ADDENDUM No. 5

Posting Date: Friday, March 27, 2020

Solicitation Number: 1920-42RF

Description: Employee Benefits Enrollment and Communication Services (Broker)

AMENDMENTS TO SOLICITATION: (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e>. (b) Offerors shall acknowledge receipt of any amendment/addendum to this by identifying the addendum number and the date of issuance with the Bidder's initials in the spaces provided on the *Official Bid Form* (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. [02-2A005-1]

QUESTIONS FROM OFFERORS - AMENDMENT (JUN 2017): The solicitation is amended as provided herein. Information or changes resulting from questions will be shown in a question-and-answer format. All questions received have been reprinted below. The "District's Response" should be read without reference to the questions. The questions are included solely to provide a cross-reference to the potential offeror that submitted the question. Questions do not form a part of the contract. The "District's Response" does. Any restatement of part or all of an existing provision of the solicitation in an answer does not modify the original provision except as follows: underline text is added to the original provision. Stricken text is deleted. [02-2A097-1]

The following clauses have been added to the solicitation. HCS will NOT accept paper bids, but will require all offers to be submitted electronically online via of the vendor registry online system. Therefore, bids are NOT to be submitted or opened at the addresses listed in the SUBMIT YOUR SEALED OFFER sections of the *Solicitation's Cover Page*.

ON-LINE BIDDING INSTRUCTIONS (MODIFIED)

(a) Mandatory Registration. You must register before you can submit an offer on line! See clause entitled "VENDOR REGISTRATION MANDATORY."

(b) Steps for On-Line Bidding

1 The link provided on the solicitation's Cover Page will take you to our web based on-line bidding system, where you will enter and/or upload your offer.

2 Follow the general user instructions posted at

<https://cdn2.hubspot.net/hubfs/1890889/How%20to%20respond%20to%20an%20online%20bid%20using%20Vendor%20Registry.pdf>

3 Confirm your offer has been submitted, you should receive an email notification from cservice@vendorregistry.com with the subject line "Vendor Bid File Submittal".

Only offers who receive an email status of "Vendor Bid File Submittal" have been received by the District.

If any issues, contact Vendor Registry Support Team by email at cservice@vendoreistry.com or toll-free at 844-802-9202.

PLEASE NOTE: DO NOT WAIT UNTIL THE LAST MINUTE TO ENTER YOUR SUBMISSION. REGISTRATION FOR NEW CONTRACTORS CAN TAKE UP TO 3 DAYS.

SUBMISSION ONLINE MANDATORY: SUBMIT YOUR OFFER ON-LINE THROUGH THE WEBSITE AT THE FOLLOWING URL:

<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e>

II. INSTRUCTIONS TO OFFERORS – A. GENERAL INSTRUCTIONS

VENDOR REGISTRATION MANDATORY: The District has implemented an online, electronic bidding system to receive bids and proposals from prospective offerors. In order to submit offers in response to posted solicitations, prospective must be registered through this electronic system. Registration can be completed through the following link:

<https://vrapp.vendorregistry.com/Vendor/Register/Index/horry-county-schools-sc-vendor-registration>. Once registered, suppliers must keep their information current.

II. INSTRUCTIONS TO OFFERORS – B. SPECIAL INSTRUCTIONS

ELECTRONIC FILES – REQUIRED MEDIA AND FORMAT: Documents and/or electronic files submitted shall contain the solicitation number and the offeror's name, and be compatible with Microsoft Office (version 2003 or later), or Adobe Acrobat or equivalent Portable Document Format (.pdf) viewer. The Procurement Officer must be able to view, search, copy and print electronic documents without a password. If required by the solicitation, your business and technical proposals must be within separate files.

SUBMITTING AN OFFER OR MODIFICATION: You must submit your offer or modification on line via of the vendor registry system. Paper offers are not accepted due to office closures. See clauses titled "VENDOR REGISTRATION MANDATORY" and "ON-LINE BIDDING INSTRUCTIONS."

ON-LINE BIDDING INSTRUCTIONS: (a) Mandatory Registration: You must register before you can submit an offer on-line! See clause entitled "VENDOR REGISTRATION MANDATORY." To register or submit an offer, please visit the following site:

<https://vrapp.vendorregistry.com/Vendor/Register/Index/horry-county-schools-sc-vendor-registration>

(b) Once registered and signed into the system, chose the solicitation you wish to respond to. The system will provide the necessary steps to obtain the required information from you.

(c) Only offers with an email status of "Vendor Bid File Submittal" have been received by the District.

HORRY COUNTY SCHOOLS

By: _____

Robin B. Strickland, CPPB
Procurement Officer