



Beaufort County School District

Solicitation Number: 20-029
 Date Printed: January 22, 2020
 Date Issued: February 21, 2020
 Procurement Officer: Kaylee Yinger, CPPB
 Phone: 843-322-2349
 Email: Kaylee.Yinger@beaufort.k12.sc.us

Request for Proposals (RFP)

DESCRIPTION: **On-Line Student Registration System**
 SUBMIT OFFER BY (Opening Date & Time): **February 27, 2020 2:00 PM EST**
 QUESTIONS MUST BE RECEIVED BY: February 20, 2020
 NUMBER OF COPIES TO BE SUBMITTED: **Six (6) 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

CONFERENCE TYPE: DATE & TIME:	LOCATION:
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AWARDS & AMENDMENTS:
 Award will be posted at the Physical Address stated above on or after February 27, 2020. The award, this solicitation, and any amendments will be posted at the following web address: <http://beaufortschools.net> 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: _____ <small>(Full legal name of business submitting the offer)</small>	ENTITY TYPE: _____
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AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

PRINTED NAME _____	TITLE _____
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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.

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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):
PHONE NUMBER:	
EMAIL ADDRESS:	

PAYMENT ADDRESS (Address to which payments will be sent): <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Home Notice Address (check one only)	ORDER ADDRESS (Address to which all purchase orders will be sent): <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Notice Address (check one only)
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ACKNOWLEDGEMENT OF AMENDMENTS:	<u>Amendment Number</u>	<u>Amendment Issue Date</u>
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.		

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please include a copy of your certification.

Questions and Answers:

1. In Reference to the following text: **System edits/cleans data to ensure all data is formatted in the same manner according to the district's specifications.**

Can you provide the specifications for data edits/cleaning currently being used in the district?

**Addresses elements are standardized, such as street types and city names
Special characters, such as the tilde and accents, are properly rendered or removed**

2. In reference to the following text: **Solution provides applications for new students and returning students.**

How to "applications" differ from enrollment forms/packets? Are these choice or transfer applications?

New students have additional information and forms required that are not given to returning students (i.e. gender and ethnicity questions and the Home Language Survey)

3. In reference to the following text: **Offeror shall represent and warrant that the requirements are fully understood in all matters affecting the performance of the Services"**

Can a discovery call / scoping session be scheduled prior to the RFP submission date to ensure that all needs and requirements not directly specified within this RFP document are understood and accommodated within our response?

Yes

4. In reference to the following text: **Forms created in Spanish are included.**

It looks like the current district site uses Google Translate for translations, would you like to remain consistent using Google Translate for automated translations to meet this requirement? Or are custom translations needed? If custom translations are needed, will translations be provided by district personnel or are you looking for translation services with this RFP?

We do not use Google Translate in our current process. There are actually 4 forms utilized.

- **New Student form in English**
- **New Student form in Spanish**
- **Returning Student form in English**
- **Returning Student form in Spanish**

This allows us to control the actual translation needed. It was found that Google Translate didn't provide the accuracy needed.

5. Are there specific pain points with the existing online registration / re-registration solution you are attempting to remedy?

Customer service consistency and response time.

6. Are you looking for an online registration solution that also offers application and lottery tools for your school choice assignment process?

Yes, very interested in this.

7. Are you looking for an online registration solution that also offers a school finder component to replace your existing school mapping features on your website?

Would be a plus

8. Is there an anticipated launch timeline you are looking to adhere to?

July 1st

9. The RFP makes a notation to separate sections of the response for the technical response and the business response, but the RFP only makes note of the sections to be included in the technical response. Can you clarify and or provide detail on the sections required for the business response section?

The technical response is the information requested in the RFP about your company, references etc. The business response is the cost information

10. Are you looking for the capability for students to transfer from school to school or from outside of the district within this registration solution? If so, do you have details on your allowable transfer options and approval process?

Would be a plus

11. References are asked for in various areas of the RFP. References in the last 2 years (5), Past 3 contract (3), Similar Projects in the last 3 years (3) do all of these references need to differ or can there be overlap if the requirements are similar in scope?

The references can overlap as long as the criteria stated in the RFP is met.