

**Charleston County School District
 Request for Proposals
 Office of Expanded Learning
 Solicitation Number: P2320
 AMENDMENT #1**

**Description: Finance and Attendance Software Solution for Charleston County School District's
 Afterschool Program**

Date: February 3, 2023

SUBMIT OFFER BY: February 23, 2023, BY 2:00 PM ET

QUESTIONS MUST BE RECEIVED BY: February 1, 2023 by 12:00 PM

**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 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	

AWARDS & AMENDMENTS: Awards will be posted at the Physical Address stated above. The award will be posted on or before 3/31/23. 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: 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 #P2320
Finance and Attendance Software Solution for Charleston County School District’s Afterschool Program

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

Procurement Services
Attn: Debra Coen
3999 Bridge View Drive
North Charleston, SC 29405

NUMBER OF COPIES TO BE SUBMITTED: When submitting your proposal provide, one (1) Original hard copy, seven (7) hard copies of original, one (1) flash drive electronic copy with original and redacted document. The redacted document will be used for FOIA purposes. The redacted document should not disclose any confidential or company trade secrets & etc.

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. Can you please give further explanation on #25 - 1-step credit card payments?
Answer: Please disregard this requirement. The District cannot meet PCI compliance therefore require 3rd party processors.
2. Will you please explain the use case and additional information for 30a in regards to staff record keeping?
Answer: Our programs are DSS licensed and staff are required to have current paperwork on file. We'd like to be able to keep staff records in the new system, and if possible, alert us when a certification expires. For students, we'd like to be able to upload immunization records to their accounts.
3. Please give additional clarification for 30.a.1. - Expiration dates. Is this in regard to programs, assistance payments tracking or something else?
Answer: Our programs are DSS licensed and staff are required to have current paperwork on file. We'd like to be able to keep staff records in the new system, and if possible, alert us when a certification expires.
4. Will you please give additional clarification in regard to 33.athletic scheduling of program events?
Answer: Please disregard this requirement.

5. Please explain the additional integration needed via a terminal/register. Is this needed for the before and after program? Will you please give a use case scenario?

Answer: Please disregard this requirement. The District cannot meet PCI compliance therefore require 3rd party processors.

6. I would like clarification if the contract should be included or not. On page 33 it states not to include it but on page 27 it says we should.

Answer: It should be included if applicable. Terms and conditions that contradict the Districts may deem your proposal non-responsive.