



Beaufort County School District

Solicitation Number: 22-016
Date Printed: March 7, 2022
Addendum 1 Date Issued: March 7, 2022
Procurement Officer: Kaylee Yinger, CPPB
Phone: 843-322-2349
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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)

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):
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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 certificate.

Questions and Answers:

1. What is the breakdown between fulltime and part-time employees in the 2500 employee count?
2300 Fulltime Employees and 200 Part-time Employees.
2. What is the breakdown of the 21 locations?
33 Schools, 1 District Office and 3 Transportation Sites.
See section 1.1 for more specific information.
3. Please example the E-Rate Program.
E-Rate is not applicable to this RFP.
4. Please example the E-Rate Productivity Center.
E-Rate is not applicable to this RFP.
5. Will all documents and addendum be uploaded to <http://beaufortschools.net>?
Yes.
How will we be notified of new documents or addendums when they are posted?
If the vendor is registered with us for on our website, the vendor will be notified when documents are uploaded.
6. If multiple offers ar submitted by the same vendor and satisfy all requirements, will both bids be rejected?
Please refer to section 2.0.4 of the solicitation for specific information.
7. If certain information is marked confidential, what disclosures if any is the information subject to by South Carolina Law?
BCSD is bound by the Freedom of Information Act (FOIA) Law.
8. For the bid submission being divided into two parts, technical and business is there specification list for each part listing the minimum requirements?
The Technical Proposal (See section 4.0) is comprised of information meeting our scope of work and requirements. The Business Proposal should consist of business information outside of the scope of work.
9. Are the proposals to be mailed to USPS Drawer 309? Can they be submitted via overnight delivery? If so, what is the physical address for the proposals to be delivered?
Please refer to the cover page of the solicitation.
You may submit to either the Mailing Address via USPS or the Physical Address via FedEx/UPS.
10. 3.03.3 What would the technical specifications that are addressed in this section? What are the minimum requirements?
 - a. #3 Is the enrollment described in this section to be paper based? Will the enrollment be electronic and paper or just paper based?
Electronic and Paper.
 - b. #5 Is the enrollment described in this section be paper based? Will the enrollment be electronic and paper or just paper based?
Electronic and Paper.
 - c. #8 Would a full compensation statement for all benefits, salary and employer paid cost fulfill this requirement?
Yes.
 - d. #9 What type of surveys would this be asking for?
Employee survey after open enrollment.

- e. #10 What is the “District Software System?” What type of interface would be needed for data transfer “Bi-Directional ETC?” On what schedule? What would the system need to transfer data to all of the vendors for benefits, TPA Services, Cobra administrators, ETC?
[District Software is MUNIS. Importing data from a flat file after open enrollment.](#)
 - f. #11 Will these laptop presentations be conducted in person or can they be done in a combination of in person, call center and web enrollment?
[A combination of all.](#)
 - g. #15 On what level would this advice be delivered? By an attorney or benefit consultant?
[Benefit Consultant.](#)
11. Evaluation factors
- a. Is there a scoring system of the listed items? And if so, how are the proposals evaluated?
[See section 6.0.3 of the solicitation.](#)
12. 7.1.8 Default
- a. What if any cost would be the successful vendor be liable for if the District terminates the contract for cost for the district to acquire a new vendor for services?
[This section refers to the cost we would incur if the current vendor was not able to perform their duties under the current contract and cost associated with acquiring new services.](#)
13. 7.1.18 Ownership of data and material
- a. Please explain the extent of the ownership of the items in this section? Would IP property, system documentation and general system processes of the vendor be excluded?
[Any data prepared specifically for BCSD will belong to BCSD. Software licensing and Proprietary Software does not belong to BCSD but to the contractor.](#)
14. 7.1.27 Term of Contract
- a. Is the effective date of February 2022 correct? If so why are the questions and bid submission dates in March.
[This was an “anticipated date” the new anticipated date will be March 2022.](#)
15. 9.0 Attachments to Solicitation
- a. Does the District have forms for these requirements that the bidder can use to comply with the section? If not, what would be the documentation that the district would want to comply with answering the questions?
[In section 9.0, the Statement of Intent and Business Utilization Plan form is provided. Please provide any information you may have that is applicable to this section as described in 9.0.](#)
16. Statement of Intent
- a. Should this form be completed and submitted prior to formal bid submission or sent before the bid is sent to the District.
[This statement should be provided with your proposal.](#)
17. Please confirm if district will accept bids from mixed shore servicing (Client Facing Team – USA, Service Delivery Team – India)?
[The district will accept all proposals as long as they meet all requirements listed in the solicitation.](#)
18. What is the target date for the system and services needing to be functional and accepted by the district?
[April 1, 2022](#)

19. What mobile capability should the system have to meet the technical requirements of the district?
Please explain?
There is not a requirement for mobile capabilities at this time.
20. What communication and electronic outreach features should the system have to meet the technical requirements of the district? Please explain?
Please see section 3.0.3. There is not a specific requirement for “outreach” but please provide your firm’s solution.
21. Have many carrier connections does this district currently have?
PEBA is our insurance carrier. If this does not satisfy your questions, please be more specific.
22. Who are the voluntary insurance carriers currently on payroll deductions for the district?
Trustmark Insurance and All-State.
23. Would these carriers remain in place if a new system is chosen? Would there be the option of the new system provided to replace the current voluntary carriers with the new planta that are equal to or exceed the current plan in order to offset costs for the system for the district?
Current carriers will remain in place. Interested vendors may submit recommendation information in their proposals.
24. Where can we get a list of vendors who have downloaded the bid information? Can you provide a list of vendors who have submitted questions but not expose the questions asked by the vendor?
Per the BCSD Procurement Code, vendors will not be disclosed while the solicitation is open. All vendors questions will be answered in addendums and the vendors submitting the questions will not be divulged.