

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

Solicitation Number: P2225

Description: Employment and Wage Verification System for Charleston County School District

Date: December 13, 2021

SUBMIT OFFER BY: January 5, 2022 BY 2:00 PM ET

QUESTIONS MUST BE RECEIVED BY: December 10, 2021 by 2:00 PM ET

NUMBER OF COPIES TO BE SUBMITTED: One (1) Original Copy, Six (6) 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 on or before 1/31/22. 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 #P2225

Employment and Wage Verification System 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

NUMBER OF COPIES TO BE SUBMITTED: When submitting your proposal provide, one (1) Original hard copy, Six (6) 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.

The above numbered Request for Proposals is amended as set forth below.

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:

<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. Section 7.0 In reference to the technical requirement stating “Information available through inquiry by Social Security Number (SSN) and/or a unique employee/employer acquired ‘Code’.”, will the Government confirm that searches must be able to be performed by SSN only?

Searches will be by ssn.

2. Section 7.0 In reference to the technical requirement stating “All personnel data shall be maintained and processed with the highest degree of confidentiality, utilizing encryption, password protection, employee PIN numbers, separation of data within the computer, physical separation of tapes and master files, and restricted access to files and the physical site.”, will the Government confirm that Vendor’s databases shall be FCRA compliant, to ensure the data is secured and regulated as required by the Federal Government?

Yes

3. Section 7.0 In reference to the Government’s need for employment and income verification, will the Government please confirm that it requires such verifications to be performed instantaneously, as in sub-second results? Non-instantaneous results require a manual verification process, resulting in costly and time-consuming procedures, risking the Government time, money and inaccurate results.

We advise recipients that verifications are processed in 24-48 hours, not instant.

4. Section 7.0 The Government has stated the desire for Unemployment Verification Services. Will providing a solution which encompasses both Unemployment Verification Services and Employment and Income Verification services positively affect the evaluation of responses? If so, how much is weighted for the addition of Unemployment Verification Services. **Proposals are evaluated in accordance with factors listed on page 19.**
5. Section 7.0 In reference to the desired Unemployment Verification Services, will the Government please confirm if vendors are to provide a cost proposal for these services? If so, will the Government please provide us the number of State Unemployment Insurance (SUI) accounts, claims volume and approximate turnover percentage? **On average, we complete approximately 75 per month.**
6. Section 7.0 Will the Government please elaborate how it's payroll is processed within the stated ERP system, Tyler Tech/Munis? Are any other systems involved in processing payroll?
Payroll is processed semi-monthly. Annual salary is based on a fiscal year from July 1st to June 30th, but verifications are completed based on a calendar year.
7. Will the Government please define its current SLA for responding to income/employment verifications requests? **24-48 hours**
8. Will the Government please provide the amount of verification requests that are processed, monthly and/or annually?
**19-20 - completed 1982 which doesn't include verbal verifications by phone or via email
20-21 - completed 2357 which doesn't include verbal verifications by phone or via email
21-22 - completed 871 from 7/1/21-current which doesn't include verbal verifications by phone or via email.**
9. Is CCSD seeking a service provider that offers a criminal background check to service the hiring process, checking on the background of newly hired employees? **No**
10. Is CCSD seeking a service provider that handles the fulfillment of INCOMING verification requests for current / former CCSD employees (requests from mortgage companies, banks, property managements, social services agencies, etc)? **Yes**
11. Does this solicitation include a request to receive a bid for a service provider to handle unemployment claims for the district? **Yes**
12. Will CCSD honor these confidential pieces of information and not make them available to the general public?
The offeror shall submit a redacted copy as specified in the RFP document.