

 HORRY GEORGETOWN TECHNICAL COLLEGE	INVITATION FOR BID Amendment #1	Solicitation Number:	IFB0195-24
		Date Issued:	May 14, 2024
		Procurement Officer:	Toni Richardson
		Phone:	843-349-3680
		E-Mail Address:	Toni.richardson@hgtc.edu

DESCRIPTION: Student Assistance Program

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

SUBMIT OFFER BY (Opening Date/Time): ~~January 30, 2024 @ 3:00 P.M.~~ **May 29, 2024 3:00 P.M.** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: ~~January 16, 2024 @ 3:00 P.M.~~ **May 21, 2024, 2:00 P.M.** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: **(1) One**

SUBMIT YOUR BID TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

Horry Georgetown Technical College
Procurement Office,
PO Box 261966
Conway, SC 29528-6066

PHYSICAL ADDRESS:

Horry Georgetown Technical College
Procurement Office,
Bldg. 100, Room 120
2050 Hwy. 501 E., Conway, SC 29526

ALL BIDS MUST BE MAILED OR HAND DELIVERED TO EITHER ADDRESS ABOVE, IN A SEALED ENVELOPE MARKED WITH SOLICITATION NAME AND NUMBER. No e-mails or faxes will be accepted.

CONFERENCE TYPE: N/A DATE & TIME: As appropriate, see "Conferences – Pre-Bid/Proposal" & "Site Visit" provisions	LOCATION: N/A
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AWARD & AMENDMENTS	Award will be posted on February 6, 2024 June 5, 2024 . The award, this solicitation, any amendments, and any related notices will be posted at the following web address: https://www.hgtc.edu/purchasing
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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 thirty (30) calendar days after the Opening Date.

NAME OF OFFEROR (Full legal name of business submitting the offer)	Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. 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.e., a separate corporation, partnership, sole proprietorship, etc.	
AUTHORIZED SIGNATURE (Person must be authorized to submit binding offer to contract on behalf of Offeror.)	TAXPAYER IDENTIFICATION NO. (See "Taxpayer Identification Number" provision)	
TITLE (Business title of person signing above)	STATE VENDOR NO. (Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)	
PRINTED NAME (Printed name of person signing above)	DATE SIGNED	STATE OF INCORPORATION (If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one) (See "Signing Your Offer" provision.)		
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Other _____
<input type="checkbox"/> Corporate entity (not tax-exempt)	<input type="checkbox"/> Corporation (tax-exempt)	<input type="checkbox"/> Government entity (federal, state, or local)

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(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 style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Area Code - Number - Extension Facsimile E-mail Address
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PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause) <input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses) <input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)
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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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PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences. **ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.** [11-35-1524(E)(4) &(6)]

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)). <input type="checkbox"/> In-State Office Address same as Home Office Address <input type="checkbox"/> In-State Office Address same as Notice Address (check only one)
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AMENDMENTS TO SOLICITATION (JAN 2004): (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: www.hgtc/purchasing (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. [02-2A005-1]

DUE DATE FOR BIDS TO BE SUBMITTED HAS BEEN CHANGED TO MAY 29, 2024 BY 3:00 P.M.

QUESTIONS MUST BE RECEIVED BY MAY 21, 2024 BY 2:00 P.M.

AWARD WILL BE POSTED ON JUNE 5, 2024.

QUESTIONS FROM OFFERORS - AMENDMENT (JUN 2017) 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. [02-2A097-1]

Questions and Answers:

1. On the Bidding Schedule, regarding the price being requested, we typically provide a "per student price". Is this what you were looking for us to provide here? Please clarify/advise.

College Response: The College is looking for a "per session" cost and an Annual Subscription Fee as specified on the Bidding Schedule. The Bidding Schedule is REQUIRED to be submitted. See page 23 of the solicitation. Enrollment numbers are provided on page 12 of the solicitation.

2. What EHR does HGTC use?

College Response: The College does not use EHR, though the College does require the selected company to have their own EHR system.

3. What is the scoring criteria?

College Response: The contract will be awarded to the lowest responsive and responsible bidder. This solicitation is an Invitation for Bid and not a Request for Proposal. Requests for Proposals are scored based on various weighted criteria. Responsive is defined on pages 8, 9 and 11. Responsibility is defined on page 13 under Qualifications heading.

4. How important is cost stability?

College Response: The College will award the possible 3 year contract to the lowest responsive and responsible bidder. Any price adjustments may be requested after the initial term only. See page 21: Price Adjustments, Price Adjustments – Limited – After Initial Term Only, Price Adjustments – Limited By CPI "All Items".

5. How important is security posture? How it makes user feel?

College Response: The College wants users to feel secure and know that their sessions are confidential and that their data/information is private and secure.

6. We understand that this is a physical submission, but will you accept digital signatures as our team works remotely?

College Response: The College will accept digital signatures. Bids cannot be emailed or faxed.

7. Do you utilize an LMS?

College Response: The College does not use an LMS for counseling services. Academics uses D2L as their LMS.

8. Can you tell us more about what you classify as a “wellbeing workshop”?

College Response: Wellbeing workshops are scheduled (live) psychoeducational group workshops led by licensed counselors who educate and empower students on mental health topics and treatments such as: Academic Distress, Depression, Eating Disorders, Family Distress, General Anxiety, Relationship Issues, Sexual Assault, Sexuality, Social Anxiety, Stress, Substance Abuse, Trauma (PTSD).

9. Does HGTC have an approved budget for this new program, and if so, can that be shared?

College Response: There is no approved budget.

10. Can you provide recent utilization reports or provide utilization statistics regarding the number of students that seek counseling annually through the on-campus counselor(s)?

College Response: We do not have reports or statistics at this time.

11. Within the Scope of Work it indicates a “student body population of approximately 8697 full-time equivalent students that are both full-time and part-time on all three campuses”. However, the chart below that section indicates a much smaller population on a per semester basis. Can additional clarity be provided here?

College Response: On average annually, we have 8697 enrolled but it varies on a semester-to-semester basis. This is a technical college, some programs finish on a one semester basis, or a two semester, etc. thus changing the numbers each semester.

12. Regarding Scope of Work #10: “To provide holistic care to students by offering wellbeing workshops to students focusing on topics such as procrastination, effective communication, etc.”. Our program includes a monthly wellbeing webinar, is this what HGTC is seeking? Or, are you seeking workshops specifically provided to HGTC students, in addition to our monthly webinars that are provided to all customers? If specific workshops, how many hours do you want included in the program design/cost, or do you prefer that they be provided on a fee for service basis?

College Response: A monthly wellbeing webinar is acceptable. It does not need to be specific to HGTC students.

13. Regarding Scope of Work #12. “Provide platform administrators at HGTC the opportunity to generate reports providing information such as the number of users, credit usage, and registrations.” Can more explanation be provided regarding what is meant by credit usage and by registration?

College Response: It allows administrators the opportunity to see how many students are signed up and utilizing the services. Administrators would not have access to identifiable information of the students.

14. Regarding – Fixed Bidding Required: Any pricing provided by contractor shall include all costs for performing the work associated with that price. Contractor’s price shall be fixed for the duration of this contract, including option terms, except as otherwise provided in this solicitation. For “fixed for the duration of this contract” can a contract indicate increases associated to their fixed pricing at certain points during the contract, or is the price required to remain the same from year to year?

College Response: See Question and Answer #4.

15. Does HGTC desire inclusion of any Work-Life Services, for example child and elder care referral, legal referral or financial consultation with the program design and cost?

College Response: It is not required but HGTC would encourage any additional referral services.

16. In an effort to be a “green” company, we provide promotional materials electronically. If printed materials are desired, how many printed brochures and how many printed posters are requested annually?

College Response: If provided with the file, we can print in house at HGTC. If printed by the company, we would need 1,000 brochures and approximately 60 posters. Brochures would need to be reordered as new students come in and HGTC doesn’t have access to print.

17. Would HGTC consider allowing bids to be submitted via email? If not, I did not see a request for a specific number of copies, will one (1) original and one (1) redacted be sufficient? Also, is a flash drive required?

College Response: Bids will not be accepted if emailed or faxed. Only 1 copy is required to be submitted. No flash drive is required.

18. Regarding the Bidding Schedule: Why does it include a spot to indicate Resident Vendor Preference? From its design it appears that per student per month/year pricing structure is not allowed, please confirm. If a per student per month/year pricing structure is not allowed, what does HGTC assume would be included in the annual subscription?

College Response: See page 2 for explanation of Resident Vendor Preference. Also, see pages 10 and 11 for further information regarding Resident Vendor Preference. The Bidding Schedule is asking for a “per session” cost and for the vendor to provide an Annual Subscription Fee if they require one. Annual Subscription Fees are paid software/website access for the year.