



**Request for Proposal - Amendment #1**

Solicitation Number: MTC-RFP-0886  
 Date Issued: 04/21/16  
 Procurement Officer: Rina Drescher  
 Phone: (803) 822-3209  
 E-Mail Address: [drescherr@midlandstech.edu](mailto:drescherr@midlandstech.edu)  
 URL: [www.midlandstech.edu/procurement](http://www.midlandstech.edu/procurement)

**DESCRIPTION: Procure Consultant Services to Provide External Evaluator Services**

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

**SUBMIT OFFER BY (Closing Date/Time):** May 19, 2016 at 11: A.M., See provision entitled "Deadline For Submission of Offer"

**NUMBER OF COPIES TO BE SUBMITTED:** One (1) Original in Hardcopy and four (4) copies

**QUESTIONS MUST BE RECEIVED BY:** April 29, 2016 at 11:00 A.M., See provision entitled "Questions From Offerors"

**SUBMIT YOUR OFFER TO EITHER OF THE FOLLOWING ADDRESSES:**

MAILING ADDRESS:	PHYSICAL ADDRESS:
Midlands Technical College Procurement Office P.O. Box 2408 Columbia, SC 29202	Midlands Technical College Reed Hall -104 1260 Lexington Drive West Columbia, SC 29170
CONFERENCE TYPE: DATE & TIME:	LOCATION:

See provision entitled " Submitting Your Offer"

<b>AWARD &amp; AMENDMENTS</b>	Award date is May 30, 2016. The award, this solicitation, and any amendments will be posted at the following web address: <a href="http://www.midlandstech.edu/procurement">http://www.midlandstech.edu/procurement</a>	
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 thirty(30) calendar days after the Opening Date.		
<b>NAME OF OFFEROR</b> <small>(Full legal name of business submitting the offer)</small>	<b>OFFERORS TYPE OF ENTITY:</b> <small>(Check one)</small> <input type="checkbox"/> Minority Business <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other <small>(See provision entitled "Signing Your Offer".)</small>	
<b>AUTHORIZED SIGNATURE</b> <small>(Persons signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)</small>		
<b>TITLE</b> <small>(Business title of person signing above)</small>		
<b>PRINTED NAME</b> <small>(Printed name of person signing above)</small>		
<b>Instructions regarding Offeror's name:</b> An 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>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.		
<b>STATE OF INCORPORATION</b> <small>(If offeror is a corporation, identify the state of incorporation.)</small>		
<b>TAXPAYER IDENTIFICATION NO.</b> <small>(See "Taxpayer Identification Number" provision)</small>	<b>STATE VENDOR NO.</b> <small>(Register to Obtain S.C. Vendor No. at <a href="http://www.procurement.sc.gov">www.procurement.sc.gov</a>)</small>	

<b>HOME OFFICE ADDRESS</b> (Address for offeror's home office/ principal place of business)	<b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	Area Code - _____ Number - Extension                  Facsimile _____ _____ E-mail Address

<b>PAYMENT ADDRESS</b> (Address to which payments will be sent.) (See "Payment" clause)	<b>ORDER ADDRESS</b> (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address <b>(check only one)</b>	<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address <b>(check only one)</b>

**ACKNOWLEDGMENT OF AMENDMENTS**  
 Offerors 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

<b>DISCOUNT FOR PROMPT PAYMENT</b> (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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**P REFERENCES - A NOT ICE T O 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.procure.ncit.sc.gov/preferences](http://www.procure.ncit.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)]

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

# AMENDMENT - NO. 1

## Solicitation#MTC-RFP-0886

### AMENDMENTS TO SOLICITATION (JANUARY 2004)

(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: [www.midlandstechtech.edu/vendors](http://www.midlandstechtech.edu/vendors) (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 FROM OFFERORS (FEB 2015)

(a) Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions regarding the original solicitation or any amendment must be received by the Procurement Officer no later than five (5) days prior to opening unless an earlier date is stated on the Cover Page. Label any communication regarding your questions with the name of the procurement officer, and the solicitation's title and number. Oral explanations or instructions will not be binding. [See R. 19-445.2042(B)] 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. See clause entitled "Duty to Inquire." **We will not identify you in our answer to your question.** (b) The State seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Officer -- 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. [See R. 19-445.2140] [02-2A095-2]

### **\*\*RESPONSES TO WRITTEN QUESTIONS RECEIVED FROM VENDORS\*\***

Question 1: I see on page 40 of the Project Narrative that an external evaluator has already been named—Dr. Ed Duffy. *“Dr. Duffy will serve as the external evaluator on the project.”* With the naming of this provider, can you help us better understand the purpose of the RFP to Provide External Evaluator Services?

Answer: The grant submission process and procurement process are two (2) separate processes. During the grant submission process, Duffy was suggested as the external evaluator. Upon award of the grant, in accordance to the State of South Carolina's Procurement Code, the proposed activity must be solicited to allow for fair and open competition. This is the purpose of the RFP. All proposals will be reviewed in accordance to the RFP and not the Project Narrative. Therefore, to eliminate partiality, the final decision, after review of all proposals and panel responses, is made in the Procurement Office.

Question 2: What is the budget set aside for evaluation? (an approximate range would be helpful too)

Answer: Please respond with a cost proposal you deem appropriate for these services.

Question 3: Was an evaluator involved in the grant writing/consultation process?

Answer: See answer # 1

Question 4: If yes, are they eligible to bid on the RFP?

Answer: MTC's Procurement Office is in the process of reviewing any prior evaluator activities as it related to this RFP to prevent any appearance of an unfair competitive advantage. If applicable, a notice of disqualification will be sent to the vendor/contractor.

Question 5: What percentage of the total grant award is allocated for the external evaluator services?

Answer: Please respond with a cost proposal you deem appropriate for these services.

Question 6: Does Midlands Technical College anticipate using the evaluator named in the project narrative?

Answer: See answer #1

Question 7: Is this an open RFP or just a requirement based on the contract amount?

Answer: Yes. This is an open RFP.

Question 8: Does Midlands Technical College have any other current U.S. Department of Education and U.S. Department of Labor grants where it is utilizing a grant evaluator? If yes, what are the types of grants and which firm/individual is serving as the grant evaluator?

Answer: The College receives numerous federal grants but we are not currently aware of if those grants did require an evaluator nor who was the contractor.

Question 9: Page 18 of the RFP indicates providing five (5) references including contact name, address, and phone. On page 20, it indicates providing contact information of three (3) recent, comparable contracts. What is the correct number of references to provide?

Answer: Please submit five (5) professional references of which three (3) must be recent, comparable contracts.

Question 10: Should we include as an attachment a completed copy of Page 19 (Minority Participation)? Could we alternatively include this in the body of the proposal?

Answer: Yes, we are requesting that you complete and return the Minority Participation form/page. You will not be deemed nonresponsive if you do not complete this form/page. If applicable but not as an alternative to submitting the Minority Participation form/page, we have no objections to you referencing it in the proposal.

Question 11: Do signed copies of the Iran Divestment Act of 2014 and Open Trade Representation forms need to be completed, signed, and submitted with the proposal?

Answer: Yes, we must have the documents prior to award. Therefore, it would be advantageous to submit all required and requested forms all at once.

Question 12: Are the I-312 Nonresident Taxpayer Registration Affidavit Income Tax Withholding Form and the W-9 Form included in the RFP only for informational purposes? Would they only need to be completed upon award of the contract?

Answer: Yes, we must have the documents prior to award. Therefore, it would be advantageous to submit all required and requested forms all at once.

**\*\*\*BIDDER SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT NO. 1 IN THE SPACE PROVIDED ON PAGE TWO AND RETURN IT WITH THEIR BID RESPONSE. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION. \*\*\***