

**Charleston County School District
 Request for Proposals
 AMENDMENT #1**

Solicitation Number: P2217

**Description: Internet and Social Media Screening Software for Charleston County School District's HR
 Department**

Date: October 15, 2021

SUBMIT OFFER BY: November 9, 2021 BY 2:00 PM ET

QUESTIONS MUST BE RECEIVED BY: October 12, 2021 by 2:00 PM ET

NUMBER OF COPIES TO BE SUBMITTED: One (1) Original Copy, Three (3) Hard Copies and One (1) USB Flash Drive (See page 2 for details)

PROCUREMENT OFFICIAL CONTACT:

**Procurement Services
 Attention: Debra Coen, NIGP-CPP, CPPO, CPPB
 3999 Bridge View Drive
 North Charleston, SC 29405
 Phone: 843-566-1982
 Email: debra_coen@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

AWARDS & AMENDMENTS: Awards will be posted at the Physical Address stated above. The award will be posted by 12/15/21. 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: See Section VII Signing Your Offer & SWMBE Participation.

Small Women Minority Business Enterprise (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.**

Request for Proposal #P2217

Internet and Social Media Screening Software for Charleston County School District’s HR Department

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

NUMBER OF COPIES TO BE SUBMITTED: When submitting your proposal provide, one (1) Original hard copy, Three (3) hard copies of original, one (1) flash drive electronic copy with original document and one(1) flash drive with original and redacted copy (mark the flash drive as containing redacted). The redacted document will be used for FOIA purposes. The redacted document should not disclose any confidential or company trade secrets & etc. Price Proposal shall be submitted as an original hard copy only.

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.

Questions received are addressed below:

1. How many reports/searches per year do you anticipate? **For 2020, we ran 2,168 background checks for new employees and employees that transferred into new positions.**
2. Are these background checks for administrators, teachers and staff? **All staff**
3. For your Frontline ATS, have you discussed with them if they support third-party integrations? **They currently do.**
4. Do you currently (or in the past) work with a social media screening vendor? **No**
Or is your current experience all with doing these types of screens all in-house? **Not done currently**
5. Do you plan to utilize the service for pre-employment only or are you considering screening current employees as well? **Both**
6. Our pricing is volume-based. The pricing section seems to only provide room for maintenance. Can you provide further guidance there?

Please use the following for pricing purposes.

**2,168 Searches per year
20 software users (administrators not included in this figure)
2 administrators**