



## Request for Proposal Amendment 7

Solicitation Number	031120-208-78002-04/15/20
Date Printed	05/06/20
Date Issued	05/06/20
Procurement Officer	Jeff O'Dell
Phone	(843) 574-6205
E-mail Address	Jeff.odell@tridenttech.edu

DESCRIPTION: Integrated Planning and Advising Services (IPAS) System

*The Term "Offer" Means Your "Bid" or "Proposal".*

SUBMIT OFFER BY (Opening Date/Time): **05/18/20 @ 2:00 PM EDT** See "Deadline For Submission Of Offer" provision

QUESTIONS MUST BE RECEIVED BY: Deadline Expired See "Questions From Offerors" provision

NUMBER OF COPIES TO BE SUBMITTED: **1 electronic copy submitted through Bonfire Portal – see instructions for uploading to Bonfire included in this Amendment. Additionally, submit 1 electronic redacted copy if necessary.**

**Initial here if NO redacted copy is necessary \_\_\_\_\_**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR ELECTRONIC COPY TO THE FOLLOWING WEB ADDRESS:

<https://tridenttech.bonfirehub.com/projects/view/26941>

CONFERENCE TYPE: <b>CANCELLED</b> DATE & TIME: <b>CANCELLED</b> <b>As appropriate, see "Conferences - Pre-Bid/Proposal" &amp; "Site Visit" provisions</b>		LOCATION: <b>Dial: CANCELLED</b> <b>PIN: CANCELLED</b>
AWARD & AMENDMENTS	Award will be posted at the Physical Address stated above on <b>07/02/20</b> . The award, this solicitation, and any amendments will be posted at the following web address: <a href="http://www.tridenttech.edu/about/departments/proc/ttc_solic.htm">http://www.tridenttech.edu/about/departments/proc/ttc_solic.htm</a>	
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 one hundred twenty (120) calendar days after the Opening Date.		
NAME OF OFFEROR (Full legal name of business submitting the offer)	OFFEROR'S TYPE OF ENTITY: (Check one)	
AUTHORIZED SIGNATURE  (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)	<input type="checkbox"/> Sole Proprietorship  <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local)	
TITLE (Business title of person signing above)	<input type="checkbox"/> Other (See "Signing Your Offer" provision.)	
PRINTED NAME (Printed name of person signing above)	DATE SIGNED	
Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, <i>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.		
STATE OF INCORPORATION (If Offeror is a corporation, identify the state of Incorporation.)		
TAXPAYER IDENTIFICATION NO.  (See "Taxpayer Identification Number" provision)		

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**(Return Page Two with Your Offer)**

<p><b>HOME OFFICE ADDRESS</b> (Address for offeror's home office / principal place of business)</p>     	<p><b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)</p>   <hr/> <p>Address</p> <hr/> <p>Area Code – Number – Extension                      Facsimile</p> <hr/> <p>E-mail Address</p>
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<p><b>PAYMENT ADDRESS</b> (Address to which payments will be sent.) (See "Payment" clause)</p>     <p>___ Payment Address same as Notice Address <b>(check only one)</b></p> <p>___ Payment Address same as Home Office Address</p>	<p><b>ORDER ADDRESS</b> (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)</p>     <p>___ Order Address same as Home Office Address</p> <p>___ Order Address same as Notice Address <b>(check only one)</b></p>
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<b>ACKNOWLEDGMENT OF AMENDMENTS</b>							
Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)							
Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

<p><b>DISCOUNT FOR PROMPT PAYMENT</b> (See "Discount for Prompt Payment" clause)</p>	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	___ Calendar Days (%)
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Bidders shall acknowledge receipt of this Amendment prior to date and time specified in the solicitation, or as amended, by one of the following methods: (1) by signing and returning the Amendment, (2) by letter, or (3) by submitting a bid that indicates in some way that the bidder received the amendment. Failure of your acknowledgement to be received at the issuing office prior to date and time specified may result in rejection of your offer. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided such telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**The college will not accept faxed and emailed amendments.**

THE SOLICITATION IS AMENDED AS PROVIDED HEREIN. INFORMATION OR CHANGES RESULTING FROM QUESTIONS WILL BE SHOWN IN A QUESTION-AND-ANSWER FORMAT. ALL QUESTIONS RECEIVED HAVE BEEN REPRINTED BELOW. THE "STATE'S RESPONSE" SHOULD BE READ WITHOUT REFERENCE TO THE QUESTIONS. THE QUESTIONS ARE INCLUDED SOLELY TO PROVIDE A CROSS-REFERENCE TO THE POTENTIAL OFFEROR THAT SUBMITTED THE QUESTION. QUESTIONS DO NOT FORM A PART OF THE CONTRACT; THE "STATE'S RESPONSE" DOES. ANY RESTATEMENT OF PART OR ALL OF AN EXISTING PROVISION OF THE SOLICITATION IN AN ANSWER DOES NOT MODIFY THE ORIGINAL PROVISION EXCEPT AS FOLLOWS: UNDERLINED TEXT IS ADDED TO THE ORIGINAL PROVISION. STRICKEN TEXT IS DELETED.

Except as provided herein all terms and conditions of the document referenced as heretofore changed remain unchanged and in full force and effect.

Solicitation No. 031120-208-78002-04/15/20

The SUBMIT OFFER BY (Opening Date/Time) has been changed to: **05/18/20 2:00 PM EDT**

**CHANGE:** The delivery method for Submission of Proposals has been changed from mail-in delivery of physical copies to submitting proposals online electronically through Bonfire Portal. See the below instructions for how to submit your proposal through Bonfire.

# Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

## 1. Prepare your submission materials:

### Requested Information

Name	Type	# Files	Requirement
Technical Proposal	File Type: PDF (.pdf)	Multiple	Required
Business Proposal	File Type: PDF (.pdf)	Multiple	Required
W-9 Form	File Type: PDF (.pdf)	Multiple	Required
Redacted Copy of Technical Proposal	File Type: PDF (.pdf)	Multiple	Optional

### Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

## 2. Upload your submission at:

<https://tridenttech.bonfirehub.com/opportunities/26941>



Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **May 18, 2020 2:00 PM EDT**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

### **Important Notes:**

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

### **Need Help?**

Trident Technical College uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

**End of Amendment 7**