
	<b>Lancaster County School District</b>  <b>Amendment #1</b>	Solicitation Number	202431	
		Amendment Issue Date	6/13/24	
		Solicitation Issue Date	6/5/24	
		Procurement Officer	Trevor Hammond, NIGP-CPP, CPPB	
		Phone	(803) 416-8828	
		E-Mail Address	<a href="mailto:Trevor.Hammond@lcsd.k12.sc.us">Trevor.Hammond@lcsd.k12.sc.us</a>	

DESCRIPTION: **Volunteer Background Check Services**

*The Term "Offer" Means Your "Bid" or "Proposal".*

SUBMIT OFFER BY (Opening Date/Time): **6/24/24 at 10:00 AM – EST**

See "Deadline for Submission of Offer" provision

QUESTIONS MUST BE RECEIVED BY: **6/12/24 at 10:00 AM - EST**

See "Questions from Offerors" provision

NUMBER OF COPIES TO BE SUBMITTED: **One (1) hard copy original, three (3) copies, and one (1) USB containing a PDF version of the ORIGINAL proposal and a REDACTED copy.**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

**SUBMIT YOUR OFFER TO THE FOLLOWING ADDRESS:**

<b>PHYSICAL &amp; MAILING ADDRESS:</b> Lancaster County School District Attn: Trevor Hammond, Procurement Director 300 South Catawba Street Lancaster, SC 29720 <small>See "Submitting Your Offer" provision</small>
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CONFERENCE TYPE: <b>n/a</b> DATE & TIME: <small>(As appropriate, see "Conferences - Pre-Bid/Proposal" &amp; "Site Visit" provisions)</small>		PRE-BID LOCATION: <b>n/a</b>	
AWARD & AMENDMENTS		Award will be posted at the physical address stated above on or about 7/11/24. The award, this solicitation, and any amendments will be posted at the following web address: <a href="http://www.lancastercsd.com">http://www.lancastercsd.com</a>	
You must submit a signed copy of this form with your offer. By submitting a bid or proposal, you agree to be bound by the terms of the solicitation. You agree to hold your offer open for a minimum of sixty (60) calendar days after the opening date.			
NAME OF OFFEROR <small>(Full legal name of business submitting the offer)</small>		OFFEROR'S TYPE OF ENTITY: <small>(Check one)</small> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Tax exempt corporate entity <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____	
AUTHORIZED SIGNATURE <small>(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)</small>		<small>(See "Signing your Offer" provision)</small>	
TITLE <small>(Business title of person signing above)</small>			
PRINTED NAME <small>(Printed name of person signing above)</small>	DATE SIGNED		
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>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.			
STATE OF INCORPORATION <small>(If offeror is a corporation, identify the State of Incorporation.)</small>			
TAXPAYER IDENTIFICATION NO. <small>(See "Taxpayer Identification Number" provision)</small>			

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(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	Area Code - Number - Extension                      Facsimile
	E-mail Address

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
___ Payment Address same as Home Office Address ___ Payment Address same as Notice Address (check only one)	___ Order Address same as Home Office Address ___ Order Address same as Notice Address (check only one)

**ACKNOWLEDGMENT OF AMENDMENTS**  
 Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	___ Calendar Days (%)
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Minority Participation: Are you a SC Certified Minority Vendor: Yes  No ; If yes, SC Certification # \_\_\_\_\_  
 Are you a Non SC Certified Minority Vendor - Yes  No

**PREFERENCES - A NOTICE TO VENDORS:** On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at [www.procurement.sc.gov/preferences](http://www.procurement.sc.gov/preferences). **ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES. Preferences Do Not Apply to Request for Proposals.**

**PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE:** Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)). **Preferences Do Not Apply to Request for Proposals.**

\_\_\_ In-State Office Address same as Home Office Address  
 \_\_\_ In-State Office Address same as Notice Address

*Effective this date, this amendment forms part of the contract documents and modifies the original RFP.*

- Item #1:** (page 3), **Section I. Scope of Solicitation**, removal of the statement ***Firms are required to have prior experience in South Carolina K-12 education.***, shall now be changed to: The Lancaster County School District is seeking proposals to contract with a single qualified firm for Volunteer Background Check Services.
- Item #2:** (page 10), **Section III. Scope of Work/Specifications**, shall now be changed to read, The Lancaster County School District is seeking proposals to contract with a single qualified firm for Volunteer Background Check Services. ~~*Firms are required to have prior experience in South Carolina K-12 education.*~~ Proven experience in successful work with school districts of similar size and scope of the Lancaster County School District is ***preferred.***
- Item #3:** (page 11), **Section IV. Information for Offerors to Submit** shall now be changed as follows:
- C. ***Offeror Experience and Capabilities:*** Comprehensive description of the firms' experience in supplying the services required by this RFP with other South Carolina K-12 public school districts comparable in size to the Lancaster County School District, ***or entities of comparable size.*** Include a summary of understanding of the requirements, identify dedicated account manager that will assist the District.
- D. ***References:*** Provide a minimum of three (3) references for which your firm has provided the services required by this RFP ~~with South Carolina public K-12 school districts, including name of the district,~~ ***company's name,*** contact name, phone number, and email address, dates of project and a general description of the services provided.
- Item #4:** (page 23), **Attachment References**, removal of the statement ***References must be from South Carolina School Districts.*** Please use the attached reference form below.

*The following questions have been submitted for responses and/or clarification:*

- Question #1:** "While it says firms are required to have prior experience in South Carolina K-12 education, is there any consideration for new firms?"
- Answer #1:** ***Yes, we are removing the requirement for prior SC K-12 Public Education experience, but proven experience with school districts in South Carolina of similar size and scope of the Lancaster County School District is preferred.***
- Question #2:** "How many checks per year does Lancaster County run concerning this RFP?"
- Answer #2:** ***The District averages between 500 to 700 volunteer background checks a year, but this is subject to change.***
- Question #3:** "Please provide more information about Aegis and your requirements regarding unlimited users and the use of the applicant entry portals. How should this system work with the Volunteer Background Check Services system? Can vendors who do not yet provide this subscription respond to this RFP?"
- Answer #3:** ***The District is requiring for the awarded vendor to provide access to a portal for potential volunteers to complete a background check and the District to be able to approve the volunteers once they've completed the application and background check in the portal. The District is needing unlimited access so we do not restrict the number of volunteers or District personnel.***

**Question #4:** “Please provide more information regarding the requested integration with Frontline (formerly Applitrack). What are your requirements for the integration? Can vendors who do not yet integrate with Frontline respond to this RFP?”

**Answer #4:** *The District uses Frontline currently for applications. Vendors do not yet need to be integrated with Frontline, but it will be a requirement so the volunteer tracking portal can communicate with our online application system.*

## REFERENCES

A minimum of three (3) current references is required. Bidders who fail to meet this requirement will be disqualified, no exceptions.

### Reference #1:

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_  
Project Scope: \_\_\_\_\_  
Project Value: \_\_\_\_\_  
Date Services Provided: \_\_\_\_\_

### Reference #2:

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_  
Project Scope: \_\_\_\_\_  
Project Value: \_\_\_\_\_  
Date Services Provided: \_\_\_\_\_

### Reference #3:

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_  
Project Scope: \_\_\_\_\_  
Project Value: \_\_\_\_\_  
Date Services Provided: \_\_\_\_\_