

**Charleston County School District
Request for Proposals
Contracts and Procurement Services
AMENDMENT #2**

Solicitation Number: P2508

Description: Earned Wage Access Services for Charleston County School District

Date: October 10, 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**

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.

Additional Questions received are addressed below.

What time and attendance platform do hourly employees use for tracking shifts? (is this also a Kronos platform, or something else?)

Dimensions. All employees are assigned a schedule.

Does your time and attendance platform include pay rate information or just hours?

Hours

Do employees have employee self-service to update their direct deposit instructions? If so, where do they view and/or edit this information - Kronos, Tyler Tech Munis, or somewhere else?

Yes. Employee Self Service (ESS)

What is the breakdown (either by percentage or count) of hourly vs. salaried employees?

2836 non-exempt

4727 exempt

The District is requiring hard copy deliverables. Would you consider electronic submittals instead for a more environmentally conscious approach?

We do not currently have the capability to accept electronic submissions.