



**Beaufort County School District**

Solicitation Number: 22-016  
Date Printed: March 10, 2022  
Addendum 2 Date Issued: March 10, 2022  
Procurement Officer: Kaylee Yinger, CPPB  
Phone: 843-322-2349  
Email: [Kaylee.Yinger@beaufort.k12.sc.us](mailto:Kaylee.Yinger@beaufort.k12.sc.us)

**Request for Qualifications**

DESCRIPTION: **Electronic Benefits Enrollment & Communication Services**  
SUBMIT OFFER BY (Opening Date & Time): **March 17, 2022 @ 4:00 PM EST**  
QUESTIONS MUST BE RECEIVED BY: **March 10, 2022 by 5:00 PM EST**  
NUMBER OF COPIES TO BE SUBMITTED: **Five (5) Original Signed Copies and One Redacted Version on USB**

**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

**AWARDS & AMENDMENTS:**

Award will be posted at the physical address stated above on or after March 17, 2022. 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.

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):
---	--

<b>PHONE NUMBER:</b>
<b>EMAIL ADDRESS:</b>

<b>PAYMENT ADDRESS</b> (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)	<b>ORDER ADDRESS</b> (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)
--	---

<b>ACKNOWLEDGEMENT OF AMENDMENTS:</b>	<u>Amendment Number</u>	<u>Amendment Issue Date</u>
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.		

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

## Questions and Answers:

1. 2.1.4 Content of Offer: c) notes that the offer must be divided into two parts, the technical proposal and the business proposal. Each part should be bound in a single volume. The Cover Page request five (5) original signed copies and One redacted version on USB. Should we submit 5 original copies our technical proposal, 5 original copies of our business proposal, one copy of our redacted technical proposal and one copy of our redacted business proposal? Please specify if you require a separate business proposal and how many copies we should submit.

The business proposal and technical proposal should be two sections but bounded in the same proposal.

2. Who is the incumbent providing these services?  
Keenan & Suggs, Inc.
3. On page 17, Section 3.0.3 Services to be Provided, item #3 about professional counselors who are trained and experienced in completing South Carolina State paperwork: Is this service currently offered by the incumbent or an outsourced vendor? (If outsourced, please provide the name of that organization.)  
Service is provided by the incumbent.
4. On page 18, Section 3.0.3, item #5 about providing accurate and neat paperwork: Does the district require that paper forms for enrollment be used, or can the offeror utilize an automated, online system for enrollment – and provide data electronically to the district and others as appropriate?

A combination of methods are used.