

FIXED PRICE BID

Solicitation Number: B 2315

AMENDMENT #1

Description: Information Technology Temporary Employee Services for Charleston County School District

Date: February 23, 2023

SUBMIT QUESTIONS BY: February 23, 2023 BY 11:00 AM

SUBMIT BID BY: March 7, 2023 BY 2:00 PM ET

NUMBER OF COPIES TO BE SUBMITTED: ONE ORIGINAL

PROCUREMENT OFFICIAL CONTACT: Procurement Services
 Attention: Debbie Coen, NIGP-CPP, CPPO, CPPB
 3999 Bridge View Drive
 North Charleston, SC 29405
 Phone: 843-566-1982
 Fax: 843-566-1972
 Email: debra_coen@charleston.k12.sc.us

Bids are to be submitted on the Bid Form provided; enclosed in a sealed envelope with the name and address of the bidder, and solicitation number with description, clearly marked on the envelope.

ALL BIDS MUST BE SIGNED BY A COMPANY OFFICIAL DULY AUTHORIZED TO BIND AN AGREEMENT FOR THAT COMPANY

You must submit a signed copy of this form with your offer. By submitting, you agree to be bound by the terms of the Solicitation.		
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

AWARDS & AMENDMENTS: Awards will be posted at the Physical Address stated above. The award will be posted on or before **3/30/23**. The award, this solicitation, and any amendments will be posted at the following website URL:

<https://www.ccsdschools.com/Page/432>

ACKNOWLEDGEMENT OF AMENDMENTS: Offerors: Acknowledges receipt of amendments by indicating amendment number and its date of issue. See “Amendments to Solicitation” in Section II Instructions to Offerors.

Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.
1	2	3	4	5	6	7
Initial	Initial	Initial	Initial	Initial	Initial	Initial

OFFEROR’S TYPE OF ENTITY:

Small Women Minority Business Enterprise or Entity (Please Check appropriate boxes)

- | | |
|--|--|
| <input type="checkbox"/> MBE – Native American Owned | <input type="checkbox"/> Minority Owned Small Business Certified |
| <input type="checkbox"/> MBE – African American Owned | <input type="checkbox"/> Minority Owned Small Business Non-Certified |
| <input type="checkbox"/> MBE – Asian American Owned | <input type="checkbox"/> HUB Zone Small Business |
| <input type="checkbox"/> MBE – Hispanic Owned | <input type="checkbox"/> Small Business Certified |
| <input type="checkbox"/> Women Owned Small Business Certified | <input type="checkbox"/> Small Business Non-Certified |
| <input type="checkbox"/> Women Owned Small Business Non-Certified | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Minority Owned Small Business Certified | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Minority Owned Small Business Non-Certified | <input type="checkbox"/> Sole Proprietor |
| <input type="checkbox"/> Other _____ | |

The District shall receive all bids by **no later than 2:00 P.M. on the date shown on the Cover Page.**
 Important: **Clearly mark the outside of the envelope, box, or package with the following information.**

Solicitation Number: B2315
Information Technology Temporary Employee Services for Charleston County School District

Proposals should be sent via United States Postal Service/hand delivered or courier service to:

Procurement Services
Attn: Debra Coen, NIGP-CPP, CPPO, CPPB
3999 Bridge View Drive
North Charleston, SC 29405

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 website: <https://www.ccsdschools.com/Page/432>

(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.

The deadline for receipt of bids has been extended to March 7, 2023, at 2:00 PM ET

Questions received are addressed below.

1. In the "Mandatory Minimum" section, the statement - Bidders must have a full-service office providing temporary personnel services within 1 hour of CCSD's Operations Office located at 3999 Bridge View Drive, North Charleston, SC 29405.
 - If this statement states that we need to have an office located 1 hour from CCSD's Operations Office please confirm.
 - If so, we do not have a physical office at that location yet, if we are awarded we anticipate having one at that time, please confirm if we can still go after this RFP.

We will accept an office distance of no more than 2 hours from CCSD's Operations Office.

2. What is the budget for this project or the hourly rate for the positions?
Please see the bidding schedule. BASIC HOUR RATE: Negotiated Current Market Rate
3. Will CCSD accept NTE (not-to-exceed) Bill Rates, as opposed to a standardized markup?
No, we want to be able to understand what our candidates are being paid.
4. We have an office located in Lexington, SC which is 179 KM / Less than 2 hours drive from North Charleston, SC. Please confirm if we can fulfill the mandatory criteria of qualification ie (Bidders must have a full-service office providing temporary personnel services within 1 hour of CCSD's Operations Office located at 3999 Bridge View Drive, North Charleston, SC 29405.)
We will accept an office distance of no more than 2 hours from CCSD's Operations Office.
5. The questions are due on 02/23/2023 whereas the proposals are due by 03/03/2023 (Hardcopy). The bidders will have very less time to bid or make changes to the proposal after Q&As or addendum is released. Does the agency intend to extend the due date for this solicitation?
Please see the cover page of this amendment for the updated due date.
6. We would request you to please change the mode of submission to e-mail if that is possible.
We are unable to accept bids via email.
7. What is the estimated budget for this contract?
This is unknown.
8. How many contractors does the agency intend to award?
Please see page 17 of the solicitation. AWARD CRITERIA: Award will be made to all responsive and responsible Offerors. Award of the bid does not guarantee purchase from the contract.
9. What was the previous spend for this contract? Yearly and in total?
This information is not immediately available.
10. How many FTEs are expected to be utilized under this contract?
This is not known. This contract is being set up for services on an "as needed" basis.
11. Will you accept exceptions to the general terms and conditions, if so what format would you like them in?
Statement of any exceptions may be proposed to any non-mandatory requirement of this Fixed Price Bid or the Terms and Conditions of the contract. Please note exceptions may deem bid as non-responsive.