



Beaufort County School District

Addendum 1

Solicitation Number: 20-008
Date Printed: August 15, 2019
Date Issued: August 22, 2019
Procurement Officer: Kaylee Yinger
Phone: 843-322-2349
Email: Kaylee.yinger@beaufort.k12.sc.us

Invitation for Bid

DESCRIPTION: **Temporary Information Technology (IT) Professional Services**
SUBMIT OFFER BY (Opening Date & Time): **September 6, 2019; 2:00 PM**
QUESTIONS MUST BE RECEIVED BY: **August 30, 2019**
NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original Signed Copy and One (1) Electronic Copy - Redacted**

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 September 6, 2019. The award, this solicitation, and any amendments will be posted at the following web address: <http://beaufortschools.net>.

You 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> <div> <input type="checkbox"/> Payment Address Same as Home Office Address </div> <div> <input type="checkbox"/> Payment Address Same as Home Notice Address </div> <p>(check one only)</p>	<p>ORDER ADDRESS (Address to which all purchase orders will be sent):</p> <div> <input type="checkbox"/> Payment Address Same as Home Office Address </div> <div> <input type="checkbox"/> Payment Address Same as Notice Address </div> <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 and Answers

1. Are there any incumbents on this contract? If so, can you please provide the company names?

We do not have any vendors currently on contract.

2. If there was an incumbent, can you please let us know the name of incumbent, their hourly rate and historical spend?

N/A

3. What is the typical length of an engagement?

Varies, depending on type of work requested.

4. What is the most sought after labor category?

All categories listed are a necessity to the contract and depend is dependent on current projects.

5. What was the spend for last year's contract?

N/A

6. Is budget allocated for this contract? If yes, can you please let us know the same?

There is not a current budget for this contract. Services are on an as needed basis.

7. Are there any evaluation criteria assigned. If yes, can you please provide us with the detailed criteria?

All criteria for qualification for this contract is listed in the solicitation.

8. Are there any mandatory subcontracting goals for this opportunity?

No, only subcontracting reporting requirements listed in the solicitation.

9. Please confirm - We are not required to submit any pricing with our proposal. We only need to provide yes or no confirmation on Exhibit C.

Yes, and the percentage discount (if offered).

10. What are the historical volumes of temporary personnel needed in terms of quantity of staff and annual spending on temporary personnel distinguished by the labor category used?

Varies, depending on type of work requested. Historical data is no indication of this contract.

11. What are the forecasted volumes of temporary personnel needed in terms of quantity of staff and annual spending on temporary personnel by labor category?
[Varies, depending on type of work requested. Historical data is no indication of this contract.](#)
12. Who are the incumbent companies currently providing these services?
[None](#)
13. Is the School District expecting to make a single award or multiple awards?
[Multiple](#)
14. On Page 18, 3.0.3, item 1 indicates BCSD will not pay for extra costs for IT services. Based on the established rates for certain requests, local resources may not always be available within the 72 hour SLA.
[Please list this information in your proposal.](#)
15. On Page 19, item 4 indicates service is required within 72 of a request. We can provide Level 1 & 2 service within 72 hours without an issue, but our Level 3 techs are scheduled upon request. Is this acceptable?
[Please list this information in your proposal. Depending on the project this may or may not be an issues.](#)
16. On Page 19, item 11 indicates that our service techs may be hired after a certain period of service. We want to remove this line, as we hire permanent technicians not to be hired away from us.
[Please list this in your proposal under your exceptions.](#)