

**Charleston County School District
 Request for Proposals
 Office of Expanded Learning
 Solicitation Number: P2325
 AMENDMENT #1**

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

Date: March 16, 2023

SUBMIT OFFER BY: March 30, 2023, BY 2:00 PM ET

QUESTIONS MUST BE RECEIVED BY: March 10, 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 4/28/23. 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 #P2325
 Finance and Attendance Software Solution for Charleston County School District’s Afterschool Program (Re-Bid)**

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. Are joint proposals acceptable? e.g., a combined proposal from both the software vendor and implementation (professional services) partner.

Answer: No.

2. How many applications do they expect to be submitted through the system throughout the year?

Answer: 4,000

3. Users, Functionality, Access:

a. Please define each of the user groups that will be accessing the system (e.g., Leadership, Project Managers, Teachers, Staff (by team), Parents (portal), Students (portal), etc.) **Answer: 1- Central Office, 2- Site Coordinators, 3- Parents**

b. How many users are there in each user group that will need access to the system? **Answer: 1-13, 2-50, 3,000-4,000**

c. What actions does each user group need to take within the system? (e.g., view and/or enter data, send email or other communications, create forms, etc.).

Answer: 1- All actions, 2- All Actions, 3- View and Pay Invoices

4. What department(s) (e.g. IT, Expanded Learning, etc.) will be responsible for upkeep and maintenance of the CRM solution and has your institution identified potential System Administrators?

Answer: Expanded Learning, Yes.

5. What 3rd party billing solutions are you currently using to process registration payments?

Answer: Revtrak

6. What system(s) will be replaced as a result of implementing this solution?

Answer: Regwerks

7. What forms of electronic communication need to be considered for this project? (e.g., mass email, individual email, text message, phone system integration, online chat, online forms)

Answer: Must = Email, Online Forms. Preferred = Text/Phone.

8. Are there any additional integration requirements beyond Powerschool that are required to integrate with the new solution?

a. Is there a requirement for integration with Tyler Technologies (MUNIS)

Answer: Yes.

b. Is there a preferred middleware or is CCSD open to recommendations?

Answer: Not known at this time.

9. Has CCSD identified a budget for this project and if so what are your expectations in regards to technology and consulting/implementation spend?

Answer: No.