

	<b>District Five of Lexington and Richland Counties</b>  <b>Request for Qualifications Professional Services Amendment One</b>	Solicitation #	2023-031
		Date Amendment Issued	04/17/2023
		Procurement Official	Lynda Robinson
		Phone	(803) 476-8140
		E-Mail Address	<a href="mailto:D5bids@lexrich5.org">D5bids@lexrich5.org</a>

DESCRIPTION	Social and Emotional Learning Professional Development <i>The Term "Offer" Means Your "Bid" or "Proposal"</i>
SUBMIT OFFER BY	May 2, 2023 at 11:00 AM
QUESTIONS MUST BE RECEIVED BY	April 17, 2023 at 12:00 PM
NUMBER OF COPIES TO BE SUBMITTED	<b>1 original and 5 copies printed, 1 electronic</b>

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

SUBMIT YOUR SEALED OFFER TO:  
**District Five of Lexington and Richland Counties  
Purchasing Office  
1020 Dutch Fork Road  
Irmo, SC 29063**

<b>CONFERENCE TYPE: Not Applicable</b> <b>DATE &amp; TIME:</b> As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions	<b>LOCATION: Not applicable</b>
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<b>AWARD &amp; AMENDMENTS</b>	The award, this solicitation, and any amendments will be posted at the following web address: <a href="https://www.lexrich5.org/Page/29433">https://www.lexrich5.org/Page/29433</a>
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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 (Full legal name of business submitting the offer)		<b>OFFEROR'S TYPE OF ENTITY:</b> (Check one) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____ (See "Signing Your Offer" provision.)
AUTHORIZED SIGNATURE  (Person signing <b>must</b> be authorized to submit a binding offer to enter into a contract on behalf of Offeror named above.)		
TITLE (Business title of person signing above)		
PRINTED NAME (Printed name of person signing above)	DATE SIGNED	
STATE OF INCORPORATION  (If Offeror is a corporation, identify the state of Incorporation.)		
TAXPAYER IDENTIFICATION NO.		

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. 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.

**COVER PAGE**

PAGE TWO  
(Return Page Two with Your Offer)

<b>HOME OFFICE ADDRESS</b> (Address for Offeror's home office / principal place of business)	<b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent.)								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Area Code:</td> <td style="width: 25%;">Number:</td> <td style="width: 25%;">Extension:</td> <td style="width: 25%;">Facsimile:</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> </table>	Area Code:	Number:	Extension:	Facsimile:				
Area Code:	Number:	Extension:	Facsimile:						
	E-Mail Address:								

<b>PAYMENT ADDRESS</b> (Address to which payments will be sent.)	<b>ORDER ADDRESS</b> (Address to which purchase orders will be sent)
<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address <b>(check only one)</b>	Order E-Mail Address:
	<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address <b>(check only one)</b>

**ACKNOWLEDGMENT OF AMENDMENTS:** Offerors acknowledge receipt of amendments by indicating amendment number and its date of issue.

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

DISCOUNT FOR PROMPT PAYMENT	10 Calendar Days (%) _____	20 Calendar Days(%) _____	30 Calendar Days (%) _____	_____ Calendar Days (%)
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**MINORITY PARTICIPATION**

Please answer the following question:

1. Are you certified as a MOB/WOB (minority-owned business/woman-owned business) by the State of South Carolina?
- Yes  No
- If yes, provide certification number: \_\_\_\_\_.

**AMENDMENT #1  
SOCIAL AND EMOTIONAL LEARNING PROFESSIONAL DEVELOPMENT  
SOLICITATION # 2023-031**

**ACKNOWLEDGE RECEIPT**

Submitters shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two of the original solicitation (3) by letter, or (4) by submitting a response that indicates in some way that the firm received the amendment.

The solicitation is amended as provided herein. Information or changes resulting from questions will be show 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. 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: **Underlined text is added to the original solicitation and stricken text is deleted. All sections of the original solicitation not appearing in this amendment shall remain unchanged.**

**SOLICITATION QUESTIONS AND DISTRICT RESPONSES ARE DETAILED BELOW. QUESTIONS ARE PRESENTED IN THE FORMAT RECEIVED.**

**Question 1:** Who is the primary intended audience for professional development? If teachers, will leaders and paraprofessionals also be attending the same sessions?

**The District's Response:** See Section III. The intended audience for the professional development is all District staff with an emphasis on teachers and building administrators receiving training first.

**Question 2:** What is the desired style of receiving PD - in-person, remote/virtual, or hybrid?

**The District's Response:** The style of professional development in order of desirability is: in-person, virtual, and hybrid.

**Question 3:** Does the district desire PD to be completed school by school at the school locations or will the district invite teachers and school leaders to a central location for training?

**The District's Response:** Training will be held at a central location.

**Question 4:** Mentioned in the RFP is a desire to receive "ongoing coaching support." Who is this intended audience? What is the preferred method (in-person or virtual/remote) for receiving this support?

**The District's Response:** Ongoing coaching support is intended for certified staff. The style of professional development in order of desirability is: in-person and virtual.

**Question 5:** We recognize the training is to begin in August 2023. Is it the expectation of the district that all training will be completed before the school year begins or is the district interested in receiving training for teachers, leaders, and other district staff throughout the school year?

**The District's Response:** The District is interested in receiving training for all District staff throughout the school year.

**Question 6:** Is the District looking for onsite training, or will this include digital evidenced-based SEL training programs?

**The District's Response:** The style of professional development in order of desirability is: in-person, virtual, and hybrid.

**Question 7:** Do you have a budget form you would like me to use or should I create my own? And same for subcontractors - any standard forms or can we create one? Also, are there budget parameters or any guidance you can provide on how this is being funded so we can design an appropriate plan?

**The District's Response:** Offerors may submit a price proposal in any format. The Offeror must identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Offeror is to submit a fully detailed price proposal including staff costs,

administrative costs, travel costs, and any other expenses necessary to accomplish the tasks and to produce the deliverables under the contract.

**Question 8:** Will the district consider awarding multiple bidders, or bidders that offer select grade bands (e.g. PreK-5th grade)?

**The District's Response:** Award will be made to the highest ranked, responsive and responsible offeror whose offer is determined to be the most advantageous to the District. The contract will be awarded to only one offeror for all grade levels identified in the Scope of Work.

**Question 9:** Solicitation #2023-031 requires three references and three letters of recommendation. Can the letters be from the same people as the references (3 total contacts) or do you require them to all be from different people (6 total contacts)?

**The District's Response:** The letters of recommendation can be from the same people as the references.

**Question 10:** Can you provide clarification around the requested scope of professional development? The purpose of the RFP points to SEL-focused PD, however, the bulleted items included in the scope speak more broadly to general instructional and classroom PD.

**The District's Response:** The purpose of the RFP is to provide District staff with the necessary skills and strategies to improve students' ability to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions.