

**Charleston County School District  
 Request for Proposals**

AMENDMENT #1

**Solicitation Number: P1808**

**Description: Fixed Asset Software for Charleston County School District**

**Date: March 13, 2018**

**SUBMIT OFFER BY: March 30, 2018 BY 2:00 PM ET**

**QUESTIONS MUST BE RECEIVED BY: March 8, 2018 by 2:00 PM ET**

**NUMBER OF COPIES TO BE SUBMITTED: One (1) Original Copy, Seven (7) Hard Copies and One (1) USB Flash Drive  
 (See page 2 for details)**

**PROCUREMENT OFFICIAL CONTACT:**

**Procurement Services  
 Attention: Debra Cannon, CPPO, CPPB  
 3999 Bridge View Drive  
 North Charleston, SC 29405  
 Phone: 843-566-1982  
 Email: debra\_cannon@charleston.k12.sc.us**

**The term "Offer" means your "Bid" or "Proposal".**

**Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.**

You must submit a signed copy of this form with your offer. By submitting a bid or proposal, 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.

Print Name of Offeror (Full legal name of business submitting the offer)		Date Signed
Authorized Signature (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)		Taxpayer Identification No.
Title (Business title of person signing above)		Telephone Number
Printed Name (of person signing above)		Facsimile Number
Company Address (Street, City, State & Zip Code)		
Contact Person(if different than authorized signature)		Email Address
Telephone Number	Facsimile Number	

Cover Page

The above numbered Request for Proposals is amended as set forth below. The Hour and Date specified for receipt of proposals has not been amended.  
Bid Schedule has not been amended.

**Reference and acknowledge this Addendum on the offer submitted.** Failure to acknowledge addendum may result in rejection of your offer.

If by virtue of this addendum you desire to change an offer already submitted, such change may be made by submitting an amended bid prior to the closing date and hour specified.

#### **AMENDMENTS TO SOLICITATION**

(a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: [http://www.ccsdschools.com/divisions/finance/contracts\\_and\\_procurement\\_office/supplies\\_and\\_services\\_solicitations/](http://www.ccsdschools.com/divisions/finance/contracts_and_procurement_office/supplies_and_services_solicitations/) (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

Under scope of work on page 29 add the following:

System shall be capable of storing unlimited assets.

#### **Questions are answered below.**

**Question #1:** Whether companies from Outside USA can apply for this? (like, from India or Canada)

**Answer:** Please see page 7, offshore contracting prohibited clause.

**Question #2:** Whether we need to come over there for meetings?

**Answer:** Yes.

**Question #3:** Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

**Answer:** Please see page 7, offshore contracting prohibited clause.

**Question #4:** Can we submit the proposals via email?

**Answer:** No, please see page 1 for instructions.

**Question #5:** Would the district like to see, as an option, the estimated cost of having a physical inventory counting/tagging service performed across the district?

**Answer:** This may be listed and identified as an optional service. Do not include it in the five year total.

**Question #6:** What format is the District's existing data in?

- a. Is it in a single file, or multiple files?
- b. Is it in a .csv format or other?

**Answer:** a. Multiple Files b. Excel or .csv format

**Question #7:** Please clarify how many vendors will be selected for Phase II.

**Answer:** Up to Five

**Question #8:** What is the District's preferred deployment date for the new system?

**Answer:** During the summer of 2018

**Question #9:** Would the District please expand on the following requirement: **MA18 - Associate multiple users with a device (for shared model schools or classrooms)?**

An asset may need to be assigned to more than one student at a time for shared model school or classrooms.

- a. Does the District want a device to be associated to more than one student at a time?

**Answer:** Yes.

**Question #10:** Would the District please expand on the following requirement: **MA27 - Ability to differentiate between capital and noncapital assets and calculate depreciation?**

The system must be able to calculate depreciation. The district only depreciates capital assets which are any fixed assets over \$5,000. Non-capital assets are assets that are over \$500. In our current system, we have a field that states whether an asset is a capital or non-capital asset, so we would like to know if you system has a way of differentiating between the two.

- a. Do both capital and non-capital assets depreciate? No, Only capital assets depreciate.
- b. What depreciation methods are you using for capital and non-capital assets?

**Answer:** Capital assets use the straight line method of depreciation.

**Question #11:** What is the district's tag/barcode standard: poly-thermal barcodes, RFID tags, or both?

**Answer:** At this time, polyester labels are being used and are supplied by an outside vendor.

**Question #12:** Please use the table below and list at a high level the types of assets involved in this project. Please give your best guestimate as to the amount of assets per Asset Type. (Please add to/modify the table to best reflect your district’s assets for inventory). Special instructions can also be included.

<u>Asset Type</u>	<u>Estimated Total by Type</u>
<b>Laptops/Chromebooks</b>	24,972
<b>iPads/Tablets</b>	36,182
<b>Desktops</b>	28,510
<b>Printers/Copiers</b>	4,132
<b>iPad/Laptop Carts</b>	483
<b>Interactive White Boards</b>	4,135
<b>TV’s/Apple TV’s</b>	655
<b>Furniture</b>	1,325
<b>Musical Instruments</b>	828
<b>Projectors/Document Readers</b>	943
<b>Vehicles</b>	596
<b>Wireless Access Points</b>	2,195
<b>Total Assets</b>	<b>104,956</b>

\*\*\*Total Assets in System: 116,397

\*\*\*Unlimited capacity of assets for future software is required.

**Answer:** See table above.