

	<b>Greenville Technical College</b>	Solicitation Number: GTC 18-05-234RFP Date Issued: May 8, 2018 Amendment 1 Issued: May 16, 2018 Procurement Officer: Deborah McGowan Phone: (864) 250-8180 E-Mail Address: <a href="mailto:Deborah.mcgowan@gvltec.edu">Deborah.mcgowan@gvltec.edu</a> Mailing Address: PO Box 5616 Greenville, SC 29606
	<b>Request for Proposal AMENDMENT 1</b>	

DESCRIPTION: **Online Tutoring**

DEPARTMENT UNIT: **Academic Coaching & Tutoring**

*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

**SUBMIT OFFER BY (Opening Date/Time): 5/22/2018 @ 3:00 PM** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: 5/16/2018 @ 12:00 Noon (See "Questions From Offerors" provision)

**NUMBER OF COPIES TO BE SUBMITTED:** One (1) original hard copy & **seven (7)** hard copies marked COPY. If submitting a redacted copy - See Section IV. Submitting Redacted Offers for instructions.

Initial here if NO redacted copy is necessary \_\_\_\_\_

CONFERENCE TYPE: N/A  
 DATE & TIME:

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

LOCATION: N/A

AWARD &  
 AMENDMENTS

Intent to Award scheduled to be posted **6/13/2018**. The award, this solicitation, any amendments, and any related notices will be posted at the following web address <http://www.gvltec.edu/purchasing>.

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](http://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 Pages One and 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>

<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

<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)] **Does not apply for this solicitation**

**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)).

**IS NOT VALID IN REQUEST FOR PROPOSALS (RFP)**

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

**NOTICE – Amendment # 1**  
**Solicitation GTC 18-05-234RFP**

**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](http://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. How many tutoring hours are anticipated?

**GTC Response;**

1. Usage depends on students. Cannot give a definitive number. Based on current vendor, from July 2013 through April 2018, we used 3,884.54 hours.

**Vendor Question;**

2. **Terms and conditions placed on purchased, unused roll-over hours** have a significant impact on overall pricing. Will the College factor this in during the scoring process? (If, for instance, in order to roll over, purchased, unused hours to the subsequent year, a vendor requires that a minimum number of hours be purchased for that subsequent year, this condition can significantly increase the effective cost to the College).

**GTC Response;**

2. Yes, we will considered this in pricing. We would like to see all business models. If you have a pricing scale by blocks of hours and/or by usage, please include in proposal.

**Vendor Question;**

3. **Additional Fees:** Does the College factor set-up, training, maintenance or other fees into its scoring rubric, and/or would it prefer one, all-inclusive, hourly billing rate?

**GTC Response;**

3. When scoring, we will look at all fees. An all-inclusive rate is more preferable.

**Vendor Question;**

4. **Rounding of Sessions:** Does the College consider how billing is rounded for each session? For instance, billing may be rounded up to the nearest 3 minutes for every session, so if a session lasted 17 minutes, the College would be billed 20 minutes. Does the College consider rounding policies in its scoring guidelines and would it prefer that billing should be conducted to the minute?

**GTC Response;**

4. Yes, we will consider and we prefer to be billed to the minute.

**All other terms and conditions remain the same.**

**Please continue to monitor [www.gvltec.edu/purchasing](http://www.gvltec.edu/purchasing) for further notifications.**

End of Amendment # 1