

	Greenville Technical College Request for Proposal AMENDMENT 2	Solicitation Number: GTC 19-01-245RFP Date Issued: January 17, 2019 Amendment 1 Issued: February 5, 2019 Amendment 2 Issued: February 13, 2019 Procurement Officer: Deborah McGowan Phone: (864) 250-8180 E-Mail Address: Deborah.mcgowan@gvltec.edu Mailing Address: PO Box 5616 Greenville, SC 29606
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DESCRIPTION: Business Process and Strategic Planning Project Management Software

DEPARTMENT UNIT: Quality and Planning

The Term "Offer" Means Your "Bid" or "Proposal". 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 SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS: Greenville Technical College Purchasing – MS 1236 PO Box 5616 Greenville, SC 29606	PHYSICAL ADDRESS: Greenville Technical College Bldg 123 Room 207 738 S. Pleasantburg Dr Greenville, SC 29607
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SUBMIT OFFER BY (Opening Date/Time): Monday, February 18, 2019 @ 3:00 PM (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: PASSED (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: One (1) original hard copy & Three (3) hard copies marked COPY. If submitting a redacted copy-See Sec II A. Submitting Redacted Offers for instructions. Initial here if NO redacted copy is necessary _____

CONFERENCE TYPE: N/A (As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)	LOCATION:
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AWARD & AMENDMENTS	Intent to Award scheduled to be posted 3/1/2019 . The award, this solicitation, any amendments, and any related notices will be posted at the following web address http://www.gvltec.edu/purchasing .
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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. (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.) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Other _____ <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local)	

COVER PAGE – PAPER ONLY (MAR 2015)

PAGE TWO (Return Pages One and 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) <hr/> Area Code - Number - Extension Facsimile <hr/> 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

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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~~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. **~~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)).

PREFERENCES NOT VALID IN REQUEST FOR PROPOSALS [11-35-1524 (E)(5)(b)]

___ In-State Office Address same as Home Office Address
 ___ In-State Office Address same as Notice Address (check only one)

NOTICE – Amendment # 2
Solicitation (Greenville Technical College) GTC 19-01-245RFP

AMENDMENTS TO SOLICITATION (JAN 2004)

All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: www.gvltec.edu/purchasing (a) The Solicitation may be amended at any time prior to opening. (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 Following Terms And Conditions Have Been Amended:

VENDOR QUESTION:

1. Is GTC open to a Configurable Off The Shelf solution that can meet the need of the RFP or is GTC strictly looking to develop custom website for project management?

GTC RESPONSE:

1. Yes we are open to a configurable solution.

VENDOR QUESTION:

2. What type of projects will GTC be managing with the solution?

GTC RESPONSE:

2. Lean six sigma improvement projects, strategic plans, facilities plans, construction projects, etc.

VENDOR QUESTION:

3. What is GTC's budget for the entire project?

GTC RESPONSE:

3. The state considers the proposal in writing that is most advantageous to the state to include price and the evaluation factors set forth in the request for proposal (RFP).

VENDOR QUESTION:

4. Does GTC desire to host the project management solution or is it preferred that the vendor host the solution?

GTC RESPONSE:

4. Vendor hosted is preferred.

VENDOR QUESTION:

5. Can GTC elaborate on the desired integrations with SharePoint, SQL, Oracle and Access?

GTC RESPONSE:

5. Single sign on capabilities with our systems and straightforward integration with our Oracle and SQL server interfaces to be able to pull information back and forth if necessary.

AMENDMENT #2 CONTINUED ON NEXT PAGE

VENDOR QUESTION;

6. Contractor Responsibilities:

- a) Solution should include a project and strategic management database to meet the needs as described in the scope of work. (See section 4.05.01 for specific technical requirements)
- b) Train existing GTC staff on design and utilization of system, sharing best practices.
- c) Follow all Institutional Policies, SC State, and Federal Regulations.
- d) Provide GTC with documentation regarding data security practices as outlined in GTC's Software and Cloud Services Security Profile. (See section 4.05.03 for specific security requirements)

GTC RESPONSE;

6. Yes, these statements as written in the solicitation, Section III. Scope of work/specifications-Contractor Responsibilities are the expectations Greenville Technical College has of the contractor/vendor to address.

VENDOR QUESTION;

7. Does CMS Stand for Construction Management System, Capital Management System or something else?

GTC RESPONSE;

7. CMS stands for Content Management System.

VENDOR QUESTION;

8. Is this RFP solely for a Construction Management System (CMS)? Section I. Scope of Services and Section III. Scope of Work/Specifications were more open ended but CMS is listed multiple times in the Detailed Explanation of Technical Proposal Section. Can the College please clarify what it is looking for in further information?

GTC RESPONSE;

8. No, we are not looking solely for a construction management system. We are looking for a more detailed description in the technical proposal of the solution, training provided, project implementation timeline, service level agreements, "a la carte" options if there are options to purchase different modules or aspects of the proposed solution.

VENDOR QUESTION;

9. Is the College solely looking for a point software program and related services to assist with this exact use case or are there other budgeting, planning, forecasting and various other modeling needs that will be taken into account as part of the evaluation?

GTC RESPONSE;

9. The tool could be used for lean six sigma improvement projects, strategic plans, facilities plans, construction projects, etc.

VENDOR QUESTION;

10. Do the expected users currently have or will have a subscription to Microsoft Office 365?

GTC RESPONSE;

10. Yes

VENDOR QUESTION;

11. What is the title/row of the tool sponsor?

GTC RESPONSE;

11. President

AMENDMENT #2 CONTINUED ON NEXT PAGE

VENDOR QUESTION;

12. Does Office 365 meet the College's data security standards?

GTC RESPONSE;

12. Yes

VENDOR QUESTION;

13. Is a SAAS or cloud tool acceptable?

GTC RESPONSE;

13. May consider either.

VENDOR QUESTION;

14. For the integration:

- a. What applications does the tool need to integrate to?
- b. What is the specific purpose of each integration?
- c. Please provide description of application & dataset (or a sample excel of the dataset) to be imported to the tool?

GTC RESPONSE;

14. For the integration:

- a. Email
- b. Communication
- c. This may be discussed during the demonstration or interviewing period. Contractors are encouraged to provide examples if appropriate of their tool with previous clients.

VENDOR QUESTION;

15. For Strategy Development, does that include

- a. Inputting the business case for potential investment ideas
- b. Track Fund sources, budget, and benefits
- c. Input a resource plan of hours needed by resource category
- d. A method to score investment ideas
- e. A method to allow multiple stakeholders to vote on ideas
- f. The ability to select ideas by Strategic Value, Cost, ROI, Benefits (or other KPI)
- g. The ability to determine when ideas could be executed with available resources without over-allocation?
- h. Send email notifications when approvals are needed?
- i. Provide CIP Report of approved projects with cost & fund summaries for annual budget.

GTC RESPONSE;

15. For Strategy Development, does that include

- a. It might
- b. Some projects may require budget information to be included
- c. Some projects may require this
- d. Maybe
- e. No
- f. It could
- g. Yes
- h. Yes
- i. Do not know what 'CIP' means. Please provide response to appropriate request/solution per solicitation within your proposal.

AMENDMENT #2 CONTINUED ON NEXT PAGE

VENDOR QUESTION;

16. For Execution, does that include?

- a. Ability to assign specific resources to perform project tasks
- b. Ability to organize tasks into project schedules and assign to specific project managers
- c. Alert resources when tasks are to start or when late
- d. Allow assigned resources the ability to view assigned tasks, update their status, get alerts and approve documents.
- e. Ability of Project Managers to periodically record overall status and present in reports to management.
- f. Ability to track resources for overallocation, utilization and task assignments
- g. Organize projects in standard phases that require manager approval before project is allowed to start the next phase.
- h. Document Management – ability to add, edit and approve documents of a project in a common repository like SharePoint Online?
- i. Track Issues
- j. Track Risks
- k. Track Deliverables
- l. Track Change Orders
- m. Financial Management
 - i. Track Budget, Costs, Change Orders & Cost Variances by charge code
 - ii. Show budget by Year or Summarized
 - iii. Import payments and timesheets
 - iv. Track Adjustments
 - v. Track historical changes
 - vi.

GTC RESPONSE;

16. For Execution, does that include?

- a. Yes
- b. Yes
- c. Yes
- d. Yes
- e. Yes
- f. Yes
- g. Yes
- h. No
- i. Maybe
- j. Maybe
- k. Yes
- l. Maybe
- m. Financial management;
 - i. No
 - ii. No
 - iii. No
 - iv. No
 - v. No

VENDOR QUESTION;

17. For Post Execution, does that include
- a. Track Benefits received
 - b. Track lessons learned
 - c. Track Project Evaluation_

GTC RESPONSE;

17. For Post Execution, does that include
- a. No
 - b. Maybe
 - c. Maybe

VENDOR QUESTION;

18. If you have any legacy reports needing migration, please provide a screen shot of each.

GTC RESPONSE;

18. This may be discussed during the demonstration or interviewing period. Contractors are encouraged to provide examples if appropriate of their tool with pervious clients.

VENDOR QUESTION;

19. Do you have a Project Manager Office Manager or Director (or similar) who is responsible for PM business process and reporting?

GTC RESPONSE;

19. Yes

VENDOR QUESTION;

20. Approximately how many investment ideas are collected yearly?

GTC RESPONSE;

20. It depends on the department.

VENDOR QUESTION;

21. Approximately how many projects are managed yearly?

GTC RESPONSE;

21. It depends on the department.

VENDOR QUESTION;

22. Besides the yearly evaluation and approval of projects, how often are other projects approved throughout the year that you want to track.

GTC RESPONSE;

22. It depends and fluctuates throughout the year.

VENDOR QUESTION;

23. What departments that manage projects or investment ideas will not be using this tool?

GTC RESPONSE;

23. This has not been decided at this time.

AMENDMENT #2 CONTINUED ON NEXT PAGE

VENDOR QUESTION;

24. Specifically, will IT & Construction/Facility departments be using this tool?

GTC RESPONSE;

24. They might

VENDOR QUESTION;

25. Please Identify the number of unique users who you want hold accountable of the activities they are assigned, sometimes called Team Members or Resources.

GTC RESPONSE;

25. It will depend on the project.

VENDOR QUESTION;

26. Please Identify the number of project managers who will be managing projects

GTC RESPONSE;

26. 7 to 60

VENDOR QUESTION;

27. Please identify the number of resource managers who managers resource who work on projects tasks

GTC RESPONSE;

27. 7 to 60

VENDOR QUESTION;

28. Please identify number of users (not a PM or Resource Manager) who will be viewing reports or adding Strategy investment ideas.

GTC RESPONSE;

28. 7 to 60

VENDOR QUESTION;

29. Of the users identified above what is the estimate by year that the user base is likely to increase? This is helpful to estimate costs as the more users the lower the average per user cost of our bid.

GTC RESPONSE;

29. This will be determined based on the solution and options available.

VENDOR QUESTION;

30. What tools are currently used to manage project schedules?

GTC RESPONSE;

30. Microsoft Project, Excel, Word, etc.

VENDOR QUESTION;

31. What percent of project managers currently using Microsoft Project?

GTC RESPONSE;

31. It is unknown.

AMENDMENT #2 CONTINUED ON NEXT PAGE

VENDOR QUESTION;

32. Migration

- a. How many legacy/active projects need to be migrated?
- b. How many investment ideas need to be migrated?
- c. What tool are Projects managed in?
- d. What tool are investment ideas managed in?

GTC RESPONSE;

32. Migration

- a. It will determine when implementation would occur and the solution would be live.
- b. It will determine when implementation would occur and the solution would be live.
- c. See #21
- d. See #21

VENDOR QUESTION;

33. Please extend the due date to two weeks after questions have been answered.

GTC RESPONSE;

33. Proposal submit by date will remain the same. See amendment 2, page #1 of solicitation.

VENDOR QUESTION;

34. Do you have Office 365 and/or SharePoint, or have plan for it in the near future?

GTC RESPONSE;

34. See #1

VENDOR QUESTION;

35. What project management tool do you use currently, if any?

GTC RESPONSE;

35. See #21

VENDOR QUESTION;

36. How many total users will be in the resource pool (people needing access or will be assigned tasks)?

GTC RESPONSE;

36. See #17, 18, and 19

VENDOR QUESTION;

37. What kind of projects would this tool manage? Is this for IT department?

GTC RESPONSE;

37. Process Improvement Projects, Strategic Plans, Capital Improvements, Construction, Information Technology, etc. Is this for IT department? – They may use it.

VENDOR QUESTION;

38. Do you have a PMO? what does the PMO do currently?

GTC RESPONSE;

38. Process Improvement Projects; Project Management

AMENDMENT #2 CONTINUED ON NEXT PAGE

VENDOR QUESTION;

39. Do you use Timesheet?

GTC RESPONSE;

39. The college uses Kronos to record time.

VENDOR QUESTION;

40. Please describe your key challenges for project management

GTC RESPONSE;

40. Refer to the background in Section III. Scope of Work/Specification of solicitation.

VENDOR QUESTION;

41. Please describe your key challenges for resource management

GTC RESPONSE;

41. Refer to the background in Section III. Scope of Work/Specification of solicitation.

VENDOR QUESTION;

42. Please describe your key challenges for reporting

GTC RESPONSE;

42. Refer to the background in the Section III. Scope of Work/Specification of solicitation

VENDOR QUESTION;

43. Do you have a hard timeline for go-live?

GTC RESPONSE;

43. This may be discussed during the demonstration or interview. Contractors are encouraged to provide their implementation timeline and requirements to include training.

VENDOR QUESTION;

44. Is there a software tool or brand you know that you do NOT want?

GTC RESPONSE;

44. No

VENDOR QUESTION;

45. Is Microsoft Sharepoint Online is use by staff?

GTC RESPONSE;

45. Yes

VENDOR QUESTION;

46. What is the title/role of the tool sponsor?

GTC RESPONSE;

46. See #2

VENDOR QUESTION;

47. Besides Projects what other project related artifacts need migrating (Issues, Change Orders, Risks, etc)?

GTC RESPONSE;

47. This has not been determined.

AMENDMENT #2 CONTINUED ON NEXT PAGE

VENDOR QUESTION;

48. What is the average amount of tasks in your projects?

GTC RESPONSE;

48. It depends on the project.

VENDOR QUESTION;

49. What level of project portfolio maturity exists for this intended users?

GTC RESPONSE;

49. Ranges from novice to expert.

**All other terms and conditions remain the same.
Please continue to monitor www.gvltec.edu/purchasing for further notifications.**

End of Amendment # 2