



Request for Proposal Amendment 3

Solicitation Number	031120-208-78002-04/15/20
Date Printed	03/31/20
Date Issued	03/31/20
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): **04/15/20 @ 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 original & 7 printed copies, 1 redacted printed copy, 1 electronic copy on CD or flash drive, and 1 redacted electronic copy on CD or flash drive. CLEARLY MARK YOUR REDACTED COPY "REDACTED COPY" 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 SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
Trident Technical College
Procurement Office
PO Box 118067
Charleston, SC 29423
Fax: 843 574-6395

PHYSICAL ADDRESS
Trident Technical College
Procurement Office
Building 940, Suite G, Room 110
2050 Mabeline Rd. N. Chas SC 29406
See "Submitting Your Offer" provision

ALL MAIL IS PICKED UP FROM THE US POSTAL SERVICE ONCE DAILY AT AROUND 8:00 A.M. (EXCLUDING WEEKENDS AND HOLIDAYS).

CONFERENCE TYPE: CANCELLED		LOCATION:
DATE & TIME: CANCELLED		Dial: CANCELLED
As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions		PIN: CANCELLED
AWARD & AMENDMENTS	Award will be posted at the Physical Address stated above on 07/02/20 . The award, this solicitation, and any amendments will be posted at the following web address: http://www.tridenttech.edu/about/departments/proc/ttc_solic.htm	
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	
TITLE (Business title of person signing above)	<input type="checkbox"/> Corporation (tax-exempt)	
	<input type="checkbox"/> Corporate entity (not tax-exempt)	
	<input type="checkbox"/> Government entity (federal, state, or local)	
	<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)		

PAGE TWO
(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	<hr/> Address
	<hr/> Area Code – Number – Extension Facsimile
	<hr/> E-mail Address

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
___ Payment Address same as Notice Address (check only one)	___ Order Address same as Home Office Address
___ Payment Address same as Home Office Address	___ Order Address same as Notice Address (check only one)

ACKNOWLEDGMENT OF AMENDMENTS 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

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	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

Following are questions that were received by the stated deadline for Questions 03/31/20 10:00 AM DST and answers to those questions.

Question 1: Do the requirements listed on pages 29-30 (#5 Available Resources - #18 Detailed Staffing Level/Positions) go in the Business or Technical response?

State's Response: No Change. The requirements listed on solicitation pages 29-30 (#5 Available Resources - #18 Detailed Staffing Level/Positions) should be submitted as part of the technical response.

Question 2: Can TTC please provide the decision timeline for this RFP?

State's Response: No Change. See solicitation Cover Page No. 1, "Award and Amendments". The date listed has not been changed as of this time. Any change to this date will be announced in a future amendment or award notice.

Question 3: Can TTC share who will be on the evaluation committee for this RFP?

State's Response. No Change. TTC will not identify the members on the evaluation committee for this RFP.

Question 4: Can TTC please provide the degree audit tool it uses?

State's Response: No Change. The degree audit tool/functionality is provided in the College's Ellucian Colleague product.

Question 5: The "Important Instructions" described on page 20 seem to apply to a chart with fields for the System Capability Worksheet. That chart was not provided (questions appear in prose format). Can you please confirm if and how those instructions still apply to the Worksheet? Or if there is a chart format, TTC would prefer the Worksheet questions be responded upon?

State's Response. No Change. The "Important Instructions" described on solicitation page 20 do not apply to a chart with fields for the System Capability Worksheet. The Important Instructions explain the process for how offerors are to respond to the questions/information in the ensuing System Capability Worksheet/Questionnaire. The term, "field" in the context of these instructions means the space directly following each question.

Question 6: Given the current situation with COVID-19, all of our offices have been closed down by local or country government along with neighboring non-essential offices. This is preventing us from being able to print and ship hard copies of proposals at the current time. Would the College accept electronic submission via email in lieu of the hard copies? Once the current situation is resolved we would be happy to send hard copies at that time should the College still require said copies.

State's Response. No Change. The College has made no decision as of this time whether electronic submission of proposals may be substituted in lieu of hard copies. Any change in the requirement for hard copies will be announced in an amendment sufficiently prior to the stated Submit Offers By date.

Question 7: Please provide the number of users needed for your Advising solution, based upon your:

- Provost
- VP and/or director of retention/student success
- VP and/or director of student services/student affairs
- VP and/or director of academic advising
- Advisors
- Faculty with advising responsibilities
- Faculty without advising responsibilities
- Adjunct Professors

State's Response: No Change. The College does not know specifically by employee title how many users there are. The number of users will be based on the number of full-time faculty employees and the number of full-time staff employees. The number of full-time faculty employees is 263. The number of full-time staff employees is 125.

End of Amendment 3