

**Charleston County School District
Request for Proposals
Contracts and Procurement Services**

Solicitation Number: P2438

Description: Universal Service Rate Fund E-Rate Program Consulting Services for Charleston County School District

Date: May 9, 2024

Amendment #1

SUBMIT OFFER BY: May 29, 2024 by 2:00 PM ET

QUESTIONS MUST BE RECEIVED BY: May 9, 2024 by 12:00 PM ET

NUMBER OF COPIES TO BE SUBMITTED: One (1) Original Copy, Three (3) Hard Copies and One (1) USB Flash Drive (See page 2 for details)

PROCUREMENT OFFICIAL CONTACT:

**Procurement Services
Attention: Debra Coen, NIGP-CPP, CPPO, CPPB
3999 Bridge View Drive
North Charleston, SC 29405 Phone: 843-566-1982
Email: debra_coen@charleston.k12.sc.us**

The term “Offer” means your “Bid” or “Proposal”.

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

| | | |
|---|------------------|-----------------------------|
| You must submit a signed copy of this form with your offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold your offer open for a minimum of ninety (90) calendar days after the Opening date. | | |
| Print Name of Offeror (Full legal name of business submitting the offer) | | Date Signed |
| Authorized Signature (Person signing must be authorized to enter contract on behalf of Offeror named above.) | | Taxpayer Identification No. |
| Title (Business title of person signing above) | | Telephone Number |
| Printed Name (of person signing above) | | Facsimile Number |
| Company Address (Street, City, State & Zip Code) | | |
| Contact Person(if different than authorized signature) | | Email Address |
| Telephone Number | Facsimile Number | |

Cover Page

AWARDS & AMENDMENTS: Awards will be posted at the Physical Address stated above. The award will be posted on or before 6/14/2024. The award, this solicitation, and any amendments will be posted at the following website URL: <https://www.ccsdschools.com/Page/432>

ACKNOWLEDGEMENT OF AMENDMENTS: Offerors: Acknowledges receipt of amendments by indicating amendment number and its date of issue. See “Amendments to Solicitation” in Section II Instructions to Offerors:

| Amendment No. | Amendment No. | Amendment No. | Amendment No. | Amendment No. | Amendment No. | Amendment No. |
|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Initial | Initial | Initial | Initial | Initial | Initial | Initial |

OFFEROR’S TYPE OF ENTITY: See Section VII Signing Your Offer & SWMBE Participation.

Small Women Minority Business Enterprise (Please Check appropriate boxes)

- | | |
|--|--|
| <input type="checkbox"/> MBE – Native American Owned | <input type="checkbox"/> Minority Owned Small Business Certified |
| <input type="checkbox"/> MBE – African American Owned | <input type="checkbox"/> Minority Owned Small Business Non-Certified |
| <input type="checkbox"/> MBE – Asian American Owned | <input type="checkbox"/> HUB Zone Small Business |
| <input type="checkbox"/> MBE – Hispanic Owned | <input type="checkbox"/> Small Business Certified |
| <input type="checkbox"/> Women Owned Small Business Certified | <input type="checkbox"/> Small Business Non-Certified |
| <input type="checkbox"/> Women Owned Small Business Non-Certified | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Minority Owned Small Business Certified | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Minority Owned Small Business Non-Certified | <input type="checkbox"/> Sole Proprietor |
| <input type="checkbox"/> Other _____ | |

The District shall receive all bids by **no later than 2:00 P.M. on the date shown on the Cover Page.**
 Important: **Clearly mark the outside of the envelope, box, or package with the following information.**

Request for Proposal #P2438
Universal Service Rate Fund E-Rate Program Consulting Services for Charleston County School District

Proposals should be sent via United States Postal Service/hand delivered or courier service to:

Procurement Services
Attn: Debra Coen, NIGP-CPP, CPPO, CPPB
3999 Bridge View Drive
North Charleston, SC 29405

NUMBER OF COPIES TO BE SUBMITTED: When submitting your proposal provide, one (1) Original hard copy, Three(3) hard copies of original, one (1) flash drive electronic copy with original and redacted document. The redacted document will be used for FOIA purposes. The redacted document should not disclose any confidential or company trade secrets & etc.

Reference and acknowledge this Addendum on the offer submitted. Failure to acknowledge addendum may result in rejection of your offer.

If by virtue of this addendum you desire to change an offer already submitted, such change may be made by submitting an amended bid prior to the closing date and hour specified.

AMENDMENTS TO SOLICITATION

(a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <https://www.ccsdschools.com/Page/432>

(b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

Add the following to Information Security, pages 13-16.

Disclosure is allowable to the extent necessary to perform the services in the scope of work.

Questions received are addressed below.

Question:

On page 29 of the P2438 RFP 5.3 states to submit the completed functional requirements spreadsheet. Can you please direct us as to where to find this spreadsheet?

Answer: Please disregard. There is no attachment labeled functional requirements.

Question:

Page 5 – Bid/Proposal as Offer to Contract. The RFP specifies that (1) any objection/exception to the terms in the RFP must be addressed with the District prior to submission of the proposal and (2) the objections/exception must be submitting in writing. Please advise how to note any exceptions to the terms of the RFP.

Answer: Any objections can be submitted with your proposal. Please note that most of CCSD terms and conditions cannot be negotiated.