

	<p align="center">Darlington County School District</p> <p align="center">Request for Proposals</p>	Solicitation Number Date Procurement Official Phone E-Mail Address	FAC2223-14 4/19/2023 Laurie Lane (843) 398-2249 laurie.lane@darlington.k12.sc.us
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DESCRIPTION: CMMS Operations Software

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

SUBMIT OFFER BY: **May 17, 2023 by 11:00AM (EST)** See "Deadline for Submission of Offer" provision

QUESTIONS MUST BE RECEIVED BY: **April 26, 2023 by 10:00AM (EST)** See "Questions from Offerors" provision

NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original & Seven (7) Hard Copies and One (1) USB containing a PDF of the ORIGINAL Proposal and a PDF REDACTED**

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

SUBMIT A SEALED OFFER TO:

**Darlington County School District
Attention: Laurie Lane
2308 N Governor Williams Hwy
Darlington, SC 29540**

See "Submitting Your Offer" provision

CONFERENCE TYPE: N/A DATE & TIME:	LOCATION:
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AWARD & AMENDMENTS	Award will be posted at the Physical Address stated above and on the website below on or before January 6, 2023. This solicitation, and any amendments will be posted at the following web address: http://www.darlington.k12.sc.us/departments/finance_and_procurement/solicitations The award for this solicitation will be posted at the following web address: http://www.darlington.k12.sc.us/departments/finance_and_procurement/solicitation_awards It is the responsibility of the offeror to check this website for amendments.
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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 sixty (60) calendar days after the Opening Date.

NAME OF OFFEROR (Full legal name of business submitting the offer)	OFFEROR'S TYPE OF ENTITY: (Choose one) <input type="checkbox"/> Small (15 employees or less) <input type="checkbox"/> Women <input type="checkbox"/> Minority <input type="checkbox"/> Other _____ (See "Signing Your Offer" provision.)	
AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)		
TITLE (Business title of person signing above)		
PRINTED NAME (Printed name of person signing above)		

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.e.*, a separate corporation, partnership, sole proprietorship, etc.

STATE OF INCORPORATION	(If offeror is a corporation, identify the state of Incorporation.)
TAXPAYER IDENTIFICATION NO.	

COVER PAGE (Return Cover Page with Your Offer)

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)								
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">Area Code</td> <td style="width:25%;">Number</td> <td style="width:20%;">Extension</td> <td style="width:40%;">Facsimile</td> </tr> <tr> <td colspan="4" style="padding: 5px;">E-mail Address</td> </tr> </table>	Area Code	Number	Extension	Facsimile	E-mail Address			
Area Code	Number	Extension	Facsimile						
E-mail Address									

PAYMENT ADDRESS (Address to which payments will be sent.)	ORDER ADDRESS (Address to which purchase orders will be sent)
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<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)	<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
 Offeror 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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MINORITY PARTICIPATION

Are you a South Carolina Certified Minority Vendor? **Yes** _____ **No** _____

If yes, South Carolina Certification # _____ Please include a copy of your certification

Are you a Non South Carolina Certified Minority Vendor? **Yes** _____ **No** _____

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)] **NOT APPLICABLE WHEN USING AN RFP/RFQ**

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided. 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)).

____ In-State Office Address same as Home Office Address

____ In-State Office Address same as Notice Address (check only one)

NOT APPLICABLE WHEN USING AN RFP/RFQ

Solicitation Outline

- I. SCOPE OF SOLICITATION
- II. INSTRUCTIONS TO OFFERORS
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 - B. SPECIAL INSTRUCTIONS
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 - A. GENERAL INFORMATION
 - B. PROJECT DESCRIPTION
- IV. INFORMATION FOR OFFERORS TO SUBMIT
- V. QUALIFICATIONS OF OFFEROR
- VI. EVALUATION CRITERIA AND AWARD
 - A. EVALUATION
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 - A. GENERAL TERMS AND CONDITIONS
 - B. SPECIAL TERMS AND CONDITIONS
- VIII. A.COST PROPOSAL
 - B. ATTACHMENT E

I. SCOPE OF SOLICITATION

ACQUIRE SERVICES: The purpose of this Request for Proposal (RFP) is to solicit a qualified proposal from offerors to provide a Computerized Maintenance Management System (CMMS) software solution and the associated best practice asset management framework that best meets Darlington County School District's needs. The ideal respondent must have verifiable experience in successfully implementing the proposed solution at public agencies of similar size and with similar requirements as those of Darlington County School District. The proposed solution must comply with the enclosed description and/or specifications and conditions.

FUNDS NOT AVAILABLE: The District's obligation under this contract is contingent upon the availability of funding for the good or services called for in this solicitation.

MAXIMUM CONTRACT PERIOD – (ESTIMATED): Start date (approximate): July 2023 through June 2027. Dates provided are estimates only. Extensions beyond this contract period must be approved by the DCSD Superintendent.

The contract resulting from this solicitation will be a one (1) year contract with four (4) additional one-year renewal options. The resulting contract will automatically extend on each anniversary date unless either party elects not to extend the contract. The maximum potential contract term is five years.

II. INSTRUCTIONS TO OFFERORS

A. GENERAL INSTRUCTIONS

DEFINITIONS Except as otherwise provided herein, the following definitions are applicable to all parts of the solicitation. For additional definitions, see the terms and conditions below.

1. **Amendment** - means a document issued to supplement the original solicitation document.
2. **Board** - means the Darlington County School District Board of Trustees.
3. **Buyer** - means the Procurement Official.
4. **Change Order** - means any written alteration in specification, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual agreement of the parties of the contract.
5. **Contract** - means all types of Darlington County School District agreements, regardless of what they may be called, for the procurement or disposal of supplies, services, equipment or construction.
6. **Contract Modification** - means a written order signed by the Procurement Official, directing the contractor to make changes, which the changes clause of the contract authorizes the Procurement Official to order without the consent of the contractor.
7. **Contractor** - means the Offeror receiving an award as a result of this solicitation.
8. **Cooperative Purchasing** - means procurement conducted by, or on behalf of, more than (1) public procurement unit.
9. **Cover Page** - means the top page of the original solicitation on which the solicitation is identified by number. Offerors are cautioned that Amendments may modify information provided on the Cover Page.
10. **Days** - means calendar days.
11. **District** - means Darlington County School District.
12. **Offer** - means the bid, or proposal submitted in response to this solicitation. The terms "Bid" and "Proposal" are used interchangeably with the term "Offer."
13. **Offeror** - means the single legal entity submitting the offer. The term "Bidder" is used interchangeably with the term "Offeror." See bidding provisions entitled "Signing Your Offer" and "Bid/Proposal As Offer To Contract."
14. **Page Two** - means the second page of the original solicitation, which is label Page Two.
15. **Procurement Official/Officer** - means the person, or designee, identified as such on the Cover Page.
16. **Solicitation** - means this document, including all its parts, attachments, and any Amendments.
17. **Subcontractor** - means any person having a contract to perform work or render service to Contractor as a part of the Contractor's agreement arising from this solicitation
18. **Us or We** - means Darlington County School District.
19. **Work** - means all labor, materials, equipment and services provided or to be provided by the Contractor to fulfill the Contractor's obligations under the Contract.
20. **You And Your** - means Offeror

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.darlington.k12.sc.us/departments/finance_and_procurement/solicitations

(b) Bidders shall acknowledge receipt of any Amendment to this solicitation (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.

AWARD NOTIFICATION Notice regarding the District's intent to award a contract will be posted at the location specified on the Cover Page. If the contract resulting from this Solicitation has a total or potential value in excess of fifty thousand dollars, such notice

will be sent to all Offerors responding to the Solicitation and any award will not be effective until the tenth day after such notice is given.

BID ACCEPTANCE PERIOD In order to withdraw your Offer after the minimum period specified on the Cover Page, you must notify the Procurement Official in writing.

BID IN ENGLISH & DOLLARS Offers submitted in response to this solicitation shall be in the English language and in US dollars, unless otherwise permitted by the solicitation.

BID FORMS Bid Forms are included for your use. Only these Bid Forms shall be used; no other form is acceptable. Please indicate your firm's name on the Bid Forms and have it signed by a person authorized to do so. A cover letter on your corporate stationery should include any comment and/or information you feel may be pertinent to the evaluation of your bid. The prices specified in your bid must be F.O.B. Destination with all freight charges prepaid and allowed, if applicable. On the Bid Forms, please indicate the delivery time, after receipt of an order, for the service or materials on which you have bid. No hidden or undisclosed prices will be acceptable.

BID / PROPOSAL AS OFFER TO CONTRACT By submitting the District a signed Bid and/or Proposal, you are offering to enter into a contract with Darlington County School District and agreeing to all terms and conditions provided herein. Your bid and/or proposal as well as the terms and conditions of this solicitation will become part of any contract created as a result of this solicitation. **THEREFORE, ANY OBJECTION TO THE TERMS AND CONDITIONS CONTAINED HEREIN MUST BE ADDRESSED WITH THE DISTRICT PRIOR TO SUBMITTAL OF YOUR BID AND/OR PROPOSAL. SUCH OBJECTIONS MUST BE SUBMITTED IN WRITING AS DESCRIBED HEREIN FOR ANY INQUIRIES.** Without further action by either party, a binding contract shall result upon final award. Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror on the Cover Page. An Offer may be submitted by only one legal entity; "joint bids" are not allowed.

ENTERING INTO CONTRACT The District shall not enter into or sign any agreement, contract or other document that conflicts in any way with the District's General Terms and Conditions and the requirements of this solicitation. Proposers should submit for review any agreement, contract or other document that the firm wishes the District to sign, with the proposal. Submittal of such agreement, contract or other document does not constitute an acceptance of any terms and /or conditions contained in such document. Agreements, contracts or other documents that infringe upon the rights of the District or are not in the best interest of the District shall be determined to be non-responsive. The rights and authority of such determination is reserved solely by the staff of the District's Procurement Department. By Submitting a solicitation response, the proposer acknowledges that it has had the opportunity to inquire about the District's Procurement Code, this solicitation and other District policy.

PROCUREMENT OFFICER AS PROCUREMENT AGENT (a) Authorized Agent. All authority regarding the conduct of this procurement is vested solely with the responsible Procurement Officer or designee. Unless specifically delegated in writing, the Procurement Officer is the only official authorized to bind the District with regard to this procurement. (b) Purchasing Liability. The Procurement Officer is an employee of Darlington County School District acting on behalf of Darlington County School District pursuant to the Consolidated Procurement Code. Any contracts awarded as a result of this procurement are between the Contractor and Darlington County School District. The Procurement Officer is not a party to such contracts and bears no liability for any party's losses arising out of or relating in any way to the contract.

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION GIVING FALSE, MISLEADING, OR INCOMPLETE INFORMATION ON THIS CERTIFICATION MAY RENDER YOU SUBJECT TO PROSECUTION UNDER SECTION 16-9-10 OF THE SOUTH CAROLINA CODE OF LAWS AND OTHER APPLICABLE LAWS.

(a) By submitting an offer, the Offeror certifies that:

- (1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Offeror or competitor relating to:
 - (i) Those prices;
 - (ii) The intention to submit an offer; or
 - (iii) The methods or factors used to calculate the prices offered.
- (2) The prices in this offer have not been and will not be knowingly disclosed by the Offeror, directly or indirectly, to any other Offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the Offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory:

- (1) Is the person in the Offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this

certification; or

(2)(i) Has been authorized, in writing, to act as agent for the Offeror's principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification [As used in this subdivision (b)(2)(i), the term "principals" means the person(s) in the Offeror's organization responsible for determining the prices offered in this bid or proposal];

(ii) As an authorized agent, does certify that the principals referenced in subdivision (b)(2)(i) of this certification have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification.

(c) If the Offeror deletes or modifies paragraph (a)(2) of this certification, the Offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS

(a)

(1) By submitting an Offer, Offeror certifies, to the best of its knowledge and belief, that-

(i) Offeror and/or any of its Principals

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency;

(B) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

(b) Offeror shall provide immediate written notice to the Procurement Officer if, at any time prior to contract award, Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) If Offeror is unable to certify the representations stated in paragraphs (a)(1), Offer must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Offeror's responsibility. Failure of the Offeror to furnish additional information as requested by the Procurement Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to Darlington County School District, the Procurement Officer may terminate the contract resulting from this solicitation for default.

CODE OF LAWS AVAILABLE The Darlington County School District Procurement Code is available by using the following link: http://www.darlington.k12.sc.us/departments/finance_and_procurement/procurement_policy_procedure

COMPLETION OF FORMS / CORRECTION OF ERRORS All prices and notation should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Do not modify the solicitation document itself (including bid schedule)

DEADLINE FOR SUBMISSION OF OFFER Any offer received after the Procurement Officer of Darlington County School District

or designee has declared that the time set for opening has arrived, shall be rejected unless the offer has been delivered to the designated Darlington County School District Office of Procurement as instructed on the Cover page prior to the bid opening.

DISCLOSURE OF CONFLICTS OF INTEREST OR UNFAIR COMPETITIVE ADVANTAGE You warrant and represent that your offer identifies and explains any unfair competitive advantage you may have in competing for the proposed contract and any actual or potential conflicts of interest that may arise from your participation in this competition or your receipt of an award. The two underlying principles are (a) preventing the existence of conflicting roles that might bias a contractor's judgment, and (b) preventing an unfair competitive advantage. If you have an unfair competitive advantage or a conflict of interest, Horry County Schools may withhold award. Before withholding award on these grounds, an Offeror will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered. Without limiting the foregoing, you represent that your offer identifies any services that relate to either this solicitation or the work and that has already been performed by you, a proposed subcontractor, or an affiliated business of either.

DISCUSSION WITH RESPONSIVE OFFERORS Discussions may be conducted with responsive offerors who submit proposals for the purpose of clarification to assure full understanding of the requirements of the Invitation for Bid. All offerors, whose proposals, in Darlington County School District's sole judgment, needing clarification shall be accorded such an opportunity.

DRUG FREE WORK PLACE CERTIFICATION By submitting an Offer, Contractor certifies that, if awarded a contract, Contractor will comply with all applicable provisions of the Drug-Free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.

DUTY TO INQUIRE Offeror, by submitting an Offer, represents that it has read and understands the Solicitation and that its Offer is made in compliance with the Solicitation. Offerors are expected to examine the Solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Offeror's risk. Offeror assumes responsibility for any patent ambiguity in the Solicitation that Offeror does not bring to the District's attention.

ETHICS CERTIFICATE By submitting an offer, the offeror certifies that the offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The district may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the Procurement Officer at the same time the law requires the statement to be filed.

NOTICES All contact should be directed to Laurie Lane. No company should contact District staff directly. All questions should be directed in writing to Laurie Lane via Email at laurie.lane@darlington.k12.sc.us. Answers to any questions submitted will be sent to all companies via solicitation amendment.

OFFICE CLOSING If an emergency or unanticipated event interrupts normal District processes so that offers cannot be received at the District office designated for receipt of bids by the exact time specified in the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal District's processes resume. In lieu of an automatic extension, an amendment may be issued to reschedule bid opening. If District offices are closed at the time a pre-bid or pre-proposal conference is scheduled, an amendment will be issued to reschedule the conference.

PROPOSER'S QUALIFICATIONS Offers shall be considered only from qualified firms who are regularly established in the business called for and who in the judgment of the District are financially responsible and able to show evidence of their reliability, ability, experience, to render prompt and satisfactory service in the volume called for under this contract

PROTESTS

- (a) Any prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the solicitation of a contract shall protest to the chief business official within fifteen (15) days of the date of issuance of the Invitation For Bids or Requests for Proposals or other solicitation documents, whichever is applicable, or any amendment to it, if the amendment is at issue. An Invitation for Bids or Requests for Proposals or other solicitation document, not including an amendment to it, is considered to have been issued on the date required notice of the issuance is given in accordance with the DCSD Procurement Code.
- (b) Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall notify the chief business official in writing of its intent to protest within seven business days of the date that award or notification of intent to award, whichever is earlier, is posted and sent in accordance with the code. Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract and has timely notified the chief business official of its intent to protest, may protest to the chief business official within fifteen days of the date award or

notification of intent to award, whichever is earlier, is posted and sent in accordance with the DCSD Procurement Code; except that a matter that could have been raised pursuant to sub item (a) as a protest of the solicitation may not be raised as a protest of the award or intended award of a contract.

A protest must be in writing, submitted to Renee Douglas, Chief Procurement Officer, 120 East Smith Avenue, Darlington, SC 29532 or emailed to Renee.douglas@darlington.k12.sc.us and shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided.

The right to protest and remedies granted by the DCSD Procurement Code are not available for contracts with an actual or potential value of up to fifty thousand dollars.

PROHIBITED COMMUNICATIONS AND DONATIONS Violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of law. (a) During the period between publication of the solicitation and final award, you must not communicate, directly or indirectly, with the District employees, agents or officials regarding any aspect of this procurement activity, unless otherwise approved in writing by the Procurement Officer. All communications must be solely with the Procurement Officer. [R. 19-445.2010] (b) You are advised to familiarize yourself with Regulation 19-445.2165, which restricts donations to a governmental entity with whom you have or seek to have a contract. You represent that your offer discloses any gifts made, directly or through an intermediary, by you or your named subcontractors to or for the benefit of the District during the period beginning eighteen months prior to the Opening Date. [R. 19-445.2165] [02-2A087-1]

PUBLIC OPENING Offers will be publicly opened at the date / time and at the location identified on the Cover Page, or last Amendment, whichever is applicable. In competitive sealed proposals or requests for qualifications, neither the number of offerors, the identify of offerors, nor prices will be divulged at opening.

QUESTIONS FROM OFFERORS (a) Any prospective Offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. The Procurement Official must receive questions no later than five (5) days prior to opening unless otherwise stated on the Cover Page. Questions via telephone will not be accepted. Oral explanations or instructions will not be binding. Any information given a prospective Offeror concerning a solicitation will be furnished promptly to all other prospective Offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective Offerors. (b) The District seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Official, as soon as possible, regarding any aspect of this procurement, including any aspect of the Solicitation that unnecessarily or inappropriately limits full and open competition. (c) Offerors shall not contact any employee of the District for additional information relating to this RFQ. (d) Questions will be responded to in the form of an Amendment to the RFQ and posted to the District website at http://www.darlington.k12.sc.us/departments/finance_and_procurement/solicitations

All questions must be received no later than the “QUESTIONS MUST BE RECEIVED BY” date/time noted on the cover page.

Questions must be in writing and can be e-mailed, mailed or delivered to: Laurie Lane, Darlington County School District, Operations Procurement Office, 2308 N Governor Williams Hwy, Darlington, SC 29540; E-mail: laurie.lane@darlington.k12.sc.us The solicitation number and name must be clearly noted on all correspondence.

The preferred method of receiving questions is via email with the subject “QUESTIONS (THE SOLICITATION NUMBER AND NAME)” and a Microsoft Word attachment using the following format:

Question Number	RFP/RFQ Section Reference	RFP/RFQ Page Number	Question

REJECTION/CANCELLATION The District may cancel this solicitation in whole or in part. The District may reject any or all proposals in whole or in part.

RESPONSIVENESS / IMPROPER OFFERS

(a) Bid as Specified. Offers for supplies or services other than those specified will not be considered unless authorized by the Solicitation.

(b) Multiple Offers. Offerors may submit more than one Offer, provided that each Offer has significant differences other than price. Each separate Offer must satisfy all Solicitation requirements. If this solicitation is an Invitation for Bids, each separate Offer must be submitted as a separate document. If this solicitation is a Request for Proposals, multiple Offers may be submitted as one document, provided that you clearly differentiate between each Offer and you submit a separate cost proposal for each Offer.

(c) Responsiveness. Any Offer that fails to conform to the material requirements of the Solicitation may be rejected as non-responsive. Offers that impose conditions that modify material requirements of the Solicitation may be rejected. If a fixed price is required, an Offer will be rejected if the total possible cost to the District cannot be determined. Offerors will not be given an opportunity to correct

any material nonconformity. Any deficiency resulting from a minor informality may be cured or waived at the sole discretion of the Procurement Official.

(d) Price Reasonableness: Any Offer may be rejected if the Procurement Officer determines in writing that it is unreasonable as to price. [R. 19-445.2070].

(e) Unbalanced Bidding. The District may reject an Offer as non-responsive if the prices bid are materially unbalanced between line items or sub-line items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest overall cost to the District even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

RESTRICTIONS APPLICABLE TO OFFERORS Violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of the State Ethics Act. (a) After issuance of the solicitation, **You agree not to discuss this procurement activity in any way with any District employees, its agents or officials.** All communications must be solely with the Procurement Official. This restriction expires once a purchase order has been formed and may be lifted by express written permission from the Procurement Official. (b) **Unless otherwise approved in writing by the Procurement Officer, You agree not to give anything to any District employee, agent or official prior to award.**

SIGNING YOUR OFFER Every Offer must be signed by an individual with actual authority to bind the Offeror. (a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm, the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm. (b) If the Offeror is a partnership, the Offer must be submitted in the partnership name, followed by the words "by its Partner," and signed by a general partner. (c) If the Offeror is a corporation, the Offer must be submitted in the corporate name, followed by the signature and title of the person authorized to sign. (d) An Offer may be submitted by a joint venture involving any combination of individuals, partnerships, or corporations. If the Offeror is a joint venture, the Offer must be submitted in the name of the joint venture and signed by every participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant. (e) If an Offer is signed by an agent, other than as stated in subparagraphs (a) through (d) above, the Offer must state that it is and has been signed by an Agent. Upon request, Offeror must provide proof of the agent's authorization to bind the principal.

STATEMENT OF COMPLIANCE AND ASSURANCES By submitting a bid and signing the bid schedule, vendors are providing written assurance of non-collusion and understanding and acceptance of all general and special conditions stated in this contract. It will be assumed that the service or materials you propose to provide conform(s) with all the provisions of the indicated specifications, unless you specifically note otherwise. In addition, this signature certifies that the firm or agency represented in the bid submitted complies with all applicable federal and state laws and regulations.

SUBMITTING CONFIDENTIAL INFORMATION For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that Offeror contend contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in Section 30-4-40(a)(1), or (b) privileged and confidential, as that phrase is used in Section 11-35-410. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the words "TRADE SECRET" every page, or portion thereof, that Offeror contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act.

For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "PROTECTED" every page, or portion thereof, that Offeror contends is protected by Section 11-35-1810. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. Do not mark your entire response (bid, proposal, quote, etc.) as confidential, trade secret, or protected! If your response or any part thereof, is improperly marked as confidential, trade secret, or protected, the District may, in its sole discretion, determine it non-responsive. If only portions of a page are subject to some protection, do not mark the entire page. By submitting a response to this solicitation or request, Offeror (1) agrees to the public disclosure of every page of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, and documents submitted during negotiations), unless the page is conspicuously marked "TRADE SECRET" or "CONFIDENTIAL" or "PROTECTED", (2) agrees that any information not marked, as required by these bidding instructions, as a "Trade Secret" is not a trade secret as defined by the Trade Secrets Act, and (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure. In determining whether to release documents, the District will detrimentally rely on Offeror's marking of documents, as required by these bidding instructions, as being either "Confidential" or "Trade Secret" or "PROTECTED". By submitting a response, Offeror agrees to defend, indemnify and hold harmless the District, its Officials and employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney's fees, arising out of or resulting from the District withholding information that Offeror marked as "confidential" or "trade secret" or "PROTECTED". (All references to S.C. Code of Laws.) To facilitate the protection of confidential information, a USB containing a PDF version of the Original proposal and a Redacted copy must be submitted with the solicitation response.

SUBMITTING YOUR OFFER OR MODIFICATION (a) Offers and offer modifications shall be submitted in sealed envelopes or packages (unless submitted by approved electronic means) - (1) Addressed to the office specified in the Solicitation; and (2) Showing the time and date specified for opening, the solicitation number, and the name and address of the bidder. (b) Each Offeror must submit the number of copies indicated on the Cover Page. (c) Offerors using commercial carrier services shall ensure that the Offer is addressed and marked on the outermost envelope or wrapper as prescribed in paragraphs (a)(1) and (2) of this provision when delivered to the office specified in the Solicitation. (d) Facsimile Offers, modifications, or withdrawals, will not be considered unless

authorized by the Solicitation. (e) Offers submitted by electronic commerce shall be considered only if the electronic commerce method was specifically stipulated or permitted by the solicitation. (f) All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Do not modify the solicitation document itself (including bid schedule).

WITHDRAWAL OR CORRECTION OF OFFER Offers may be withdrawn by written notice received at any time before the exact time set for opening. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for opening. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid.

B. SPECIAL INSTRUCTIONS

BID SUBMITTAL

The District shall receive all bids no later than the date and time specified on the cover page.

Any proposal received after the due date and time shall be rejected.

Faxed or e-mailed bids are not acceptable.

Required:

Clearly mark the outside of the sealed envelope, box, or package containing the bid and the FEDEX or UPS package with the solicitation # and solicitation description found on the cover page.

Hand delivery/Mail/ Courier service to:

Laurie Lane
Darlington County School District
Operations Procurement Office
2308 N Governor Williams Hwy
Darlington, SC 29540

Offeror is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. The District is not responsible for any delays caused by the Offeror's chosen means of proposal delivery. **Bidder failure to meet the proposal due date and time shall result in rejection of the bid.**

Darlington County School District shall not be responsible for any costs incurred by the Bidder/Offeror preparing, submitting or presenting its response to the solicitation.

Darlington County School District reserves the right to "revise" or "amend" the solicitation prior to the due date by "written addenda."

BOARD APPROVAL REQUIRED Any award is subject to prior approval by the DCSD Board.

CONTENTS OF OFFER (RFP/RFQ):

- (a) Offers should be complete and carefully worded and should convey all of the information requested to be considered responsive. If the response fails to conform to the essential requirements of this request, the District will be the sole judge as to whether that variance is significant enough to consider the request non-responsive and therefore eliminated from further consideration
- (b) Offers should be prepared simply and economically, providing a straightforward, concise description of offeror's capabilities to satisfy the requirements of the RFP/RFQ. Emphasis should be on completeness and clarity of content.
- (c) The contents of your offer must be divided into two parts, the technical proposal and the business proposal. Each part should be bound in a single volume.
- (d) If your offer includes any comment over and above the specific information requested in the solicitation, you are to include this information as a separate appendix to your offer. Offers which include either modifications to any of the solicitation's contractual requirements or an offeror's standard terms and conditions may be deemed non-responsive and not considered for award.

DELIVERY / PERFORMANCE LOCATION – PURCHASE ORDER After award, all deliveries shall be made and all services provided to the location specified on the Darlington County School District purchase order or notice to proceed.

MAGNETIC MEDIA - REQUIRED MEDIA AND FORMAT In addition to your original offer, you must submit an electronic copy on a USB drive. The USB drive must be labeled with the solicitation number and the offeror's name. Your technical/business and cost

proposals must be separate documents. Each electronic copy must be identical to the original hard copy. File format shall be compatible with Microsoft Office (Version 2003 or later) or Adobe Acrobat. The Procurement Officer must be able to view, search, copy and print electronic documents without a password.

MAIL PICKUP Mail is delivered by USPS.

OPENING PROPOSALS –INFORMATION NOT DIVULGED (RFP/RFQ) In competitive sealed proposals or requests for qualifications, neither the number of offerors, the identify of offerors, nor prices will be divulged at opening.

PRICE AS DISCOUNT Your price must be in the form of a single percentage discount to apply to a catalog, price sheet, or price schedule as described.

SCHEDULE OF ACTIVITIES Listed below are the planned activities/milestones/dates/times pertaining to this solicitation. All information is subject to change. Changes will be communicated to prospective Offerors via an Amendment to the solicitation as necessary.

RFQ ESTIMATED TIME LINE	DATES
Issue Request for Proposal	April 19, 2023
Deadline for Questions	April 26, 2023 by 10:00AM (EST)
Anticipated Issue Responses to Questions	May 1, 2023 by 5:00PM (EST)
Deadline to Submit Response	May 17, 2023 by 11:00AM (EST)
Anticipated Date for Interviews/Presentations	Week of May 29, 2023
Anticipated Date of Notice(s) of Intent to Award	On or before June 15, 2023

III. SCOPE OF WORK

A. GENERAL INFORMATION

1. ABOUT DARLINGTON COUNTY SCHOOL DISTRICT

Darlington County School District serves approximately 9,000 students in Darlington County. Located in northeastern South Carolina, the District is divided into three attendance zones (Darlington, Hartsville, and Lamar). Each zone serves a different geographic base of Darlington County. The District currently has a total of 22 schools which includes 11 elementary schools, 3 middle schools, 4 high schools, 1 Institute of Technology, 1 Alternative school, 1 Virtual Academy, and Adult Education (4 locations). In addition to these schools, the District has multiple administrative and support facilities located throughout Darlington County.

The District strives to promote a high standard of excellence to create an atmosphere of partnership with the community to ignite in every student a passion for world-class knowledge and skills through dynamic instruction and personalized educational opportunities. An eight-member Board of Trustees dedicated to governing the District and ensure quality and equal education opportunities to all the citizens they serve.

2. PURPOSE

Darlington County School District is seeking qualified proposals from offerors to provide a Computerized Maintenance Management System (CMMS) software solution and the associated best practice asset management framework that best meets Darlington County School District’s needs. The ideal respondent must have verifiable experience in successfully implementing the proposed solution at public agencies of similar size and with similar requirements as those of Darlington County School District. The proposed solution must comply with the enclosed description and/or specifications and conditions.

The District intends to contract with one (1) vendor only for all services and all services proposed must be done so as a SaaS (or Cloud-Based) Platform.

Unless otherwise stated herein, the basic and governing language of the Contract resulting from this solicitation shall be comprised of the Request for Proposal documents, including any attachments and amendments, and the successful offeror's proposal. In the event of a conflict between the two documents, the RFP shall govern.

Firms interested in submitting their qualifications and proposal for consideration are encouraged to carefully review this document and submit a response providing all the requested information in the format requested.

This solicitation does not commit the District to award a contract for services or pay any costs incurred in the preparation of a proposal or any pre-contract expense. The District reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this request for qualifications/proposals, without liability whatsoever, if it is in the best interest of the District to do so or if funding is not available.

The evaluation/selection committee shall rely upon all representations made by the offeror to the District, whether verbal or written, during the evaluation process. The District's reliance on the offeror's represented expertise with the types of services outlined in this document may be incorporated into any, and all, formal agreements between the parties that may result from this selection process.

Furthermore, the terms advisor, consultant, contractor, firm, offeror, or vendor may be used interchangeably throughout this document.

B. PROJECT SCOPE OF WORK AND MINIMUM SPECIFICATIONS

1. ADMINISTRATIVE AND GENERAL FUNCTION REQUIREMENTS

- Provide multiple levels of access based on user type
- Route work orders based on status
- Embedded email and/or text notifications to staff based on work request/order status
- Include fleet management capabilities
- Locally configurable values such as work order status, priority, user roles, etc.
- Record requestor data such as name, phone number, and email address
- Ability to attach documents or pictures to work orders, assets, equipment, etc.
- Preventative Maintenance generated on recurring schedules or meter based
- Ability to add time and materials to work orders
- Ability to apply multiple labor rates for labor costing/forecasting
- Intuitive and easily usable by all levels of staff.

2. REPORTING FUNCTIONS AND CAPABILITY

- Customizable and standard reporting features
- Ability to save user-defined reports for future use
- Ability to download data and/or reports to excel worksheets
- Ability to report information to other systems, such as Crystal Reports, Power BI, etc.
- Ability to generate a work schedule

3. MOBILE USER FUNCTIONALITY

- Ability to access all data via tablet, iOS Device or Android Device
- Mobile application that can update data for:
 - Work Order – create, schedule, complete, time and materials, checklists (PM), routes, etc.
 - Assets – edit existing, access condition assessments, perform inspections
 - Warehouse – view and manage warehouse inventory
- Start/Stop Time Tracking
- Enter meter data for meter-based preventative maintenance
- QR/Barcode scanning
- Embedded photo capability, capture, upload, etc.
- Document viewing (PDFs, Word, Dwg, etc.)
- Notification of new work orders depending on status and priority

4. ASSET MANAGEMENT AND CAPITAL PLANNING AND FORECASTING

- Graphical asset trees included with a drop-down list of values for asset classification
- Standard equipment templates
- Warranty tracking
- Tracks historical total of maintenance costs
- Ability to develop multiple-year capital expenditure based on asset classification, sub-systems, replacement costs, generate needs estimates per year, location, and/or asset name.
- Analyze asset lifecycle costs
- Tracks historical condition assessment information for assets
- QR or Barcoding of all assets/equipment

5. ADDITIONAL REQUIREMENTS

- Includes a document management module that can capture information such as drawings, project manuals, inspection reports, warranty documents, etc.
- Warehouse inventory management ability for parts, including equipment bill of materials, detailed parts information (costs, vendor, lead times), and generating order reports based on order points
- Event management including use of facility requests and approval process. Must include the ability to create invoices and paid receipts for facility use requests. Should be customizable based on internal and external events.
- Full preventative maintenance module for creation, generation, tracking, and reporting

6. TECHNICAL REQUIREMENTS

- Cloud-based system
- Single sign-on functionality compatible with Google
- 24/7 Accessibility to all applications

- 24/7 online training available

7. IMPLEMENTATION STRATEGY

- Team to assist with data uploading, correction, and verification from existing system (TMA)

- Super user Training

- Timeline development

ADDITIONAL INFORMATION

ALTERNATIVES: In a section entitled “Alternatives”, the Offeror may list services, features, or contract conditions, which in the Offeror’s opinion may be more favorable to Darlington County School District than those outlined in this document. The offeror must state the specific section of the RFP document to which the Offeror is providing observation. Such services and conditions will be considered in evaluating the proposal. This, however, does not relieve the Offeror from adhering to the specifications in the base proposal.

DEMOS: It is anticipated that demonstrations will be held the week of May 29, 2023. Demonstrations may be virtual or in person.

EXCEPTIONS: In a section titled “Exceptions”, Offeror should point out services and features which cannot be provided and contract conditions that cannot be met. The offeror must state the specification section of the RFP document to which the Offeror objects or takes exception. If Offeror fails to state exception(s) to any conditions of the RFP, it shall mean that the Offeror agrees with and will comply with all conditions outlined in the RFP.

IMPLEMENTATION: The vendor must provide an implementation plan. The implementation plan should include at a minimum, but not limited to, a schedule of deliverables, content migration, and any technical or resource needs from DCSD. The vendor must include implementation costs in response.

TRAINING: The vendor must provide a training plan. The training plan should include at a minimum, but not be limited to, training for super users, identification of training requirements necessary for each level of training, and any technical training and requirements necessary to have a fully functional system. All training would need to be conducted on a normal Monday-Friday business day schedule. The number of individuals (super users) needing initial, detailed training will be approximately 10, technicians approximately 50, and requestors will be on an as-needed basis.

IV. INFORMATION OFFERORS SHALL SUBMIT

1. Offeror shall submit a signed Cover Page and Page 2
2. Completed cost proposal (Page 17 and 18). Must submit one **sealed** copy of the cost proposal in the ORIGINAL copy of the RFP. Insert a single sheet of paper stating “SECTION INTENTIONALLY LEFT BLANK” in each proposal copy
3. Attachments (Attachment E)
4. The number of required copies to be submitted as specified on the Cover Page (Page 1). Please title the USB with the firm’s name for identification purposes. The proposal shall speak for itself on behalf of the proposers. Proposers are discouraged from submitting supplementary materials or from making calls upon the District after the proposals have been submitted. Failure to comply with format requirements may cause the submittal to be removed from further consideration.
5. All bids/offers should be complete and should convey all the information requested by the District. If significant errors are found in the offeror’s bid, or if the bid /offer fails to conform to the essential requirements of the IFB/RFP, the District and the District alone, will be the judge as to whether the variance is significant enough to reject the bid/offer. Bids/offers which included either any modifications to any of the contractual requirements of the IFB/RFP or an Offeror’s standard terms and conditions may be deemed non-responsive and therefore not considered for award.

To ensure a uniform process and to obtain the maximum degree of comparability, it is required that the proposals be submitted in the format outlined below. **Any portion not included will be cause for possible elimination from the proposal process.** Any portions of the submitted proposal that are to be treated by the District as proprietary and confidential information must be marked as such. Proprietary and confidential information submitted by an Offeror shall not be subject to public disclosure;

however, the Offeror must invoke this protection by so stating in writing. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information. The classification of the entire proposal document, line-item prices, and/or total proposal prices as proprietary or trade secret information is not acceptable and may result in the rejection of the proposal as non-responsive. By submission of a proposal, you are guaranteeing that all goods or services meet the requirements of this RFP.

PROPOSAL CONTENTS

The proposal shall include the information listed below, tabbed and indexed in the following sequence:

- Offeror shall submit a signed Cover Page and Page Two.
- Firm Information:
 - Firm Name
 - Firm Address
 - Contact information for the Officer of the Firm in charge of this proposal
 - Company background to include the number of years in business
- Financial Stability: Each offeror must provide their audited end-of-year financial reports for the last two (2) fiscal years. The financial statements should indicate a positive cash flow for two (2) years.
- Vendor References: References must be for the proposer's firm that has provided verifiable services like the requirements of this solicitation. Please provide a name, address, telephone number, e-mail address, and contact person for each reference. Please submit three (3) references.
- Certifications, licenses, and permits as applicable
- Project Team Organizational Chart
- Resumes of the individuals who will perform the work outlined in this proposal, including their capabilities and experience conducting similar work.
- Description of the proposer's CMMS software, modules, and capabilities to include examples of similar projects for at least three (3) clients within the past year. Include the organization name, contact name, address, phone number, email address, and description of the project.
- Project plan with sufficient detail on proposed tasks, procedures, and methodology along with a statement of the proposer's ability to deliver a final product on schedule.
- Timeline showing major deliverables and program activities to include resources required from the District.
- Training Plan
- Migration Plan for existing data
- Support Plan
- Any software or Hardware requirements
- Vendor Questionnaire (Attachment E)
- List any failed projects, suspensions, debarments, and significant litigation
- Alternatives
- Exceptions
- Offeror should submit all other information and documents as requested
-

V. QUALIFICATIONS OF OFFEROR: To be eligible for the award of a contract, a prospective Contractor must be responsible. In evaluating an Offeror's responsibility, the DCSD Standards of Responsibility and information from any other source may be considered. An Offeror must, upon request from DCSD, furnish satisfactory evidence of its ability to meet all contractual obligations. Unreasonable failure to supply information promptly in connection with a responsibility inquiry may be grounds for determining that you are ineligible to receive an award.

QUALIFICATIONS – REQUIRED INFORMATION:

Submit the following information or documentation for you and for any sub-contractor (at any tier level) that you identify under the clause titled Subcontractor – Identification. Err on the side of inclusion. You represent that the information provided is complete.

Providers must meet or exceed these qualifications to be considered for the award. Any exceptions to the requirements listed should be on a separate sheet marked “Exceptions” and detailed in the proposer’s response.

A. MINIMUM QUALIFICATION: A qualified Offeror shall be defined to mean

- **Minimum of 3 years in business**
 - **Product specifically designed for school districts**
 - **Hosting service is in the United States with an uptime history of greater than 99%**
 - **Compensation for Downtime**
 - **Dedicated Service and Support Team**
 - **24/7 Emergency Support**
 - **Training available through the length of the contract**
 - **Service Level Agreement**
- a) The general history and experience of the business in providing work of similar size and scope. Three (3) years minimum required.
 - b) Information reflecting the current financial position. Include the most current audited financial statement and audited financial statements for the last two (2) fiscal years.
 - c) A detailed, narrative statement listing the three (3) most recent, comparable contracts (including contact information) which have been performed
 - d) A list of similar projects for which Offeror has performed, at any time during the past three (3) years, services substantially like those sought with this solicitation. Err on the side of inclusion; by submitting an Offer, Offeror represents that the list is complete. School District experience is preferred.
 - e) Must have a clear understanding of industry standards and best practices
 - f) Offeror shall provide with their proposal copies of all appropriate certifications, licenses, permits, as well as evidence to support the documentation. Failure to provide this information may make your bid non-responsive.
 - g) Must know and comply with all currently applicable, and as they become enacted during the contract term, federal, state, and local laws, statutes, ordinances, rules, and regulations. All laws of South Carolina, whether substantive or procedural, shall apply to the contract and all statutory, charter, and ordinance provisions that apply to public contracts in the District shall be followed concerning the contract.
 - h) Must have the capacity to acquire all bonds, escrows, or insurance as outlined in the terms of this RFP.

SUBCONTRACTOR IDENTIFICATION:

If you intend to subcontract with another business for any of the projects or portion of the work, you offer must identify that business and the project or portion of work that they are to perform, and the contractual agreements made therewith. Identify potential Subcontractors by providing the business name, address, phone, taxpayer identification number, names of the officers, and point of contact. In determining your responsibility, DCSD may contact and evaluate your proposed Subcontractor.

VI. EVALUATION CRITERIA TABLE

Criteria	Ranking
Responsiveness to specifications of the RFP	30
Experience, References, Design	20
Planning, Timeline, Implementation, Methodology, Training, and Deliverables	20
Knowledge and Understanding of Industry Standards and Best-Practices	25
Total Cost	5

VIII. COST PROPOSAL FORM

CMMS SYSTEM AND ALL SERVICES – YEAR ONE COSTS			
ITEM	START DATE	END DATE	COST
TOTAL FIRST-YEAR COSTS			

CMMS SYSTEM AND ALL SERVICES – YEAR TWO COSTS			
ITEM	START DATE	END DATE	COST
TOTAL SECOND-YEAR COSTS			

CMMS SYSTEM AND ALL SERVICES – YEAR THREE COSTS			
ITEM	START DATE	END DATE	COST
TOTAL THIRD-YEAR COSTS			

CMMS SYSTEM AND ALL SERVICES – YEAR FOUR COSTS			
ITEM	START DATE	END DATE	COST
TOTAL FOURTH-YEAR COSTS			

CMMS SYSTEM AND ALL SERVICES – YEAR FIVE COSTS			
ITEM	START DATE	END DATE	COST
TOTAL FIFTH-YEAR COSTS			
TOTAL FIVE-YEAR INVESTMENT			

Offeror must submit one **sealed** copy of the cost proposal in the ORIGINAL copy of the RFP.

This cost proposal must be completed and submitted for your response to be evaluated.

NAME OF FIRM:

AUTHORIZED SIGNATURE:

(Person signing must be authorized to submit a binding offer to enter a contract on behalf of the Offeror named above.)

TYPED NAME AND TITLE:

DATE:

B. ATTACHMENT E

Vendor Questionnaire

Vendor Name

The following pages contain questions and statements that require responses from each vendor submitting a proposal. Each company submittal is to include these pages to be a valid proposal.

GENERAL QUESTIONS:

1. How many employees does your company employ? How many of those employees are dedicated to the development, implementation, and ongoing technical support?
2. What type of content migration will be used to move data from the existing system to the new system? How would you verify the accuracy of data?
3. Do you have the ability to perform asset condition analysis if requested?
4. What kind of support are you prepared to give before, during, and after implementation to ensure a seamless transition from the legacy CMMS to your software solution?
5. Please explain your process and the timeline for data migration, implementation, and training, including any training methods and conduits available.

ADMINISTRATIVE SYSTEM	
TOPIC	AVAILABLE
Power User with full access from a single log-in	
Web access to administration	
Multi-level Security	
Users' functional permission levels displayed	
Provides help with text and error messages	
Permits multimedia file attachments (word files, graphic images, audio or video clips) to records such as work orders	
ASSET SYSTEM	
TOPIC	AVAILABLE
Provides graphical asset trees	
A drop-down list of values for asset classification	
Instant display of all assets, locations, and classifications	
Standard equipment templates	
Allows warranty tracking	
Lists outstanding jobs by equipment, asset class, location	
Lifetime labor and material costs per equipment, asset classification, and location	
Tracks historic total cost of maintenance per asset	
WORK ORDER MANAGEMENT	
TOPIC	AVAILABLE
Database of employees along with labor rate information	
Database of Vendors	

Ability to capture labor hours, contract costs, and material costs for each work order	
Records equipment downtime	
Charge multiple wage rates including overtime	
Request dates and completion dates	
Estimated and actual labor hours	
Labor and material transactions for each work order	
Work order tracking fields such as trade, purpose, budget, and other codes	
User-defined tracking fields	
Easy interface to check work order status with selection masks	
Search capacity on work order number or description key	
Fully integrated with related systems including preventative maintenance, facility scheduling, and inventory	
Automatic computation of work order costs using labor rates in the employee system	
The Work Order Management system will integrate with the school site request and the Asset Management system	
Track tool usage against work orders	
Tracks required permitting	
Re-open closed work orders	
MATERIAL MANAGEMENT	
TOPIC	AVAILABLE
Manage inventory items by category types: mechanical, electrical, tools, HVAC, etc.	
Tracks all inventory transactions, including issues, receipts, returns, adjustments, orders, and transfers	
Allows inventory to be issued to a location, pick list, project, work order, or employee	
Enables requestor the ability to select items from the inventory catalog and submit inventory requests online	
Enables users to request a quote for inventory items from multiple suppliers while reordering	
Tracks detailed information on inventory items, including unit of issue, on contract, supplier, average or fixed cost, tag number for tools, markup, and back-order quantity	
Allows inventory items to be stored and tracked in multiple pools and by crafts, including aisle, bin number, and reorder points	
Automatically emails requestors with inventory requests receipts and updates for order status changes	
Integrates with work order and preventative maintenance system	
ISO-certified units of measure	
Provides pick list/ticket	
Optional parts inspection requirement per part	
PREVENTATIVE MAINTENANCE	
TOPIC	AVAILABLE
Schedule PM by elapsed days	
Schedule PM by calendar date	

Schedule PM by usage, meter, or counter	
View labor, material, and tool cost for the anticipated task	
Tracks all scheduled maintenance	
Creates recurring maintenance schedules on a daily, weekly, monthly, annual, or usage basis	
Stores schedule templates for quick creation of a frequently used schedule	
Tracks equipment information, including manufacturer, model, and serial numbers, in and out of service dates, and warranties	
Automatically generates PM work orders through an integration with the work order system	
Displays upcoming scheduled work in a calendar format for resource scheduling	
Provides templates by equipment or asset type for quick application to multiple pieces of equipment or assets	
BUDGET MANAGEMENT	
TOPIC	AVAILABLE
Allows district to establish budget code format	
Permits flexible budget terms and budget periods	
Provides for flexible hierarchies	
The analysis is provided for costs vs. budget per budget period and year-to-date	
Facilitates the creation of long-range capital plans and budget plans	
Manages capital projects and expenditures related to deferred maintenance. Deficiencies and corrections	
REPORTS GENERATION	
TOPIC	AVAILABLE
Category: Summary or detailed reports by _____	
Craft/Trade	
Location	
Budget	
Employee	
Craft Cost Analysis	
Transactions	
Outstanding work	
Workloads and Assignments	
Status of Work	
Category: Standard Inventory Reports, summary or detailed by _____	
Issued Inventory	
Returned Inventory	
Transferred Inventory	
Supplier Reports	
Pick List Reports	
Category: Standard Preventative Maintenance Reports	
Summary or detailed reports by _____	
Projected parts and supplies report	
Estimated PM labor reports	
Forecasting labor report	
Corrective vs. preventative maintenance report	
Category: Standard Facility Scheduling Reports	

Summary or detailed reports by _____	
Location	
Organization	
Schedules	
Budgets	
Invoices	
Reminders	
Category: Standard Utility Reports _____	
Cost per square foot	
Use by building comparison	
Cost by building comparison	
Use/sq foot by building	
Cost/sq foot by buildings	
Energy Savings Report	
Load Factor Report	
UTILITY TRACKING SYSTEM	
TOPIC	AVAILABLE
Integrates with Building Management System to pull usage for all utilities, including electric, gas, water, sewer, propane, etc.	
Ability to pull data from local service providers if available	
Provide use and cost budget function for monthly and annual budget analysis	
Easily exports data to any spreadsheet format	
FACILITY SCHEDULING SYSTEM	
TOPIC	AVAILABLE
Multiple routing rules for event approval	
Automatically routes usage requests to approval managers	
Database of areas available for after-hours usage	
Handle events with multiple dates with repeating patterns as well as random series of events	
Tracks facility usage costs and automatically generate invoices	
Enables event requesters to check facility availability and submit usage requests online	
Display scheduled events on the calendar	
Multiple layers of security	
Email notifications to support personnel	
Integration with work order system to create work orders as needed	
Billing and rental administration	
Multi-level fee structure for rental costs	
Approval routing based on facility requested and usage functions	
WIRELESS/MOBILE MANAGEMENT	
TOPIC	AVAILABLE
Enables mobile workers to receive, process, and complete work orders via mobile device	
Enables mobile workers to record transactions for labor hours	
Enables mobile workers to search and sort through their work orders	
Allows changes to existing assets or equipment from the mobile device based on the security profile	

Allows completion of PM checklist and procedures along with data point entry	
DOCUMENT MANAGEMENT SYSTEM	
TOPIC	AVAILABLE
Provides storage of critical facility documentation linked to asset/equipment	
Drawing and project data tied to Location/Building/Asset/Equipment	
View and access assets from Facility Floor plans stored within the system	
Retain facilities' compliance documentation	
Integration with the work order system to create requests from the floor plan	
INFORMATION TECHNOLOGY DETAILS	
TOPIC	AVAILABLE
Cloud-based, SaaS, system	
24/7 Help Desk	
Single Sign On with Google compatible	
In-person and online training options are available	

VALUE-ADDED SERVICES NOT COVERED BY THE RFP:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.