

	<b>Greenville Technical College</b> Request for Proposal  <b>AMENDMENT 1</b>	Solicitation Number: GTC 18-05-235RFP Solicitation Issued: May 11, 2018 Amendment Issued: May 21, 2018 Procurement Officer: Deborah McGowan Phone: (864) 250-8180 E-Mail Address: Deborah.mcgowan@gvltec.edu
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DESCRIPTION: **Comprehensive Employee Assistance Program for all Regional Greenville Tech Campuses**  
DEPARTMENT UNIT: **Human Resources**

*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 PROPOSAL BY (Opening Date/Time): 5/24/2018 @ 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 & Five (5) hard copies marked COPY, one (1) redacted copy marked "Redacted".

CONFERENCE TYPE: N/A  (As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)	LOCATION: N/A
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<b>AWARD &amp; AMENDMENTS</b>	Award is scheduled to be posted on June 21, 2018. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: <a href="http://www.gvltec.edu/purchasing">http://www.gvltec.edu/purchasing</a>
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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  (See "Taxpayer Identification Number" provision)
TITLE  (business title of person signing above)		STATE VENDOR NO.  (Register to Obtain S.C. Vendor No. at <a href="http://www.procurement.sc.gov">www.procurement.sc.gov</a> )
PRINTED NAME  (printed name of person signing above)	DATE SIGNED	STATE OF INCORPORATION  (If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one) <span style="float: right;">(See "Signing Your Offer" provision.)</span>		
<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)

**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>

<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 (%)
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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](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)).

**PREFERENCES ARE 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 18-05-235RFP**

**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) Page 12: D. How many hours of onsite orientations would you like embedded into the program?

GTC response

Up to 4 one-hour sessions per year or as deemed necessary. This is looked at on a case-by-case basis.

Vendor question

- 2) Page 12: E. How many hours of manager/supervisory training would you like embedded into the program?

GTC response

Estimated at 8 one-hour sessions per year or as deemed necessary. This is also looked at on a case-by-case basis.

Vendor question

- 3) Page 12; I. How many hours of Substance Abuse training would you like embedded into the program?

GTC response

We are not asking for specific hours right now, but would like training available upon request

Vendor question

- 4) Please confirm the session model(s) you would like quoted (i.e. 3,5,6, etc.)?

GTC response

Please quote per the scope of work in the solicitation. GTC currently gives each employee 4 sessions.

Vendor question

- 5) Can you please provide Utilization data for 2017...rate, number of cases, and number of sessions if possible?

GTC response

This is not possible

**AMENDMENT #1 CONTINUED ON NEXT PAGE**

Vendor question

- 6) Can you please provide current pricing if possible?

GTC response

Standard rate: \$ 1.45 per employee per month

Vendor question

- 7) Is the scope, as defined in the RFP, what you currently have in place or have there been modifications? If there have been changes to scope, please identify those changes?

GTC response

We only added one campus, the Center for Manufacturing Innovation (CMI).

**\*\*BID PROPOSAL DUE DATE REMAINS THE SAME\*\***  
**Thursday, May 24th @ 3:00pm**

**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**