



# SPARTANBURG COMMUNITY COLLEGE

## Invitation for Bid / **Amendment #2**

Solicitation: SCC-474  
 Date Issued: **11/16/2023**  
 Procurement Officer: Michael Clardy  
 Phone: 864-592-4670  
 E-Mail Address: [clardym@scsc.edu](mailto:clardym@scsc.edu)  
 Mailing Address: Spartanburg Community College  
 131 Community College Drive  
 Spartanburg SC 29303

DESCRIPTION: *Website Content Management*

USING GOVERNMENTAL UNIT: **SPARTANBURG COMMUNITY COLLEGE**

**SUBMIT YOUR SEALED OFFER AT THE FOLLOWING:**

<b>MAILING ADDRESS:</b> SPARTANBURG COMMUNITY COLLEGE PURCHASING OFFICE 131 Community College Drive SPARTANBURG SC 29303	<b>PHYSICAL ADDRESS:</b> SPARTANBURG COMMUNITY COLLEGE PURCHASING OFFICE Ledbetter Bldg. Rm 238 131 Community College Drive / Ledbetter Bld. / 238 Spartanburg SC 29303
--	---

SUBMIT OFFER BY (Opening Date/Time): **11/28/2023 2:00 P.M.**

QUESTIONS MUST BE RECEIVED BY: **11/20/2023 2:00 P.M.**

**NUMBER OF COPIES TO BE SUBMITTED: One (1) Original Document (Technical Proposal), (5) Five identical copies marked "copy" one (1) Original copy of the Cost Proposal, (1) one complete set of all submittals on a Flash-drive and (1) one redacted copy (marked "redacted") initial here if No redacted copy is necessary \_\_\_\_\_**

<b>CONFERENCE TYPE:</b> NONE <b>DATE &amp; TIME:</b>  <small>(As appropriate, see "Conferences - Pre-Bid/Proposal" &amp; "Site Visit" provisions)</small>	<b>LOCATION:</b>
--	------------------

<b>AWARD &amp; AMENDMENTS</b>	Award will be posted on <b>01/23/2024</b> . The award, this solicitation, any amendments, and any related notices will be posted at the following web address: <a href="https://www.scsc.edu/about/vendors/">https://www.scsc.edu/about/vendors/</a>
-------------------------------	--

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" provision.)

<b>NAME OF OFFEROR</b>  <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.
<b>AUTHORIZED SIGNATURE</b>  <small>(Person must be authorized to submit binding offer to contract on behalf of Offeror.)</small>	<b>DATE SIGNED</b>
<b>TITLE</b>  <small>(business title of person signing above)</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>PRINTED NAME</b>  <small>(printed name of person signing above)</small>	<b>STATE OF INCORPORATION</b>  <small>(If you are a corporation, identify the state of incorporation.)</small>

<b>OFFEROR'S TYPE OF ENTITY: (Check one)</b>	<small>(See "Signing Your Offer" provision.)</small>
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership
<input type="checkbox"/> Corporate entity (not tax-exempt)	<input type="checkbox"/> Corporation (tax-exempt)
<input type="checkbox"/> _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> _____	<input type="checkbox"/> Government entity (federal, state, or local)

**PAGE TWO**

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

<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)
_____ Payment Address same as Home Office Address _____ Payment Address same as Notice Address <b>(check only one)</b>	_____ Order Address same as Home Office Address _____ 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 (%)
--	----------------------	----------------------	----------------------	-------------------------

**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](http://www.procurement.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)]

**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)).

\_\_\_\_\_ In-State Office Address same as Home Office Address

\_\_\_\_\_ In-State Office Address same as Notice Address (check only one)

## **AMENDMENTS TO SOLICITATION (modified):**

(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.sccsc.edu/about/vendors/purchasing-solicitations.php> (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]

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

### **MAILING ADDRESS:**

Spartanburg Community College

Attn: Michael Clardy

REFERENCE BID #SCC-474

131 Community College Drive

Spartanburg, SC 29303

### **PHYSICAL ADDRESS:**

Spartanburg Community College

131 Community College Drive

REFERENCE BID #SCC-474

Ledbetter Room 238

Spartanburg, SC 29303

## **Narrative:**

*Some of the original questions submitted for Amendment No. 1 were overlooked by the Procurement Department and were mistakenly omitted from the Amendment No. 1 response. Those questions, along with any questions received in response to Amendment No.1 are included in this Amendment No. 2 response.*

*Additionally, please take note that the submittal deadline has been extended until November 28, 2023 at 2:00 P.M.*

## **Amendment No. 2**

## **Questions / Answers**

### **Question #1:**

Under II. INSTRUCTIONS TO OFFERORS – B. SPECIAL INSTRUCTIONS, It says, Offers which include either modifications to any of the solicitation’s contractual requirements or an offeror’s standard terms and conditions may be deemed non-responsive and not considered for award.

Similar to all software providers, we ask customers to accept an agreement. We may also have some exceptions to your terms and conditions. If we’re the awarded vendor, we are happy to meet with you to ensure that we have a comprehensive contract that includes all of the necessary terms for both parties with no contradictions and complete transparency.

To confirm...if we submit our own agreement and have modifications to your standard contract terms and conditions, will we be disqualified?

On page 12, it says: An in-house project team who are experts in their fields: research, web, graphic design (this can be via a partner and not specifically the CMS). We plan to use a Partner to accomplish the Research, Information Architecture, Design, Transfer and Migration. We want to make sure we can include our Partner’s proposal + Partner's agreement (in addition to ours) as part of this

project. To confirm, will you be able to contract with us for the CMS and CMS training and have a separate contract with our Partner to accomplish the Research, Information Architecture, Design, Transfer and Migration? Our Partner will not be a subcontractor. To confirm, we want to make sure we can include 2 separate agreements since the RFP has made it clear that we can use a Partner to accomplish some of the work.

Answer / SCC will accept a statement in the response indicating that if your firm happens to be the highest-ranking offer, you would like to include an SLA or agreement. Additionally, your firm would like to have the option to negotiate (if needed) some of the RFP standard terms and conditions. The same applies for a partnering agreement.

## **Questions #2:**

### **2. Under IV. INFORMATION FOR OFFERORS TO SUBMIT**

4.1. Offeror must describe in detail how the proposed content management system solution will meet the requirements requested in the RFP section titled, "III. Scope of Work / Specifications." Offeror must provide all information requested in all subsections of Part 3 - III. Scope of Work/ Specifications, including all information requested in the following subsections:

- A. Functional Requirements
- B. Technical/Functional Requirements
- C. General Requirements
- D. Security Requirements

We don't see any Functional Requirements or Technical/Functional Requirements. It starts with General Requirements. Under Functional Requirements, it just says **System Capability Worksheet**. Are we missing something?

Answer /

#### **Functional Requirements**

1. The proposed system shall be a cloud-based solution. No other option will be considered. If the college will need a staging server to manage the data being uploaded to/from the vendor, this must be spelled out in the proposal.
2. Proposed system shall include all licensing needed for solutions.
3. Proposed system must be capable to authenticate with Microsoft Azure AD. SAML is the preferred method.
4. Proposed system must be able to import feeds from other providers
5. Proposed system must be able to authenticate user identity via a single sign on.

### **Questions #3:**

Under **IV. INFORMATION FOR OFFERORS TO SUBMIT**, it says: You shall submit a **Technical Proposal** and a **Price Proposal** of your offer in separate and distinct documents. **In addition to your original offer, you are to submit a redacted copy of your Proposal. Otherwise, all information provided may be shared with others in subsequent Freedom of Information Act (FOIA) Requests. [Reference 04-4030-2]**

How many copies of the Business/Pricing Proposal do you require? Should the Business/Pricing Proposal be in a separate sealed envelope?

The RFP states that Spartanburg Community College is looking for 1 original and 5 identical copies marked "copy". 1 copy must be submitted on a flash drive and 1 redacted copy. Are you looking for 1 original of the Technical Proposal and 1 original Business/Pricing Proposal and then 5 copies of the Technical Proposal and Business/Pricing Proposal?

Answer /

Offer should include (1) one "original" Technical Proposal and (5) five copies of the Technical Proposal marked "Copy".  
(1) One original copy of the Cost Proposal, (1) one Redacted Proposal (if required) and (1) one copy of ALL submittals on a Flash drive

### **Questions #4:**

The RFP says:

**5.0 QUALIFICATIONS & EXPERIENCE:** Provide references from at least three current customers for whom offeror has provided the proposed content management system. Proven experience as a reputable CMS; minimum 3 websites design that have been executed with this CMS. Extensive experience in the higher education market, specifically 2-year community or technical schools – specifically installing the solution at a Higher Education Institution. Offeror must describe the scope of effort for each reference account, and whether the engagement has been completed or is still ongoing. Offeror is responsible for ensuring that all contact information, including both telephone numbers and email addresses, is current as of date of submission of the RFP.

And then if you look here:

**7.0** Provide a list of a minimum of ten current contracts/clients. Include customer business name, address, contact, contact title, and contact phone number.

The RFP is asking for 3 references under 5.0 Qualifications and Experience and there's a references sheet to be filled out. Under 7.0, it's asking for a minimum of 10 current contracts/clients and to include the customer business name, address, contact, contact title, and contact phone number. This reads to be 10 references. Can you confirm if this information in 7.0 needs to be provided if the RFP is already asking for references under 5.0?

Answer / 5.0 is asking for any references that may be available from clients that are specific to the Higher Education market. 7.0 is asking for client references in general. If (3) three are not available, the offeror should provide what they have. If the offeror has no Higher Education experience, this should be notated in the response.

SCC will accept (5) five client references in the 7.0 section requirements.