



Beaufort County School District

Solicitation Number: 20-006
Date Printed: August 1, 2019
Date Issued: August 15, 2019
Procurement Officer: Kaylee Yinger
Phone: 843-322-2349
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Request for Proposals (RFP)

DESCRIPTION: **Paperless Student Referral System**
SUBMIT OFFER BY (Opening Date & Time): **August 22, 2019 11:00 AM**
QUESTIONS MUST BE RECEIVED BY: **August 15, 2019**
NUMBER OF COPIES TO BE SUBMITTED: **Five (5) 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:

LOCATION:

DATE & TIME:

AWARDS & AMENDMENTS:

Award will be posted at the Physical Address stated above on or after August 22, 2019. 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: (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.

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:	

<p>PAYMENT ADDRESS (Address to which payments will be sent):</p> <p><input type="checkbox"/> Payment Address Same as Home Office Address</p> <p><input type="checkbox"/> Payment Address Same as Home Notice Address</p> <p>(check one only)</p>	<p>ORDER ADDRESS (Address to which all purchase orders will be sent):</p> <p><input type="checkbox"/> Payment Address Same as Home Office Address</p> <p><input type="checkbox"/> Payment Address Same as Notice Address</p> <p>(check one only)</p>
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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 ☐ No ☐
If yes, please include a copy of your certification.

Questions:

1. What type of information does the district want redacted on the CD copy?

Financial, proprietary, confidential, and personnel information.

2. Can you confirm that this solution will be hosted in the district's data center?

BCSD does not have a preference. We do not host our current services.

3. Please define what referral information is to be collected and who will be entering this information.

Please refer to all South Carolina and Federal reporting requirements. This information can be found with the South Carolina Department of Education. Teachers and Administrators will enter in the necessary information

4. Automatic enrollment and rostering from the Student Information System – please clarify this requirement.

System capabilities must include the seamless integration of our current SIS system and the paperless referral system.

5. Can you also please let me know which tables or information data will be uploaded to within PowerSchool?

Please refer to the South Carolina PowerSchool Data Collection Manual.

Vendor must provide certification that their firm or principals of the firm have been successfully providing online safety training programs for a minimum of five (5) years (list schools districts you are currently serving first). Please include account name, contact name, address and phone number for references.

The section mentioned above was a typo in the solicitation and should read:

“Vendor must provide certification that their firm or principal of the firm have been successfully providing paperless referral system services for a minimum of five (5) years (list school districts you are currently services first). Please include account name contract name, address and phone number for references”