HAMPTON COUNTY
SCHOOL DISTRICT

REQUEST FOR PROPOSAL

2025-002

COMPENSATION AND CLASSIFICATION STUDY

Hampton County School District
372 Pine Street East
Varnville, SC 29944

RELEASE DATE: October 22, 2025

DEADLINE FOR QUESTIONS: November 7, 2025, 11:00 am

RESPONSE DEADLINE: November 14, 2025, 4:00 pm

PROPOSAL DEADLINE: December 1, 2025, 11:00 am

RESPONSES MUST BE SUBMITTED TO:

Hampton County School District
Office of Procurement
372 Pine Street East
Varnville, SC 29944

Questions should be emailed to:
kculclasure@hcsdsc.org

Hampton County School
District REQUEST FOR
PROPOSAL
Compensation and Classification Study

I. Introduction.....
II. Instruction To Offerors .....
III. Scope of Work .....
IV. Information for Offerors to Submit.....
V. Award Criteria.....
VI. Evaluation Criteria .....
VII. Terms and Conditions .....
VIII. Pricing Proposal .....
IX. Vendor Questionnaire.....

Offeror Attachment:

A - ESTIMATED PROJECT TIMELINE

1. INTRODUCTION

1.1. Summary

The purpose of this solicitation is to receive competitive proposals in order to acquire supplies, services or equipment which complies with the enclosed description and/or specifications and conditions for Hampton County School District for the following project: Compensation and Classification Study, 2025-002.

Project Description: Hampton County School District is soliciting proposals from qualified consultants to conduct a comprehensive compensation and classification study of jobs in our district.

1.2. Background

Hampton County School District takes pride in being a district of choice where every school is an excellent choice. Nestled in Hampton County, South Carolina, Hampton County School District employs 483 full-time staff (223 certified staff members, 260 classified staff members, and 5 part time staff members) based at 9 locations serving over 2,135 students.

1.3. Contact Information

Procurement Department
372 Pine Street East
Varnville, SC 29944
Email: kculclasure@hcsdsc.org
Phone: (803) 943-4576

Department:
Human Resources

1.4. Timeline

Date Issued	October 22, 2025
Question Submission Deadline	November 7, 2025, 11:00 am
Submit Offer By	December 1, 2025, 11:00 am

2. INSTRUCTION TO OFFERORS

2.1. Offer Submission

Hampton County School District will accept sealed proposals mail delivery 372 Pine Street East, Varnville, SC 29944. A copy of the RFP is available on the HCSD website- Procurement. All proposals shall be received no later than 11:00 am on Monday, December 1, 2025. **Late proposals will not be accepted**.

2.2. Inquiries

Questions are allowed and encouraged to clear up any misunderstandings, etc. All questions related to this RFP shall be submitted in writing through email: kculclasure@hcsdsc.org on or before, Friday, November 7, by 11:00 am. Please include the section title for each question, if applicable, in order to ensure that questions asked are responded to correctly.

Amendments to Solicitation

The solicitation may be amended at any time prior to opening. If an Amendment is necessary, it shall be posted on the https://www.hcsdsc.org/. Amendment notifications will be emailed to all persons on record as following this RFP. Failure of any offeror to receive any such amendment or interpretation shall not relieve such offeror from any obligation under their proposal as submitted. All amendments so issued shall become part of the contract documents.

All amendments to and interpretations of the solicitation shall be in writing, via the District's website https://www.hcsdsc.org/. The school district shall only be legally bound by any amendment or interpretation that is in writing. Should an Offeror find discrepancies or ambiguities in or omissions from the solicitation documents, or should the Offeror be in doubt as to their meaning, Offeror shall at once, and in any event not later that seven (7) days prior to the solicitation due date, notify Hampton County School District who will prepare written addenda and notify each Offeror of any changes to the original solicitation. Should an Offeror desire any explanation regarding the meaning or interpretation of the solicitation documents, request should be made in writing at least seven (7) days before the date established for submission of offer. Any change interpretation made will be in the form of written addendum to specifications and will be sent to each offeror who is on record as following this RFP. Its receipt by the Offeror shall be acknowledged through the HCSD website. It shall be the Offeror's responsibility to make inquiry as to the addenda issued. All addenda shall become a part of the solicitation document, and all Offerors shall be bound by such addenda whether or not received by the Offeror.

2.3. Award Notification

Notice regarding any award, cancellation of award, or extension of award will be electronically distributed to offerors following this solicitation on the https://www.hcsdsc.org/. The offerors award will not be effective until the eleventh day after such notice is given.

2.4. Maximum Initial Contract Period

Any resulting contract from this solicitation will begin on the date specified in the Statement of Award or Intent to Award. The contract period will end on June 30, 2026.

2.5. Pre-Proposal Conference

No pre-proposal conference is scheduled at this time.

2.6. Proposal as Offer to Contract

By submitting Your Offer, you are offering to enter into a contract with Hampton County School District. Without further action by either party, a binding contract shall result upon final award of this solicitation. Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror as submitted with this solicitation. Joint Proposals are not allowed – an offer may be submitted by only one legal entity. A Purchase Order shall be issued by the District and shall give Offeror the right to proceed with this contract proposal.

2.7. Proposal Acceptance Period

Proposals may be withdrawn through the https://www.hcsdsc.org/. The responding firm may "unsubmit" their proposal via mail to 372 Pine Street, East, Varnville, SC 29944. After withdrawing a previously submitted proposal, the responding firm may submit another proposal at any time up to the deadline for submitting proposals. In order to withdraw your offer after the minimum period specified in this solicitation, you must notify the Procurement Office in writing.

2.8. Drug-Free Work Place Certification

By submitting an Offer, Offeror 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.

2.9. Pricing

All prices and notifications shall be submitted through submitted Proposal. No offer shall be altered or amended after the specified time for opening proposals.

2.10. Proprietary Information

Offerors are to visibly mark as **"CONFIDENTIAL"** each part of their Proposal that they consider to be proprietary information.

3. SCOPE OF WORK

3.1. PURPOSE

It is the intent of Hampton County School District (hereinafter referred to as the "District") to solicit interest and credentials from qualified consultants to conduct a comprehensive compensation and classification study of jobs in the District. Requested services include: job analysis; job description development, evaluation and update; wage and salary survey preparation and analysis; pay range determination; position and pay classification; and preparation of required reports.

Firms interested in responding should have experience and qualifications in the development and maintenance of classification and compensation systems, preferably in a K-12 educational environment.

This RFP describes the project, the required scope of services, the qualifications the District is seeking in a consultant, the minimum information that must be included in a proposal response, and the consultant selection process.

3.2. PROJECT OBJECTIVE

Principally, the goal of the District is to:

- Recruit and retain a high-quality workforce
- Compete with comparable districts and other local places of employment
- Offer fair and competitive compensation for all positions
- Update current job descriptions
- Increase the starting salary and extend years of service on the current Certified Staff and Classified Staff salary schedules in order to attract and retain the most highly qualified and effective employees

3.3. SCOPE OF WORK

The Compensation and Classification Study (Study) shall represent a thorough and comprehensive review of all aspects of the District's current classification and compensation system. The recommendations offered in this study should be designed to increase the market competitiveness of the District's compensation program within the regional marketplace and provide increased internal equity among positions. Implementation of these recommendations should help the District attract new employees and retain current employees needed to meet the District's needs. The completed study should also include the methodology used to develop new classification descriptions, a classification system, a compensation plan, and options for implementing a new compensation program. All Respondents must be able to provide the following:

1. General Preliminary and Closing Activities

Meetings will be held with the District Superintendent, Chief Finance Officer and Senior Leadership to:

- Discuss any specific concerns of the District with respect to the activities to be accomplished.

- Present, discuss, and provide written copies of the strategy, methodology and timelines for the activities to be performed.
- Present findings, reports, training materials, recommendations, etc. related to the activities performed.

Meetings held with District personnel in relation to the job analysis and salary classification plan to:

- Gather information regarding the activities to be accomplished.
- Present data gathering forms and/or surveys that will be distributed to District employees and external sources for review and approval before dissemination.
- Discuss scope and progress of work at timeline intervals.
- Explain specific procedures and expected activities required of District staff.
- Present preliminary findings, reports, training materials, recommendations, etc. for review and discussion prior to presentation to administrative staff.

Meetings held with the School Board of Trustees to:

- Provide an overview of the work to be accomplished.
- Explain specific procedures to be undertaken to complete the activities, such as how job information will be collected, etc.
- Explain and provide written copies of the project schedule, milestones and expected outcomes.
- Present findings, survey results, recommendations, etc.

2. <u>Data Gathering</u>

The Data Gathering Phase includes gathering of the necessary information through the use of questionnaires, job audits, personal interviews, or other accepted methods to develop and/or revise job descriptions related to positions, tasks, and responsibilities. All job descriptions will be reviewed in conjunction with the functional business area with a focus on core position duties. This phase will also include the following:

- Consultant will work with the Hampton County School District Human Resources Department and Payroll Supervisor to ensure job description/ responsibilities are available for each employee and assist in the development of these job descriptions.
- Conduct a review of the match between the job title and the job responsibilities.
- Provide recommendations relative to the educational background of the employees by position (required or preferred).
- Determine Fair Labor Standards Act (FLSA) designation for each job title/classification. It is anticipated that a review of this step will be accomplished with input from the District.

3. Evaluation and Market Pricing

The consultant will conduct an internal comprehensive job evaluation and external comparison as outlined below:

- A comprehensive internal evaluation of every job within the District to determine relative worth within the organization, placement in the salary structure, and for the establishment of pay ranges.
- Establish appropriate benchmarking standards and include a comparison and analysis of salaries and wages of like or similar jobs of comparable state and local government employers for which the District competes for labor supply, and/or organizations.
    - Southeastern comparison for all administrative positions to include: Superintendent, Deputy Superintendent, Senior Chief Officers, Chief Officer, Executive Directors, Directors, Principals, Assistant Principals, Coordinators, etc.
    - Southeastern comparison for all certified positions
    - Southeastern comparison for all classified positions
    - Southeastern comparison for Special Ed professionals include: Psychology, OT, PT, Speech, etc.
    - Southeastern comparison for all supplements to include: Athletics, Fine Arts, Extracurricular, Academics, etc.

4. Total Compensation Analysis

The Consultant will evaluate total compensation against the selected comparable agencies. The total compensation factors to be evaluated shall include the following:

- Salaries and Wages
- Benefits
    - Other employer-paid benefits such as tuition reimbursement, travel allowances, etc.

5. Compensation Structure Evaluation and Recommendations

The Consultant will evaluate the existing compensation structure and update or design a new system to achieve the goals and objectives of the District. Factors to be evaluated include:

- Analysis of the District's current pay practices, pay rules, and market position.
- Review and evaluate current classification/pay band structure, methodology, and position placement within salary ranges (e.g. number of classifications, number of pay ranges, percent spread for ranges, and number of pay plans and/or schedules).
- Experience credit granted, including maximum step based on position, determination of experience credit for in-district and out-of-district experience, etc.
- Compression Analysis: Examine the equity of pay among present full-time and part-time employees based on qualification, experience, and responsibilities.
- Identify problem areas within the internal compensation system, and propose implementation methods to correct identified problems.
- Evaluate the need to include compensation policies and procedures for: On-call and shift differential compensation (what positions/classes of positions and amounts):
    - Hiring incentives
    - Out-Sourced Services (e.g. food services, custodial services, etc.)
    - Career ladder position recommendations
    - Any other monetary incentives (e.g. certification pay, education pay, special pay band increases)

6. Implementation Strategy and Plan

The Consultant will design an implementation strategy and provide plan options for an updated compensation system with the lowest financial impact on the District's operating process. Implementation strategies shall include calculated costs of implementing the plan (including any alternatives proposed). The plan will identify appropriate compensation adjustments and recommend policies and procedures on how to address the following areas:

- An analysis, ranking, and assignment of each job to an appropriate salary grade level to ensure fairness and internal equity. The Consultant will include a recommendation for positions deemed to be undervalued, or overvalued, by the current classification system.
- Consistent salary placement of employees who are newly hired externally and for advancement within, and between salary ranges resulting from transfers and/or promotions. Additionally, recommendations for compensation adjustments due to temporary/interim assignments are to be included.
- Provide options for compensating employees who are deemed to have met the maximum in their salary range.

- Analysis of the District's fringe benefit package for senior leadership and administrative/professional staff. Provide recommendations for benefit package revisions or enhancements, as appropriate.
- Prepare a multi-phased plan, or alternative plans, for the implementation of salary recommendations, including calculation of detailed cost estimates of implementation for each alternative. The goal would be to permit implementation of the classification and pay plan at a level compatible with District policies, the capacity of funding, and employee needs. If pay and benefit recommendations are close to the District's ability to fund, alternative plans may not be required. A multi-phased plan should consider an incremental implementation strategy that clarifies the short-term priority recommendations and long-term phased-in strategies, allowing the district to fund within financial capacity.
- Provide the District with recommended policies and procedures to ensure that, once the results of the compensation study have been implemented, the results may be internally maintained and updated appropriately. Any recommendations pertaining to a maintenance process must be supported by relevant staff training and software necessary to maintain and revise the system internally. The implementation of such a plan may be over a 6 to 24 month period beginning in Fiscal Year (FY) 2027.

3.4. DELIVERABLES

The District is requiring Deliverables in two phases of this project:

- Compensation Analysis in **March 15, 2026**
- Job Description Analysis in **March 15, 2026**

4. INFORMATION FOR OFFERORS TO SUBMIT

4.1. Resulting Contract

EVERY RESULTING CONTRACT IS SUBJECT TO ALL TERMS OF THE DISTRICT PROCUREMENT CODE INCLUDING LIMITATIONS AS TO DURATION, RIGHTS OF THE DISTRICT TO TERMINATE AND MEANS OF DISPUTE RESOLUTION. NO RESULTING CONTRACT IS RENEWABLE EXCEPT TO THE EXTENT PROVIDED IN THE SOLICITATION. NO VENDOR TERMS TAKE PRECEDENCE OVER THE SOLICITATION AND DISTRICT PROCUREMENT CODE.

4.2. Void Submissions

Proposals, amendments, or a withdrawal request received after the time advertised for the solicitation opening/closing will be void regardless of when they were submitted.

4.3. Item Guarantee

All services, materials, supplies, or equipment offered must be guaranteed to meet the requirements of the specification indicated, given, or referred to. In order to define requirements for quality and function of manufactured products, the specifications are based upon products of manufacturers as listed. Unless otherwise indicated, alternate or substitute items for offer are acceptable, but must be of equal quality and/or aesthetic value to what is specified.

4.4. Taxes

All taxes, other than South Carolina sales tax, on any item that the school district may be required to pay must be shown separately and not included in the offer prices.

4.5. Prices Offered

Prices offered (Invoices) must be based upon payment in the thirty (30) days after delivery and acceptance. Discount for payment in less than thirty (30) days will not be considered in making award. Payment in connection with any discount offered will be computed from the time of acceptance.

4.6. Information for Offerors to Submit-General

Offeror shall submit all required information as provided for in this solicitation. Offeror should submit all other information and documents requested in this section and other sections of this RFP to include any appropriate attachments addressed.

A. All offers must be submitted through mail delivery at 372 Pine Street, East, Varnville, SC 29944.

B. Proposals must be received by the Date and Time indicated in this solicitation. **Late offers will be rejected**.

C. No more than one Offer may be submitted by any Offeror.

D. The Offer must be signed by an Officer authorized to contractually bind the Offeror.

E. The Offeror must certify that the price quoted for the services to be provided is valid for a period of sixty (60) days from the date of the Offer.

F. The Offeror shall mark **"CONFIDENTIAL"** any proprietary information deemed confidential. (Not entire response)

G. The Offeror must make a statement as to any litigation to which the Offeror has been a party in during the last three (3) years.

4.7. Qualification of Offeror

To be eligible for award of a contract, a prospective offeror must be responsible. In evaluating an offeror's responsibility, the District's standards of responsibility and information from any other source may be considered. An Offeror must, upon request of the District, furnish satisfactory evidence of its ability to meet all contractual requirements. Unreasonable failure to supply information promptly in connection with a responsibility inquiry may be grounds for determining that the Offeror is not eligible to receive an award.

4.8. Subcontractor Information

If the Offeror intends to subcontract with another business for any portion of the work and that portion exceeds 10% of the price, your offer must identify that subcontractor and the portion of work which they are to perform. Identify potential subcontractors by providing the business name, address, phone, taxpayer identification number, and point of contact. In determining your responsibility, the District may evaluate your proposed subcontractors.

4.9. Other Qualifications

Additional Qualifications Required of Offerors

All proposal packets must include the following:

- Firm's experience in conducting similar studies
- Firm's experience in classification and compensation management consulting
- Firm's experience in evaluating compensation systems for internal equity and external competitiveness
- Successes in creating classification and compensation systems for K-12 environments
- Provide a project schedule identifying start and end dates with milestones to project completion
- Detailed Cost Proposal. The costs must include a breakdown of all associated costs to include: applicable travel and per diem rates, hourly rates for additional services, overhead costs, professional services, supplies and any other related costs to this project. The district will not pay travel expenses in addition to the total project cost.

4.10. Required Project Deliverables

The District is requiring Deliverables in two phases:

- Compensation Analysis in **March 15, 2026**

- Job Description Analysis in **March 15, 2026**

5. AWARD CRITERIA

5.1. Overview

Award(s) will be made to the responsible Offeror who submits a responsive offer which is most advantageous to the school district and meets district standards. Award(s) will be posted on the https://www.hcsdsc.org/ and will be electronically distributed to all those following the project. Offerors will be notified of awarded offer on **December 2, 2025**

5.2. Identical Offers

In the event that identical offers are received, the solicitation shall be awarded in a method determined by officials of Hampton County School District. All involved parties shall be invited to witness the procedure.

5.3. Compliance

Upon award of a contract under this solicitation, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business in the State of South Carolina. Notwithstanding the fact that applicable statutes may exempt or exclude the successful Offeror from requirements that the Offeror is authorized and/or licensed to do business in this state, by submission of this signed offer, the Offeror agrees to subject itself to the jurisdiction and process of the courts of South Carolina as to all matters, and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State. The contract shall be construed in accordance with the laws of the State of South Carolina. The School District may seek attorney's fees and Offeror agrees to pay such fees as awarded by the Court or other body. No attorney's fees may be sought by, nor will be paid to, the Offeror.

5.4. Basis of Award

Hampton County School District intends to award a contract resulting from this Solicitation (Request for Proposal) to the responsive and responsible offeror whose offer is determined to be the most advantageous to the District, taking into consideration evaluation factors set forth herein. However, the right is respectfully reserved to reject any and all offers and to request additional information from Offeror. The District shall be the sole judge of whether or not an offer meets the requirements of this solicitation.

All offers shall be reviewed and evaluated by a selection committee and shall be based upon the Evaluation Criteria provided for in this solicitation in the order of their relative importance.

5.5. Interviews

The District Selection Committee reserves the right to conduct interviews with the highest ranked firm(s) after the initial evaluation process has been completed. The primary purpose of the interviews shall be to provide further information as may be required by the District Selection Committee to fully acquaint itself with the relative qualifications of the short-listed firms with regard to project and the District's needs. Elaborate proposals are discouraged; the District prefers an interactive discussion of essential issues and to hear the proposer's responses to interview questions. Interviews shall be held in-

person at Hampton County School District Office. Any cost(s) associated with the interview process shall be absorbed by the Firm.

6. EVALUATION CRITERIA

During the review process, the district shall have the right to request from offerors any other information or evidence it deems necessary for evaluation of their offer and relevant to any one or more of the aforementioned evaluation factors. The failure of any offeror to promptly provide such requested information shall be sufficient grounds for determining the offeror to be non-responsive and for rejection of the offer. During this review process, the district may also request a presentation from each prospective offeror before final decision is made.

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	**Costs Associated with Developing, Preparing, and Presenting the Study** Cost proposal must be indicated in Section 8 - Cost Proposal - Compensation and Classification Study. All additional cost information can be submitted in Section 9.19 of the Vendor Questionnaire.	Points Based	35 *(35% of Total)*
2.	**Understanding of the Scope of Work; Quality of the Proposal**	Points Based	20 *(20% of Total)*
3.	**Related Experience of the Firm and Key Staff with Similar Studies** Please include detailed information regarding company background and experience as it relates to the project outlined in this solicitation. a. Knowledge and Experience with K-12 environments b. Experience of Key Personnel Assigned to the Project	Points Based	20 *(20% of Total)*
4.	**References, Credentials and/or Recommendations From Past Client** Upload a list of references in Vendor Questionnaire Section 9.9.	Points Based	15 *(15% of Total)*
5.	**Small, Woman, or Minority Owned Business**	Points Based	10 *(10% of Total)*

7. TERMS AND CONDITIONS

7.1. District Rights

The school district reserves the right to reject any offer that contains prices for individual items or services that are inconsistent or unrealistic when compared to other prices in the same or other offers if such action would be in the best interest of the school district. Ambiguous offers which are uncertain as to terms, delivery, quantity, or compliance with specifications may be rejected or otherwise disregarded. The right is reserved to reject any offer in which the delivery time indicated is considered sufficient to delay the operation for which the project or service is intended.

The school district reserves the right to waive any instruction, condition, or minor specification when considered to be in the best interest of the school district.

7.2. Offeror Ability

Offerors must, upon request of the school district, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. Officials of Hampton County School District may make such investigations as deemed necessary to determine the ability of the Offeror to perform such work. The school district reserves the right to make the final determination as to the Offeror's ability to provide the products or services requested herein and to reject any Offeror if evidence fails to indicate that the Offeror is qualified to carry out the requirements of the solicitation document.

7.3. Solicitation Conditions

Each Offeror shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this solicitation. It is expected that this will sometimes require on-site observation. The failure or omission of an Offeror to acquaint himself with existing conditions shall in no way relieve the Offeror of any obligation with respect to this solicitation or to the contract.

7.4. Applicable Laws

All applicable laws, regulations, ordinances, etc. shall be deemed to be part of these specifications, and the specifications shall be read and enforced as though they were included.

7.5. Indemnification

The successful Offeror shall indemnify and save harmless Hampton County School District and all its agents and employees, from all suits or claims of any character brought by reason of infringing on any patent, trademark, or copyright.

7.6. Federal/State Requirements

The successful Offeror will comply with all Federal and State requirements concerning fair employment and employment of the disabled, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or disability.

7.7. Assignment

No contract may be assigned, sublet, or transferred without the written consent of the school district.

7.8. Default

In case of default of the Offeror, the school district reserves the right to purchase any or all items or services in default in the open market, charging the Offeror with any excessive cost. Should such charge be assessed, no subsequent bids of the defaulting Offeror will be considered until the assessed charge has been satisfied.

7.9. Cancellation - Funding

Any contract entered into by the school district resulting from this solicitation shall be subject to cancellation at the end of any fiscal or appropriated year if sufficient funds have not been appropriated for continuation of the contract.

7.10. Proposal Protest Period

Any actual or prospective offeror, or offeror who is aggrieved in connection with the solicitation or award of a contract may protest. The protest must be submitted in writing to the Chief Financial Officer, Kathy Culclasure, 372 Pine Street East, Varnville, SC 29944, setting forth the grounds and facts applicable thereto for the protest within fifteen (15) days of the issuance of the Solicitation. A protest must be filed ten (10) days of the date of notification of award or the posting of the Award or the Intent to Award, whichever is applicable. The filing of a protest shall not stay the solicitation or award of a contract unless fraudulent (Hampton County School District Procurement Policy DJ Purchasing).

7.11. Procurement Process

This RFP is not a bid. In the event the School District elects to negotiate a contract with the successful Offeror, any contract shall contain, at a minimum, the terms and conditions (or substantially the same terms and conditions) as hereinafter stated. The School District reserves the right, in its sole discretion, to reject all submissions, reissue a subsequent RFP, terminate, restructure or amend this procurement process at any time. The final selection and contract negotiation rests solely with the School District.

7.12. Payment for Goods and Services

Payment for goods and services received by the District shall be processed in accordance with the District Policy. A purchase order will be issued and must be referenced on all invoices presented for payment. Payment shall be Net 30. The District Accounts Payable staff processes checks each week on Thursday. All invoices must be received at least one week prior to check processing date.

7.13. Purchase Orders

OFFEROR SHALL NOT PERFORM ANY WORK PRIOR TO THE RECEIPT OF A PURCHASE ORDER FROM THE DISTRICT. The District shall order any supplies or services to be furnished under this contract by issuing a purchase order. Purchase orders may be used to elect any options available under this contract, e.g., quantity, item, delivery date, payment method, but are subject to all terms and conditions of this contract. No other particular form is required.

7.14. Fixed Pricing Required

Any pricing provided by contractor shall include all costs for performing the work associated with that price. Contractor's price shall be fixed for the duration of this contract, including option terms, except as otherwise provided in this solicitation. This clause does not prohibit contractor from offering lower pricing after award.

7.15. Non-Indemnification

Any term or condition is void to the extent it requires the District to indemnify, defend, or pay attorney's fees to anyone for any reason.

7.16. Payment & Interest

Unless otherwise provided in this Solicitation, the District shall pay the Contractor, after the submission of proper invoices or vouchers, the prices stipulated in this contract for supplies delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified herein, including the purchase order, payment shall not be made on partial deliveries accepted by the District. Unless otherwise provided herein, including the purchase order, payment will be made by check mailed to the payment address provided. The District shall not be liable for the payment of interest on any debt or claim arising out of or related to this contract for any reason.

7.17. Termination

Subject to the conditions below, the District, providing a (30) thirty-day advance written notice is given to the vendor, may terminate the contract for any reason.

- **NON-APPROPRIATED FUNDS**: Any contract entered into by the District resulting from this proposal invitation shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.
- **FOR CONVENIENCE**: In the event that this contract is terminated or canceled upon request and for the convenience of the District without the required thirty (30) days advance written notice, then the District may negotiate reasonable termination costs, if applicable.
- **FOR CAUSE**: Termination by the District for cause, default or negligence on the part of the vendor shall be excluded from the foregoing conditions; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived.
- **DEFAULT**: In case of default by the vendor, the District reserves the right to purchase any or all items in default in the open market, charging the vendor with any additional costs. The defaulting vendor shall not be considered a responsible proposer until the assessed charge has been satisfied.

7.18. Term of Contract – Effective Date / Initial Contract Period

The effective date of this contract is the first day of the Maximum Contract Period. The initial term of this agreement is as stated in the Maximum Contract Period clause. This contract expires on June 30, 2026. Prices submitted in response to this solicitation shall remain firm during the initial term of the contract.

7.19. Term of Contract - Termination by Contractor

Contractor may terminate this contract at the end of the initial term, or at the end of any renewal term, by providing the Procurement Director written notice of its election to terminate under this clause at least (30) days prior to the expiration date of the then current term.

7.20. Background Checks

The vendor and all representatives of the vendor must have an acceptable background check to enter school property. At a minimum, the Offeror shall obtain a complete South Carolina statewide criminal background investigation and a National Sex Offender Registry check for all individuals and employees performing work or services for Offeror or any other entities such as subcontractors, sub-sub-contractors, and consultants who will perform work or a service on this project. Any individual that is registered as a sex offender will not be permitted on school property. All costs associated with these criminal background checks are the responsibility of the offeror. The District reserves the right to request a copy of SLED checks on any representatives of the Vendor who will be on District property. The District reserves the right to deny access to any employee, contractor or person caused to be present on District property by the vendor/contractor. Removal of employees on this basis shall not disrupt the project schedule or cost.

7.21. Experience and Reference Check

The District reserves the right to consider historic information and fact, whether gained from the Offeror's proposal, question and answer conferences, references, or any other source, in the evaluation process. Proposer acknowledges (1) that District will contact various persons who are familiar with proposer's prior work and related matters, whether such persons are voluntarily disclosed to District in this proposal or not; (2) that truthful and complete information is necessary for the District to make an adequate evaluation; and (3) that proposer will not take any action against any person who responds truthfully and in good faith to a bona fide inquiry by the District for purposes of evaluating the proposals received by the District under this solicitation.

8. PRICING PROPOSAL

COST PROPOSAL - COMPENSATION AND CLASSIFICATION STUDY

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Total Cost of Project; as described in the Scope of Work. Cost Proposal Schedule, Schedule of Fee, and Cost of Other Services shall be submitted in Section 9.20 of the Vendor Questionnaire	1	Project		
TOTAL					

9. VENDOR QUESTIONNAIRE

9.1. Authorized Person(s)*

Please provide the following information for each person(s) authorized to submit a response on behalf of your organization:

Name
Title
Phone Number
Email Address

*Response required

9.2. 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 as provided with this solicitiaton. 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.

☐ Please confirm

*Response required

9.3. Offeror's Tax Identification No.*

Please provide the Offeror's Tax Identification Number.

*Response required

9.4. Offeror's Type of Entity*

Please select the Type of Entity.

☐ Sole Proprietorship

☐ Partnership

☐ Corporation (Tax Exempt)

☐ Corporation (Not Tax Exempt)

☐ Other

*Response required

9.5. South Carolina Minority Vendor*

Indicate if you are a South Carolina Minority-Owned / Woman-Owned Business. Check the appropriate box below.

☐ Traditional Minority

☐ Traditional Minority Female

☐ Woman Caucasian Female

☐ Native American, Asian

☐ Other Minority

☐ Not Applicable

*Response required

9.6. State of Incorporation*

Please provide the Offeror's State of Incorporation.

*Response required

9.7. Official Business Address (as shown on W9)*

Provide address to which all Procurement and Contract related notices should be sent.

*Response required

9.8. Remit To Address (only if different from Official Address)*

Provide address to which payment shall be sent.

If address is the “Same” as the Official Business Address - “Enter “SAME”.

*Response required

9.9. References*

Please provide a minimum of five (5) references to include the following for each reference:

Company Name
Contact Person
Address
Telephone Number
Email
Scope of work performed

*Response required

9.10. Resulting Contract*

EVERY RESULTING CONTRACT IS SUBJECT TO ALL TERMS OF THE DISTRICT PROCUREMENT CODE INCLUDING LIMITATIONS AS TO DURATION, RIGHTS OF THE DISTRICT TO TERMINATE AND MEANS OF DISPUTE RESOLUTION. NO RESULTING CONTRACT IS RENEWABLE EXCEPT TO THE EXTENT PROVIDED IN THE SOLICITATION. NO VENDOR TERMS TAKE PRECEDENCE OVER THE SOLICITATION AND DISTRICT PROCUREMENT CODE.

☐ Please confirm

*Response required

9.11. Pricing*

The Offeror must certify that the price quoted for the services to be provided is valid for a period of sixty (60) days from the date of the Offer.

☐ Please confirm

*Response required

9.12. Qualification of Offerors*

To be considered responsible, responsive and eligible to negotiate and enter into a contract, if any, the Offeror shall, at a minimum, meet the qualifications as provided for in this solicitation document.

☐ Please confirm

*Response required

9.13. Subcontractor Information*

If the portion of work exceeds 10% to be completed by a subcontractor, please identify those subcontractors and the portion of work which they are to perform. Please include the following additional information to the above:
Business Name
Address
Phone Number
Taxpayer Identification Number
Point of Contact

If you will not be using any subcontractors or the work is limited to under 10% of the overall work, please type "N/A".

*Response required

9.14. Offeror Acknowledgment*

By submitting a response to this solicitation, the Offeror certifies that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, materials, supplies, or equipment, and is in all respect fair and without collusion and fraud. The Offeror agrees to abide by all conditions of this proposal and certify that they are authorized to sign this proposal for the Offeror.

If accepted and awarded, this Offer shall serve as the Official Contract between the Offeror and Hampton County School District. A Purchase Order issued by Hampton County School District shall constitute the initial start of this Offer/Contract.

☐ Please confirm

*Response required

9.15. Litigation*

The Offeror must make a statement as to any litigation to which the Offeror has been a party in during the last three (3) years. If there has been no litigation, please type "N/A".

*Response required

9.16. Disbarment or Suspension*

Please indicate if your Company has ever been disbarred or suspended from conducting business in South Carolina by any federal, state, or local agency.

☐ Yes

☐ No

*Response required

9.17. Proof of Insurance*

Please provide your organizations Proof of All Insurance (General Liability and Workers' Compensation).

*Response required

9.18. Years of Experience*

Please list the years of experience for your organization, including School District Experience).

*Response required

9.19. Cost Proposal Schedule, Schedule of Fee, and Cost of Other Services *

*Response required

9.20. Additional Information

Any information as it pertains to your proposal may be uploaded here.