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|---|---|--|--|
| <br><b>HCS</b><br>Horry County Schools | <b>Office of Procurement Services</b><br><br><b>REQUEST FOR QUOTE</b> | Solicitation Type:<br>Solicitation Number:<br>Date Issued:<br>Procurement Specialist:<br>Physical Address:<br>Phone/Fax:<br>Email: | Request for Quote<br>2021-26MJ<br>11/10/2020<br>B. Maurice Jackson, CPPB<br>335 Four Mile Road, Conway, SC 29526<br>(843) 488 - 6929<br><a href="mailto:mjackson@horrycountyschools.net">mjackson@horrycountyschools.net</a> |
|   |   |  |  |

Offer should be submitted to Procurement Specialist

SUBMIT OFFER BY (Opening Date/Time): **November 17, 2020 / 12:00 PM (EST)**

Please quote your lowest delivered price of the below listed item(s). The Procurement Office reserves the right to reject any or all quotes and to waive any or all technicalities.

1. If an item cannot be furnished, indicate by **NO QUOTE**
2. All quotes must be signed by the Offeror's representative and terms noted, failure to comply with this instruction may result in disqualification of the quote.
3. No South Carolina sales tax will be paid on freight or labor.
4. *Do not include any sales or use taxes* in your price that the District may be required to pay.
5. The attached *Terms and Conditions* apply to all quotes and supersedes Vendor's Terms and Conditions.
6. Offers may be submitted to the Procurement Specialist via email: [mjackson@horrycountyschools.net](mailto:mjackson@horrycountyschools.net) or preferably uploaded to <https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e>

**BIDDING SCHEDULE**

| Item No. | Description   | Total Price |
|----------|---|-------------|
| 1.       | Platform for Virtual Job Fair for 12 month term with 3 user seats, 200 guest seats, and unlimited virtual events and has text based chat, 1 -1 video chat and 1-2 phone chat capabilities as per the specifications herein. | \$          |
|          |   |             |
|          |   |             |
|          | <b>*OMIT TAXES FROM TOTAL BID</b>   | \$          |

**INFORMATION FOR OFFERORS TO SUBMIT**

By signing this quote, offeror certifies under penalties of perjury that they have complied with section 12-54-120(B) of the S.C. code of Laws 1976 as amended pertaining to payment of taxes.

Authorized Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Federal Tax Payer ID /SSN: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

SC Minority Certification Number (if applicable) \_\_\_\_\_

Vendor's Best Delivery Date \_\_\_\_\_ Days ARO (after receipt of order) Vendor's Discount Terms: \_\_\_\_\_% \_\_\_\_\_Days

Do you collect SC Sales Tax? ☐ Yes ☐ No SC Tax Registration # (if applicable) \_\_\_\_\_

| ACKNOWLEDGMENT OF AMENDMENTS<br>Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue. See "Amendments to Solicitation" Provision | Amend.<br># | Amend.<br>Issue Date | Amend.<br># | Amend.<br>Issue Date |
|---|-------------|----------------------|-------------|----------------------|
|   |             |                      |             |                      |

## **SCOPE OF WORK**

HCS Procurement Department on behalf of Human Resources Department is requesting quotes from qualified vendors to provide a consolidated virtual job fair platform to access fifty-seven (57) schools and centers in the District for presentations, videos and brochure. The platform will allow employers and job seekers to meet in a virtual environment, using chat rooms, web-chats, webcasts, webinars and/or email to exchange information about job openings. The platform must offer customer service outside normal business hours and provide virtual solutions. Employers will be able to create “booths” that job seekers can “visit”. Each school shall be assigned their own booth on the virtual platform. The employer and job seeker then have a choice to webchat with each other or the job seeker. Following the event, the “host” of the event can pull multiple reports about the attendees and what “booths” were visited. The designated administrator account holder will be able to pull reports for all the virtual events that were held.

### **TECHNICAL CAPABILITIES**

1. *Reports*: Reports must be able to be pulled into Excel. Reports include, but are not limited to,:
  - a. registration information (recruiters and job seekers),
  - b. if those who registered attended,
  - c. time spent in the event,
  - d. booths visited by job seekers,
  - e. time at each booth job seekers spent,
  - f. employers that used chat,
  - g. employers that used live chat,
  - h. job seekers that used chat,
  - i. job seekers that used live chat,
  - j. job seekers that applied for jobs,
  - k. amount of jobs job seekers clicked on and amount they applied for,
  - l. survey results (employer and job seeker)
2. *Mobile Friendly*: The site must be able to be used on mobile devices (including Smartphones, Android, iOS, tablets, and laptops). Job seekers must be able to apply for positions using their mobile devices and employers must be able to manage their booth.
3. *Bandwidth*: A live event must be able to handle more than 100 job seekers without a system failure in the system or a lag.
4. *Updates*: The platform must alert the Virtual Account Managers of system upgrades and provide training. Alerts may be communicated either by email or when Virtual Account Managers log into the platform.
5. *Live Chat*: Live chat option is available for all employers and offers a live chat platform through the system so employers do not have to use their own web-chat platform. The helpdesk has a live chat platform so the Secondary Account Managers do not have to use their own web-chat platform.
6. *Chats*: Chats (chat box) are offered for both employers and the ‘help desk’ to communicate with job seekers in the form of real-time writing. Employers are able to receive their chat logs and the administrator is able to receive a copy of the ‘help desk’ chat logs.
7. *Webcasts*: The platform must offer the ability to have webcasts during the event. Secondary Account Managers can upload videos to the virtual job fair platform.
8. *Languages*: The platform must be in English at a minimum – English and Spanish is preferred.
9. *Americans with Disabilities Act (ADA) Compliance*: The platform must comply with accessibility standards as stated in Section 508 Amendment of the Federal Rehabilitation Act of 1973 (standards as listed on <http://www.section508.gov>) and applicable ADA or other Federal requirements.

### Virtual Job Fair Platform Required Capabilities

| Function  |
|---|
| 1. License/login for separate users of the platform   |
| 2. Run multiple events concurrently   |
| 3. Offering live chat function with a built-in web-based program                                |
| 4. Receive live chat logs   |
| 5. Provide webcasts during the event  |
| 6. Offers web-based surveys   |
| 7. Mobile friendly  |
| 8. Does not require users to download software  |
| 9. Ability to make updates to the event while "live"  |
| 10. Reports- admin site to pull reports for all users of the platform                           |
| 11. Customization of Booths (Name, Logo, and Colors)  |
| 12. Ability to share screen to present slides or other content to the attendees in their booth. |
| 13. Ability to view presentations, documents and play pre-recorded videos                       |

### IMPLEMENTATION

The platform must be fully operational within 3-5 weeks after the contract is awarded, but it is preferred this is accomplished within 2-3 weeks of award.

### TECHNICAL SUPPORT

1. Contractor must provide support by phone and email.
2. First level issues (designing a booth) must be responded to within 48 hours of being notified of the issue.
3. Second Level issues (log-in issues, uploading job orders, etc.) must be responded to within 24 hours of being notified of the issue.
4. Third Level issues (platform has stopped working, reports are not pulling, etc.) will need 1-2-hour response time.
5. Once the Contractor has responded to an issue, that issue must be resolved within 24 hours.
6. Within 24 hours after an issue is resolved, the Contractor will email HR and explain how the issue was resolved.

### UPTIME

Platform must be online 24 hours a day/7 days a week while a virtual job fair is live.

### QUALIFICATIONS

Platform provider must have been in business for a minimum of 5 years.

## **GENERAL CONDITIONS**

**DEFAULT:** In case of default by the Contractor, Horry County Schools reserves the right to purchase any or all items in default in the open market, charging the Contractor with any additional costs. The defaulting Contractor shall not be considered a responsible Contractor until the assessed charge has been satisfied.

All amendments to and interpretation of this RFQ shall be in writing. The procurement officer shall not be legally bound by any amendment or interpretation that is not in writing.

Any contract entered into by Horry County Schools resulting from this quotation shall be subject to cancellation at the end of any fiscal or appropriated year unless otherwise provided by law.

Payment will be made in accordance with Section 11-35-45 of the South Carolina Consolidated Procurement Code and Disbursement Regulations. Delay in receiving invoices, as well as errors and omissions on the invoices, will be considered just cause for withholding payment without losing discount privileges. The District reserves the right to withhold payment or make such deductions as may be necessary to protect the District from loss or damage because of defective work, claims, damages or to pay for repair of correction of materials furnished hereunder.

Quoted prices must remain firm for a period of thirty (30) days beyond the Request for Quotation deadline.

Unit prices will govern over extended prices unless otherwise stated.

Horry County Schools shall not consider payment discounts in the award of this contract when such discounts are for thirty (30) days or more after final inspection and acceptance of contract requirements. Payment discounts for less than thirty days are encouraged but shall not be a factor in award determination. Please state your discount terms using the above referenced information as the District's position on the matter.

All materials and products offered must be guaranteed to meet and comply with the requirements all the specifications, terms and conditions indicated or referred to.

The award will be made in accordance with Section 11-35-1550 (b) of the South Carolina Consolidated Procurement Code.

The District reserves the right to reject any and all quotations and to cancel the solicitation; waive any and all technicalities; the District reserves the right to reject any quotation in which the delivery time indicated to be of substantial length to cause disruption and/or delay in operation for which the item(s) is/are intended; ambiguous quotations which are uncertain as to terms, delivery, quantity or compliance with specifications may be rejected.

The contractor assumes sole responsibility and shall hold harmless Horry County Schools, its Board of Education, employees and agents from and against any and all claims, actions or liabilities of any nature which may be asserted against them by third parties in connection with the performance of the successful Contractor, its Boars, employees and agents under this agreement. Horry County Schools agrees to accept responsibility for claims, actions or liabilities resulting from negligent acts of its employees occurring within the scope of their employment which may be asserted against them by third parties in connection with the performance of Horry County Schools, its Board, employees and agents under this agreement.

Contractor agrees not to refer to award of this contract in commercial advertising in such a manner to state or imply that the products or service provided are endorsed or preferred by the user.

Upon award of a contract under this quotation, the person, partnership, association or corporation to whom the award is made must comply with the laws of South Carolina that require such person or entity to be authorized and/or licensed to do business in this State. Notwithstanding the fact that applicable statutes may be exempt or exclude the successful Contractor from requirements that it be authorized and/or licensed to do business in this State, by submission of this signed quote, the Contractor agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses or fees levied by the State.

**Offshore Contracting Prohibited:** No part of the resulting contract from this request for quote may be performed offshore of the United States by persons located offshore of the United States or by means, methods, or communications that, in whole or in part, take place offshore of the United States.

**Termination:** Subject to the provisions below, the contract may be terminated for any reason by the District providing a thirty-day advance notice in writing is given to the contractor.

**Termination for Convenience:** In the event that this contract is terminated or cancelled upon request and for the convenience of the District may negotiate reasonable termination costs, if applicable.

**Termination for Cause:** Termination by the District for cause, default, or negligence on the part of the Contractor shall be excluded from the foregoing provisions; termination costs, if any, shall not apply. The thirty day advance notice requirement is waived and the default provision in this bid shall apply.

**HIPAA Law:** The Contractor agrees that to the extent that some or all of the activities within the scope of this Contract are subject to the Health Insurance Portability Accountability Act of 1996, P.L. 104-91, as amended ("HIPAA"), or its implementing regulations, it will comply with the HIPAA requirements and will execute such agreements and practices as the Horry County Schools may require to ensure compliance.

### **SPECIAL CONDITIONS**

**LICENSES, PERMITS, INSURANCE:** All costs for required licenses, permits and insurance shall be borne by the Contractor.

Horry County Schools requires all contractual activities to be performed in a manner that is consistent with all applicable federal, state and local laws, regulations, rules, rulings and ordinances. These include, but are not limited to: the Occupational safety and Health Act, The Environmental Protection Act, The South Carolina Hazardous Waste Management Act.

**IMPORTANT**— Please Note - Contractors, we MUST have your Federal ID # (company) or Social Security # (individual) before processing any invoices for payment. Failure to provide this information will result in delay of payments until this information is received. Please include this information with your quote.

### **INFORMATION FOR OFFEROR'S TO SUBMIT**

#### **MINORITY PARTICIPATION (JAN 2006)**

Is the bidder a South Carolina Certified Minority Business?      Yes      NO

Is the bidder a Minority Business certified by another governmental entity?      Yes      NO

If so, please list the certifying governmental entity:

Will any of the work under this contract be performed by a SC certified Minority Business as a subcontractor?      Yes      NO

If so, what percentage of the total value of the contract will be performed by a SC certified Minority Business as a subcontractor?      Yes  
NO

Will any of the work under this contract be performed by a minority business certified by another governmental entity as a subcontractor?      Yes      NO

If so, what percentage of the total value of the contract will be performed by a minority business certified by another governmental entity as a subcontractor?      Yes      NO

If a certified Minority Business is participating in this contract, please indicate all categories for which the Business is certified:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Traditional minority    | <input type="checkbox"/> Traditional minority, but female    | <input type="checkbox"/> Women (Caucasian females)                       |
| <input type="checkbox"/> Hispanic minorities     | <input type="checkbox"/> DOT referral (Traditional minority) | <input type="checkbox"/> DOT referral (Caucasian female)                 |
| <input type="checkbox"/> Temporary certification | <input type="checkbox"/> SBA 8 (a) certification referral    | <input type="checkbox"/> Other minorities (Native American, Asian, etc.) |

(If more than one minority contractor will be utilized in the performance of this contract, please provide the information above for each minority business.)

**HCS VENDOR APPLICATION****PROCUREMENT OFFICE USE ONLY**

VENDOR ID#

INITIALS

DATE

BUSINESS FULL LEGAL NAME & ADDRESS:REMITTANCE ADDRESS (*Attach a blank copy of your invoice.*):

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

TOLL: \_\_\_\_\_

CELL: \_\_\_\_\_

TOLL: \_\_\_\_\_

CELL: \_\_\_\_\_

→ WEBSITE ADDRESS: \_\_\_\_\_

→ EMAIL ADDRESS FOR ELECTRONIC PURCHASE ORDER TRANSMITTALS TO BE EMAILED: \_\_\_\_\_

**NAMES OF OWNERS, OFFICERS, PARTNERS AUTHORIZED TO BIND THE COMPANY:**

OWNER / PRESIDENT: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

→ EMAIL ADDRESS FOR OWNER / PRESIDENT: \_\_\_\_\_

PARTNER: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

SALES REPRESENTATIVE: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

→ EMAIL ADDRESS FOR MAIN SALES CONTACT: \_\_\_\_\_

**INFORMATION ABOUT TYPE OF BUSINESS:**

TYPE:

(Check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Attorney                | <input type="checkbox"/> Partnership (LLP)      |
| <input type="checkbox"/> Construction (Inc.)     | <input type="checkbox"/> Partnership (not Inc.) |
| <input type="checkbox"/> Construction (not Inc.) | <input type="checkbox"/> Research & Dev         |
| <input type="checkbox"/> Corporation (Inc.)      | <input type="checkbox"/> Sales & Service        |
| <input type="checkbox"/> Distributor / Dealer    | <input type="checkbox"/> Sales (only)           |
| <input type="checkbox"/> Governmental            | <input type="checkbox"/> Service Provider       |
| <input type="checkbox"/> Individual              | <input type="checkbox"/> Small Business         |
| <input type="checkbox"/> Manufacturer            | <input type="checkbox"/> Wholesaler / Retailer  |
| <input type="checkbox"/> Medical Services        | <input type="checkbox"/> Other _____            |

Are you subject to IRS 1099 reporting for income tax purposes?

☐ Yes    ☐ No    ☐ I don't know
STATUS:    ☐ Minority Owned \*    ☐ Woman Owned \*\* Must be at least 51% owned/controlled by minorities (non-whites) or women. Check all that apply even if not State certified.

SC Certification #: \_\_\_\_\_

**INFORMATION ABOUT PRODUCTS / SERVICES:**(Find "best fit" category(ies). Check all that apply.)

- |   |  |
|---|--|
| <input type="checkbox"/> Books & Similar Materials    | <input type="checkbox"/> Landscaping / Lawn Maint. |
| <input type="checkbox"/> Computer Hdw / Software      | <input type="checkbox"/> Printing                  |
| <input type="checkbox"/> Construction (Specify Below) | <input type="checkbox"/> Rentals (specify)         |
| <input type="checkbox"/> Electrical                   | <input type="checkbox"/> Repairs (specify)         |
| <input type="checkbox"/> Masonry                      | <input type="checkbox"/> Services (specify)        |
| <input type="checkbox"/> Mechanical / HVAC            | <input type="checkbox"/> Supplies (specify)        |
| <input type="checkbox"/> Painting                     |  |
| <input type="checkbox"/> Plumbing                     |  |
| <input type="checkbox"/> Roofing                      |  |
| <input type="checkbox"/> Other (specify) _____        |  |
| <input type="checkbox"/> Equipment                    | <input type="checkbox"/> Telecommunications        |
| <input type="checkbox"/> Food Products                | <input type="checkbox"/> Vehicles / Trucks         |
| <input type="checkbox"/> Furniture                    |  |
| <input type="checkbox"/> Other (specify) _____        |  |
| <input type="checkbox"/> Other (specify) _____        |  |

**IDENTIFICATION AND CERTIFICATION:**

In compliance with Internal Revenue Service and State of South Carolina regulations, please provide us with the following taxpayer identification information. We are required by law to obtain this information when making a reportable payment to you. Failure to provide the information may subject future payments to a 31% backup withholding and \$50 penalty. \*\* This serves as a substitute Federal W-9.\*\*

→ For individuals, enter social security number (SSN) :

→ For sole proprietors, enter owner's SSN or Federal Employer's Identification Number (FEIN):

→ For partnerships, corporations or others, enter FEIN:

→ For verification of sales tax collection authority, enter State of SC Sales Tax License Number:

Under penalties of perjury, I certify that the numbers provided above are true and correct and I am not subject to backup withholding because: (a) I am exempt, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding. I further certify that all information supplied herein is correct and the applicant nor anyone in connection with the applicant as a principal or officer, so far as is known, is now debarred, suspended or otherwise declared ineligible to do business with any agency of the State of South Carolina, the Federal government or Horry County Schools.

Authorized Signatory

Print Name &amp; Title

Date Completed