

Request for Proposal ADMENDMENT NUMBER ONE	Solicitation Number: Date Issued: Procurement Officer: Phone: E-Mail Address:	TCL-EMSCE 10/26/20 Carol Mack 843-525-8250 cmack@tcl.edu
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DESCRIPTION: **Enrollment Management System for Corporate and Continuing Education**

USING GOVERNMENTAL UNIT: **Technical College of the Lowcountry**

The Term "Offer" Means Your "Bid" or "Proposal". Unless submitted on-line, 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: Technical College of the Lowcountry P.O. Box 1288 Beaufort, SC 29901	PHYSICAL ADDRESS: 921 Ribaut Rd Building 3 Lobby Beaufort, SC 29902
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SUBMIT OFFER BY (Opening Date/Time): **11/2/2020 10:00AM** (See "Deadline For Submission Of Offer" provision)

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

NUMBER OF COPIES TO BE SUBMITTED: **1 ORIGINAL, 5 COPIES MARKED COPY, 1 "REDACTED" COPY**

CONFERENCE TYPE: NA	LOCATION:
AWARD & AMENDMENTS	Award will be posted on November 30, 2020. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: http://www.tcl.edu

Unless submitted on-line, 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.)	TAXPAYER IDENTIFICATION NO. (See "Taxpayer Identification Number" provision)	
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)	DATE SIGNED	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)

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(Return Page Two with Your Offer)

<p>HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)</p>	<p>NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)</p> <p>_____</p> <p style="text-align: center;">Area Code - Number - Extension Facsimile</p> <p>_____</p> <p>E-mail Address _____</p>
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<p>PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)</p> <p>_____ Payment Address same as Home Office Address</p> <p>_____ Payment Address same as Notice Address (check only one)</p>	<p>ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)</p> <p>_____ Order Address same as Home Office Address</p> <p>_____ Order Address same as Notice Address (check only one)</p>
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<p>ACKNOWLEDGMENT OF AMENDMENTS Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)</p>							
Amendmen t No.	Amendment Issue Date	Amendmen t No.	Amendment Issue Date	Amendmen t No.	Amendment Issue Date	Amendmen t No.	Amendment Issue Date

<p>DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)</p>	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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The proposals will be due November 2, 2020, 10 AM.

The following questions were received for this solicitation TCL-EMSCE. The answers follow the questions.

- 1) Will the RFP response be acceptable electronically? If so, please provide clear direction as to the process for submitting our response as well as where the response should be submitted?

Yes, the proposal may be submitted electronically. The proposal should be sent to Carol Mack; cmack@tcl.edu by November 2, 2020, 10AM.

- 2) What is the compelling event that initiated the RFP for this Enrollment Management System for Corporate and Continuing Education?

There is no one singular event that initiated the RFP for the Enrollment Management System for Corporate and Continuing Education. A lot of factors played a part in the RFP. Corporate and Continuing Education needs a robust online registration system with the capability to provide enrollment/financial reports, course/student data extraction, data manipulation, e-commerce transactions, accounts receivable, third-party pay, etc.

We are unable to immediately generate business reports to make timely decisions based on accurate data. This is currently a manual process. Salaried staff members spend too much time sifting through data to create a report. This intense data mining does not allow staff time needed to foster community relations, sell product or create new programming.

- 3) Could you provide us with the use case for the ability to generate and assign “dummy” Social Security Numbers?

A “dummy” social security number is utilized for a student who takes an online class with one of our education partners. TCL receives a monthly enrollment report from our partner containing the Name, address, birthdate and registered course of the student. There is no secure way for our partner to send social security numbers.

If the student has taken a previous course with the College, their information (including SSN) is already entered into our system. Their account will be updated with the current registration information received on the enrollment report from our partner.

- 4) What is your preferred payment gateway?

The College currently has a relationship with ACI Payments. ACI processes and handles all online payments. We are open to discussing other payment gateway options, if this does not integrate with your solution.

5) Will the finalists' demonstrations be held virtually?

Yes, by Zoom. Once the finalists have been selected, meeting times will be scheduled.

6) Would the College be willing to sign a Non-Disclosure (NDA), so that we are able to comply with the proposal contents in Section 6.0?

No, see page 12 of the Solicitation "Submitting Confidential Information (FEB 2015)". This should answer your concerns. This a state term and condition.