

Orangeburg-Calhoun Technical College

Amendment 1

Solicitation Number: OCTC-2023-01

Date Issued: March 30, 2023

Procurement Officer: Scarlet Geddings

Phone: 803-535-1243

E-Mail Address: geddingss@octech.edu

Mailing Address: 3250 St. Matthews Rd., Orangeburg, SC 29118

DESCRIPTION: Grant Evaluation Services

USING DEPARTMENT UNIT: Academic Affairs/Grants Department

The Term "Offer" Means Your "Bid" or "Proposal". Unless submitted on-line, your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Offer" provision.

SUBMIT YOUR OFFER TO THE FOLLOWING ADDRESSES:

MAILING ADDRESS: Orangeburg-Calhoun Technical College - Purchasing Department
3250 St. Matthews Rd.
Orangeburg, SC 29118

SUBMIT BID BY (Opening Date/Time): 04/11/2023 @ 12:00 PM (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **03/30/2023 @ 12:00 PM** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: **Four (4) original hard copies & one (1) redacted hard copy marked REDACTED. If submitting a redacted copy - See Section IV. Submitting Redacted Offers for instructions. Must also submit 1 copy of proposal, redacted proposal and cost proposal on a USB flash drive.**

Initial here if NO redacted copy is necessary _____

(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)

| CONFERENCE TYPE: | DATE & TIME: | LOCATION: |
|------------------|--------------|-----------|
| N/A | | N/A |

AWARD & AMENDMENTS

Award is scheduled to be posted on **04/24/2023**. The award, this solicitation, any amendments, and any related notices will be posted at the following web address:

<https://www.octech.edu/about/procurement-office/>

You must submit a signed copy of this form with Your Offer. By signing, 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.

(See "Signing Your Offer" and "Electronic Signature" provisions.)

NAME OF OFFEROR (full legal name of business submitting the offer)

Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. 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.

AUTHORIZED SIGNATURE

(Person must be authorized to submit binding offer to contract on behalf of Offeror.)

DATE SIGNED

TITLE

(business title of person signing above)

STATE VENDOR NO.

(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)

PRINTED NAME

(printed name of person signing above)

STATE OF INCORPORATION

(If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one)

(See "Signing Your Offer" provision.)

☐ Sole Proprietorship

☐ Partnership

☐ Other _____

☐ Corporate entity (not tax-exempt)

☐ Corporation (tax-exempt)

☐ Government entity (federal, state, or local)

PAGE TWO

(Return Page Two with Your Offer)

| | |
|---|--|
| HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business) | NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause) ____ Area Code - Number - Extension Facsimile ____ E-mail Address |
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| PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause) ____ Payment Address same as Home Office Address ____ Payment Address same as Notice Address (check only one) | ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses) ____ Order Address same as Home Office Address ____ Order Address same as Notice Address (check only one) |
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| 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 |
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| DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause) | 10 Calendar Days (%) | 20 Calendar Days (%) | 30 Calendar Days (%) | ____ Calendar Days (%) |
|--|----------------------|----------------------|----------------------|------------------------|

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| <p>PREFERENCES — A NOTICE TO 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.procurement.sc.gov/preferences</p> <p>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)] ***PREFERENCES DO NOT APPLY***</p> |
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| <p>PREFERENCES — 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)).</p> <p>***PREFERENCES DO NOT APPLY***</p> <p>____ In-State Office Address same as Home Office Address ____ In-State Office Address same as Notice Address (check only one)</p> |
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AMENDMENT # 1

Solicitation # OCTC-2023-01 –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: www.procurement.sc.gov(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. [02-2A005-1]

The opening date remains the same: April 11, 2023, 12:00 p.m.

The Award posting date remains the same: April 24, 2023.

The following questions were received from contractors. Responses follow.

1. On page 9, Contents of Offer part c, there is a reference to a technical proposal and a business proposal that should be bound together. Requirements for the technical proposal are outlined on page 17, but what specifically is included in the business proposal?

Usually, the business proposal is the bid from the vendor. However, in this case, you are not required to submit a bid proposal since the amount is set at \$80,000.

See Page 30 for further explanation:

BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL

BIDDING SCHEDULE (NOV 2007)

See section IV. INFORMATION FOR OFFERORS TO SUBMIT

Offerors are not required to submit a bid schedule with their proposal. The cost allotted by the grant for evaluation services is set at \$80,000. The award will be made based on the Evaluation Factors in Section VI of this document.

2. On page 9, the Scope of Work section 1.3.f references translating instruments into applicable languages. How many and what languages does OCtech anticipate needing?

Section 1.3.f on page 9 has been removed.

~~f. Translate instruments into applicable languages as appropriate.~~

3. On page 9, the Scope of Work section 1.5 references monthly written evaluation reports. Report preparation is resources intensive, and monthly evaluation reports may not be necessary (or possible) depending on the timeline of data collection activities. Can the monthly zoom meetings (referenced in section 1.6) meet the requirement for monthly evaluation reporting, with the understanding that evaluation and data reports will be provided on an ongoing basis as data become available?

Yes, this will be acceptable.

4. On page 10, there is reference to the evaluation plan being due three months after the start of the grant. What is this due date?

On page 10, #2 has been changed :

~~Assisting the project director in completing the initial evaluation plan/chart, due three months after the start of the grant. This includes:~~

Assisting the project director in completing the initial evaluation plan/chart, within six months of the start of the grant (June 1, 2023). This includes:

5. On page 13, it is stated that “OCtech’s Data Team will be responsible for collecting and analyzing the data.” Will the external evaluator be responsible for analyzing any student record data extracted from the data warehouse?

Yes, student data (with identifying information removed) will be provided to the evaluator for further analysis and inclusion in the evaluator’s reports.

6. There is a reference to “EGSC professionals” on page 15. We are unfamiliar with this acronym.

~~The following software and processes are used by EGSC professionals for quantitative analysis:-~~

- ~~○ Survey Monkey (used for capturing and analyzing survey data)~~
- ~~○ Excel (used for processes such as capturing student enrollment, retention year to year, etc.)~~
- ~~○ NVivo qualitative data analysis software (used for analysis of interviews and open-ended survey questions when needed)~~

This section on page 15 has been updated to say the following:

Evaluation should include the following software tools for quantitative analysis:

SurveyMonkey or similar survey product

Excel (for capturing and analyzing data)

A qualitative data analysis tool like NVivo (for analysis of interview and open-ended survey questions, when needed)

7. Are we correct in assuming that for part D of the technical proposal (p. 17), “problem solving approach” refers to our evaluation approach and specifically how we would carry out this evaluation?

Yes, please provide as much detail as possible

8. For part F of the technical proposal (p. 17), would it be appropriate to submit an example evaluation report?

Yes, please.

END OF AMENDMENT

ALL OTHER TERMS, CONDITIONS, BIDDING INSTRUCTIONS, AND SPECIFICATIONS REMAIN UNCHANGED. IF THERE ARE ANY QUESTIONS OR IF ANY CONFUSION OR UNCERTAINTY ARISES AS A RESULT OF THIS AMENDMENT, IT IS THE SOLE RESPONSIBILITY OF THE OFFEROR TO CONTACT THE PROCUREMENT OFFICER FOR CLARIFICATION. CONTACT INFORMATION CAN BE FOUND IN THE TOP RIGHT HAND CORNER OF THE COVER PAGE OF THIS AMENDMENT. REFERENCE THE “DUTY TO INQUIRE” CLAUSE IN THE ORIGINAL REQUEST FOR PROPOSAL.