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|  | <p align="center"><b>State of South Carolina</b></p> <p align="center">Request for Proposal<br/><b>AMENDMENT 1</b></p> | Solicitation: 5400027296<br>Date Issued: <b>09/20/2024</b><br>Procurement Officer: BRITTANY GREENWAY<br>Phone: (864)592-4670<br>E-Mail Address: <a href="mailto:greenwayb@scsc.edu">greenwayb@scsc.edu</a><br>Mailing Address: SPARTANBURG COMMUNITY COLLEGE<br>PURCHASING OFFICE<br>107 Community College Drive<br>Spartanburg SC 29303-4759 |
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DESCRIPTION: **Strategic Planning Consultant**

USING GOVERNMENTAL UNIT: **Spartanburg Community College**

SUBMIT OFFER BY (Opening Date/Time): **10/09/2024 11:00 am (EST)** (See "Deadline for Submission of Offer" provision)

~~QUESTIONS MUST BE RECEIVED BY: 09/18/2024 5:00 pm (EST) (See "Questions from Offerors" provision)~~

NUMBER OF COPIES TO BE SUBMITTED: **ONLINE BIDDING PREFERRED**; If submitting Online in SCEIS please See Online Bidding Instructions in Section II.B. **If submitting Hardcopy, submit One (1) Original Hardcopy marked "Original", and One (1) Electronic (digital) Media Copy marked "Copy"** (See "Electronic Copies-Required Media & Format" provision Section II.B.) **Initial here if NO redacted copy is necessary**\_\_\_\_\_

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| <del>CONFERENCE TYPE: Pre proposal Conference</del><br><del>DATE &amp; TIME: 09/18/2024 10:00 AM</del><br><br>(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions) | <del>LOCATION: Spartanburg Community College 131 Community College Drive Spartanburg, SC 29303</del> |
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| <b>AWARD &amp; AMENDMENTS</b> | Award will be posted on <b>10/31/2024</b> . The award, this solicitation, any amendments, and any related notices will be posted at the following web address: <a href="http://www.procurement.sc.gov">http://www.procurement.sc.gov</a> & <a href="https://www.scsc.edu/about/vendors/purchasing-awards.php">https://www.scsc.edu/about/vendors/purchasing-awards.php</a> |
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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 keep your offer open for a minimum of one hundred twenty (120) calendar days after the Opening Date.** (See "Signing Your Offer" provision.)

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| NAME OF OFFEROR<br><br><small>(full legal name of business submitting the offer)</small>   | 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<br><br><small>(Person must be authorized to submit binding offer to contract on behalf of Offeror.)</small> | DATE SIGNED  |
| TITLE<br><br><small>(business title of person signing above)</small>   | STATE VENDOR NO.<br><br><small>(Register to Obtain S.C. Vendor No. at <a href="http://www.procurement.sc.gov">www.procurement.sc.gov</a>)</small>  |
| PRINTED NAME<br><br><small>(printed name of person signing above)</small>  | STATE OF INCORPORATION<br><br><small>(If you are a corporation, identify the state of incorporation.)</small>  |

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| OFFEROR'S TYPE OF ENTITY: (Check one) (See "Signing Your Offer" provision.)<br><br>___ Sole Proprietorship ___ Partnership ___ Other _____<br><br>___ Corporate entity (not tax-exempt) ___ Corporation (tax-exempt) ___ Government entity (federal, state, or local) |
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**PAGE TWO**

**(Return Page Two with Your Offer)**

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| <p><b>HOME OFFICE ADDRESS</b> (Address for offeror's home office / principal place of business)</p><br><br><br><br><br><br><br><br><br><br> | <p><b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)</p><br><br><br><br><br><br><br><br><br><br><p align="right">_____ Area Code -<br/>Number - Extension Facsimile</p> <p align="right">_____ E-mail<br/>Address</p> |
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| <p><b>PAYMENT ADDRESS</b> (Address to which payments will be sent.) (See "Payment" clause)</p><br><br><br><br><br><br><br><br><br><br><p>____ Payment Address same as Home Office Address<br/>____ Payment Address same as Notice Address (<b>check only one</b>)</p> | <p><b>ORDER ADDRESS</b> (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)</p><br><br><br><br><br><br><br><br><br><br><p>____ Order Address same as Home Office Address<br/>____ Order Address same as Notice Address (<b>check only one</b>)</p> |
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| <b>ACKNOWLEDGMENT OF AMENDMENTS</b>  |                      |               |                      |               |                      |               |                      |
|--|----------------------|---------------|----------------------|---------------|----------------------|---------------|----------------------|
| 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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| <p align="center"><b>DISCOUNT FOR PROMPT PAYMENT</b><br/>(See "Discount for Prompt Payment" clause)</p> | 10 Calendar Days (%) | 20 Calendar Days (%) | 30 Calendar Days (%) | ____ Calendar Days (%) |
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| <p><b>PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): Preferences do not apply. See SC Consolidated Procurement Code Reference 11-35-1524 (E) (2)</b></p> |
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| <p><b>PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Preferences do not apply. See SC Consolidated Procurement Code Reference 11-35-1524 (E) (2)</b></p> |
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# **AMENDMENT #1**

## **Solicitation #5400027296**

### **AMENDMENTS TO SOLICITATION (JAN 2004)**

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](http://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]

### **Questions from Offerors - amendment (Jun 2017)**

The solicitation is amended as provided herein. Information or changes resulting from questions will be shown in a question-and-answer format. All questions received have been reprinted below. The “state’s response” should be read without reference to the questions. The questions are included solely to provide a cross-reference to the potential Offeror that submitted the question. Questions do not form a part of the contract; the “state’s response” does. Any restatement of part or all of an existing provision of the solicitation in an answer does not modify the original provision except as follows: underlined text is added to the original provision. Stricken text is deleted. [02-2a097-1]

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 INVITATION FOR BID.

### **Questions & Answers**

1. If vendors have any exceptions to the terms and conditions, are we able to list them in the technical response?

SCC’s Response: Taking exceptions to the state required terms and conditions is strongly discouraged, Offers may include an Appendix as a separate document titled “Assumptions for Consideration” and list the T&C followed by your suggested revision. These will only be addressed in the negotiation phase with the highest ranked offeror.

2. What are the primary objectives that SCC aims to achieve through this strategic planning process?

SCC’s Response: Through the strategic planning process, SCC aims to produce a plan that puts the College in a position by 2030 to 1) be a national model for best practices in community college education; 2) continually move the needle on educational attainment in Spartanburg, Union, and Cherokee Counties; and 3) play an essential role in propelling the region toward economic prosperity that improves the lives of all residents.

3. Who are the key stakeholders that need to be involved, and what level of engagement is expected from each group?

SCC’s Response: SCC faculty, staff, and students should have an opportunity to be engaged to varying degrees through the strategic planning process. External stakeholders with an interest in the educational attainment and financial prosperity of Spartanburg, Cherokee, and Union Counties residents and/or the economic development of the area should be considered for involvement in the strategic planning process. Offerors shall offer what they see fit for their solution to SCC’s needs.

4. What are the major strengths, weaknesses, opportunities, and threats currently facing SCC?

SCC’s Response: There are a variety of strengths, weaknesses, opportunities, and threats currently facing SCC. SCC anticipates that the research process undertaken by the strategic planning consulting firm will highlight the major strengths, weaknesses, opportunities, and threats that should be addressed by the strategic plan.

5. What data and metrics are currently available, and are there any gaps that need to be addressed to inform the strategic plan?

SCC's Response: The selected vendor will have access to institutional data provided by SCC's Research & Development Team and other SCC departments including student data, previously compiled reports, and data from previous surveys. SCC anticipates that gaps in data will be identified through the strategic planning process and may be addressed by the recommended goals and strategies of the strategic plan.

6. What is the expected timeline for completing the strategic plan, and are there specific deadlines or milestones that must be met?

SCC's Response: SCC would like for the strategic plan to be fully developed by June 30, 2025. No specific milestones or deadlines prior to June 30, 2025 have been determined at this time.

7. How does SCC plan to communicate the strategic plan's goals and progress to both internal and external audiences?

SCC's Response: SCC plans to post the strategic plan to the public-facing website for internal and external audiences and will provide consistent, written progress reports for internal audiences. The communication plan provided by the consulting firm should include additional methods of communicating the strategic plan goals and progress to internal and external audiences.

8. What budget and resources are available to support the strategic planning process, and are there any financial constraints to consider?

SCC's Response: Budgetary Information will not be provided. All budget items needed to support the strategic planning process should be included in the offeror proposals.

9. What are SCC's biggest challenges currently facing, and how does the college envision the strategic plan addressing these issues?

SCC's Response: There are a variety of challenges currently facing SCC. SCC anticipates that the research process undertaken by the strategic planning consulting firm will highlight the major challenges that should be addressed by the strategic plan. The college envisions that the strategic plan will address those issues through recommended strategic goals and strategies.

10. What are the expectations of virtual vs. face to face for focus groups and engagement.

SCC's Response: SCC expects a mix of virtual and face-to-face meetings for focus groups and engagement but ultimately has no preference. Offerors shall offer what they see fit for their solution to SCC's needs.

11. Could you provide more guidance on how vendors should successfully submit the electronic version of the RFP. In particular do we have to fill out the Payment section Incoterm Key/Location, and in the Notes and Attachments tab do we have to complete the description section for each of the categories.

SCC's Response: It is assumed that you are referencing the SCEIS System, you will need to upload all of your response documents as attachments in the portal, there should be no other areas for you to fill in. Should you encounter issues you will need to contact SCEIS directly.

12. Could you please provide more detailed guidance on the process for successfully submitting the electronic version of the RFP? Specifically, I need clarification on the following points:

Is it necessary to complete the Payment section, including the Incoterm Key/Location? In the Notes and Attachments tab, do we need to fill out the description section for each category?

SCC's Response: It is assumed that you are referencing the SCEIS System, you will need to upload all of your response documents as attachments in the portal, there should be no other areas for you to fill in. Should you encounter issues you will need to contact SCEIS directly.

13. The RFP states that we need to submit two PDF versions: the Technical Proposal and the Pricing Proposal. Should these be uploaded as attachments?

SCC's Response: As stated in the RFP technical proposal must be a separate document from the price proposal. If submitting in SCEIS, add them as separate, labeled attachments. If submitting via hardcopy/electronic media, they can be on the same media but must be separated and labeled. See Electronic Copies Clause below.

## **ELECTRONIC COPIES - REQUIRED MEDIA AND FORMAT (Modified)**

**Unless specifically instructed otherwise in the solicitation, you should submit your offer or modification in accordance with the clause titled "ON-LINE BIDDING INSTRUCTIONS." If you must submit a hard copy with electronic copy other than using SCEIS, the following instructions apply. An electronic copy or copies must be submitted**

on a USB drive. Submit the number of copies indicated on the cover page. Your business and technical proposals must be separate media on the USB drive. Every USB drive must be labeled with the solicitation number and the offeror's name and specify whether its contents address the technical proposal or business proposal. The electronic copy must be identical to the original offer. File format shall be compatible with Microsoft Office (version 2003 or later), or Adobe Acrobat or equivalent Portable Document Format (.pdf) viewer. The Procurement Officer must be able to view, search, copy and print electronic documents without a password. Submit your electronic copies to the following address: **Spartanburg Community College, ATTN: Procurement Department- Brittany Greenway**  
**131 Community College Drive**  
**Spartanburg, SC 29303**

14. Do you accept electronic signature for pages 1 and 2?

SCC's Response: While a physical signature is preferred, electronic signatures will be accepted as long as the cover page content is not altered or modified in any way.

15. For the Qualifications Required Information section on page 18, since we are not subcontracting any of our work, do we need to answer questions a-f specifically sections b, e, f? For F we have no failed projects, suspension, debarment, and significant litigations.

SCC's Response: Offerors are required to submit this information for themselves as well as for any contractors performing 10% or more of the work.

16. Should the plan address curriculum/academic offerings, such as recommending new degree programs or classes? Or do you see the plan addressing the framework in which academics/teaching can excel?

SCC's Response: SCC plans to write a separate Academic Master Plan during the same time period that the strategic plan is being written. Therefore, the strategic plan does not need to focus detailed attention on recommending new degree programs and classes, but should consider overarching factors such as workforce development strategies, etc., that will support and strengthen academic plans.

17. Does SCC have a state-level higher education body that either establishes its strategic priorities, or with whom it must coordinate?

SCC's Response: SCC is a part of the SC Technical College System. However, priorities are not established by the System and no official coordination is necessary regarding the strategic planning process.

18. Could you please tell us whether Spartanburg Community College is seeking a traditional or adaptive strategic plan?

SCC's Response: SCC is interested in an adaptive plan that allows flexibility to respond to changing conditions.

19. Given SCC's extensive reporting on the prior strategic plan, how much are you looking to continue this work or lean into new opportunities?

SCC's Response: The prior strategic plan was written to address challenges at the College identified in 2021-2022 in order to create a foundation upon which a new, more extensive plan could be built to take the College through 2030. SCC desires the new strategic plan to be driven by the gaps and opportunities revealed by current data and research conducted by the selected firm.