

**Charleston County School District  
Request for Proposals  
Contracts and Procurement Services  
AMENDMENT #1**

**Solicitation Number: P2508**

**Description: Earned Wage Access Services for Charleston County School District**

**Date: October 8, 2024**

**SUBMIT OFFER BY: October 25, 2024 by 2:00 PM ET**

**QUESTIONS MUST BE RECEIVED BY: October 3, 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](mailto: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 11/22/2024. The award, this solicitation, and any amendments will be posted at the following website URL: <https://www.ccsdschools.com/divisions/finance/contracts-and-procurement/solicitations/supplies-and-services-solicitation>

**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 #P2508**  
**Earned Wage Access 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/divisions/finance/contracts-and-procurement/solicitations/supplies-and-services-solicitation>

(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.

Questions received are addressed below.

#### Timeline

Understanding that the contract award date is November, when would the district like this benefit to be live?

Without any information on implementation timeframe September 2025 after the MUNIS timekeeping conversion. If the request were for this to Go Live prior to the MUNIS conversion the best time would be March 2025 after tax statements and 1095-C statements.

#### Performance Audits

For any audit involving performance, data security, compliance etc it's customary to execute an NDA, is this a requirement for the district as well?

Yes.

Can you please identify the various pay groups within the District and their respective pay cycles?

For example, hourly employees are paid weekly, etc.

All employees are paid semi-monthly. We have attached a schedule of paydays by group that specifies the pay periods for each group of employees.

Do District employees currently have any type of pay card?

No.

The District mentions using Kronos as the payroll system. Can you please identify which version?

UKG Dimensions

Does the District have a desired or targeted Go-Live date?

September 2025 after the MUNIS timekeeping conversion.

If the request is for this to GoLive prior to the MUNIS conversion the best time would be

March 2025 after tax statements and 1095-C statements.

A public opening is scheduled - will vendors be able to attend via conference call or is onsite preferred?

We currently do not have an online option available. Please note the following from page 10 of the solicitation.

OPENING PROPOSALS – PRICES NOT DIVULGED: In competitive sealed proposals, names nor prices will not be divulged at opening.

F2508 Section B Multiple Bids

Would this include any white labeled offerings where a company could power the benefit under another company name but pricing is similar?

This could be a possibility.

P2508 Section B Special Instructions

Discussions with Bidders - Will this include an on-sight visit to discuss the proposal in greater detail?

No.

**SCHEDULE OF PAYDAYS BY GROUP  
SCHOOL YEAR 2024 - 2025**

	<b>12 month</b>	<b>11 month</b>	<b>10 month</b>	<b>9 month</b>	<b>Start Dates:</b>	<b>End Dates:</b>		
Groups/BU Code	ACE2	ACE1	ACE0	ACE9	07/01/24	06/30/25	261	
	ACL2	ACL1	ACE3	ACL9	07/01/24	06/30/25	240	
	CS12	C218	ACL0	ACL5	07/15/24	06/23/25	222	
	C262	TLG1	ACL3	BUS	07/15/24	06/17/25	218	
	T240		CAS0	CS09	07/22/24	06/12/25	210	
			CS10	CS17	08/06/24	06/06/25	195	
			TLG0	CS18	08/06/24	05/30/25	190	
			TLG2	FS09	08/05/24	05/29/25 FS	183	
				TLG9	08/06/24	05/15/25	180	
				T195	08/13/24	05/29/25 3US)	180	
				08/06/24	05/01/25	170		
Days/Year Payday	240, 261 DAY	218 DAY	210,222 DAY	170,180,1 83190, 195 DAY	Attendance Period For T&A and ESS		Number of Weeks Pulled In	
07/15/24	24	*	*	*	06/09/24	-	06/22/24	2
07/31/24	23	24	*	*	06/23/24	-	07/06/24	2
08/15/24	22	23	24	*	07/07/24	-	07/20/24	2
08/30/24	21	22	23	24	07/21/24	-	08/03/24	2
09/13/24	20	21	22	23	08/04/24	-	08/17/24	2
09/30/24	19	20	21	22	08/18/24	-	09/07/24	3
10/15/24	18	19	20	21	09/08/24	-	09/21/24	2
10/31/24	17	18	19	20	09/22/24	-	10/05/24	2
11/15/24	16	17	18	19	10/06/24	-	10/19/24	2
11/29/24	15	16	17	18	10/20/24	-	11/02/24	2
12/13/24	14	15	16	17	11/03/24	-	11/16/24	2
12/31/24	13	14	15	16	11/17/24	-	11/30/24	2
01/15/25	12	13	14	15	12/01/24	-	12/21/24	3
01/31/25	11	12	13	14	12/22/24	-	01/04/25	2
02/14/25	10	11	12	13	01/05/25	-	01/18/25	2
02/28/25	9	10	11	12	01/19/25	-	02/01/25	2
03/14/25	8	9	10	11	02/02/25	-	02/15/25	2
03/31/25	7	8	9	10	02/16/25	-	03/08/25	3
04/15/25	6	7	8	9	03/09/25	-	03/22/25	2
04/30/25	5	6	7	8	03/23/25	-	04/05/25	2
05/15/25	4	5	6	7	04/06/25	-	04/19/25	2
05/30/25	3	4	5	6	04/20/25	-	05/03/25	2
06/13/25	2	3	4	5	05/04/25	-	05/24/25	3
06/30/25	1	2	3	4	05/25/25	-	06/07/25	2
07/15/25	*	1	2	3	06/08/25	-	06/21/25	2
07/31/25	*	*	1	2	06/22/25	-	07/05/25	2
08/15/25	*	*	*	1	07/06/25	-	07/19/25	2

\*Denote pay for previous or future years.