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|  | <p>Rock Hill Schools</p> <p>Fixed Price Bid</p> | <p>Solicitation Number</p> <p>Date Issued</p> <p>Procurement Officer</p> <p>Phone</p> <p>E-Mail Address</p> | <p>23-2414</p> <p>June 6, 2024</p> <p>Lee Faris</p> <p>803-981-1162</p> <p>Wfaris@rhmail.org</p> |
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District Consulting Services

DUE DATE (Opening Date/Time): July 9, 2024, at 10:00 a.m.

LAST DAY FOR QUESTIONS: June 27, 2024, at 12:00 p.m.

NUMBER OF PROPOSALS TO BE SUBMITTED: one (1) original UNBOUND copy must be uploaded to vendor registry, hand delivered, or mailed to the address below.

SUBMIT YOUR OFFER TO THE FOLLOWING ADDRESS:

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|--|
| PHYSICAL MAILING ADDRESS: |
| <p>Rock Hill Schools</p> <p>Procurement Services</p> <p>386 East Black Street</p> <p>Rock Hill, SC 29730</p> <p>Solicitation Number and Opening Date must appear on the envelope.</p> |

| | | | |
|---|---|---|--|
| CONFERENCE TYPE: None | | LOCATION: None | |
| ADDENDUM(S) | Any addendum(s) will be posted at the following web address: http://www.rock-hill.k12.sc.us | | |
| <p>You must submit a signed copy of this form with your offer. By submitting a bid or proposal, you agree to the following:</p> <ul style="list-style-type: none"> • Bound by the requirements, terms, stipulations, and terms of the solicitation. • Comply with all applicable Federal and State Laws and Regulations relative to non-discrimination in employment practices. • Not guilty of collusion, with other vendors possibly interested in this bid, in arriving at or determining prices to be submitted. | | | |
| NAME OF OFFEROR (Full legal name of business submitting the offer) | | OFFEROR'S TYPE OF ENTITY: (Check one) <ul style="list-style-type: none"> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Tax exempt corporate entity <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____ | |
| AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.) | | | |

| | | |
|---|--------------------|--------------------------------------|
| TITLE (Business title of person signing above) | | (See "Signing your Offer" provision) |
| PRINTED NAME (Printed name of person signing above) | DATE SIGNED | |
| Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. 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>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc. | | |
| STATE OF INCORPORATION (If offeror is a corporation, identify the State of Incorporation.) | | TAX IDENTIFICATION NUMBER: |

| | | | | |
|--|---|--|-------------|------------------|
| 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) | | | |
| | Area Code | Number | Ext. | Facsimile |
| | E-mail Address | | | |
| <input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one) | | <input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one) | | |

ACKNOWLEDGMENT OF ADDENDUM(S)

Offerors acknowledges receipt of addendum(s) by indicating amendment number and its date of issue.

| Addendum No. | Addendum Issue Date | Addendum No. | Addendum Issue Date | Addendum No. | Addendum Issue Date | Addendum No. | Addendum Issue Date |
|--------------|---------------------|--------------|---------------------|--------------|---------------------|--------------|---------------------|
| | | | | | | | |

Minority Participation:

Are you a SC Certified Minority Vendor - Yes ☐ No ☐
 If yes, SC Certification # _____

Are you a Non SC Certified Minority Vendor - Yes ☐ No ☐

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I. GENERAL INSTRUCTIONS AND TERMS AND CONDITIONS

GENERAL INSTRUCTIONS

1. INSTRUCTIONS TO BIDDERS:

- A. Proposals shall be publicly opened at **10:00 AM** on, **July 9, 2024**. Bid openings shall be conducted in Procurement Services, which is located at 386 East Black Street, Rock Hill, SC 29730. Sealed Proposals shall be mailed to the **Procurement Services Attention: Bid 23-2414** located at 386 East Black Street Rock Hill, SC 29730.
- B. Proposals shall be submitted **NO LATER THAN 10:00 AM** in the place and manner as described in paragraph 1A above. Proposals received after 10:00 AM shall be late Proposals. Late Proposals shall not be considered for award and will be returned to the vendor unopened.
- C. The District shall not accept responsibility for unidentified Proposals.
- D. In the event that a bid is unintentionally opened prior to the official time set for a bid opening, the employee opening such bid shall immediately sign the envelope and deliver it to the Purchasing Director.
- E. All prices shall be entered in ink or typewritten and shall remain firm for not less than 120 calendar days from the bid date. Mistakes may be crossed out, corrections may be inserted adjacent, and shall be initialed in ink by the person signing the bid.
- F. The District shall not accept oral, emailed, or FAXED Proposals.
- G. The Term "Offer" Means Your "Bid" or "Proposal" or "Quotation"
The Term "Offeror" Means "Vendor" or "Consultant" or "Bidder"

2. TAXES: South Carolina Sales Tax shall be shown as a separate entry on the bid total, if applicable at 7%.

3. AMBIGUOUS PROPOSALS: Proposals, which are uncertain as to terms, delivery, quantity, or compliance to requirements/specifications, may be rejected or otherwise disregarded.

4. BIDDERS QUALIFICATIONS: Proposals shall be considered only from bidders who are regularly established in the business called for, and who in the judgment of the District, are financially responsible and able to show evidence of their reliability, ability (to render prompt and satisfactory service in the volume required by this solicitation), experience, equipment, facilities, and personnel directly employed or supervised.

5. ACKNOWLEDGEMENT OF ADDENDUM(S):

- A) Bidders shall acknowledge receipt of all addendum(s) either by signing and returning one copy of the addendum or by acknowledging the change on the bid form.
- B) It is the bidder's responsibility to determine whether they have received any or all addendum(s).

6. AFFIRMATIVE ACTION: The successful bidder shall take affirmative action in complying with all Federal, State, and local requirements concerning fair treatment of all employees/applicants, without regard or discrimination by reasons of race, color, sex, religion, national origin, and physical handicap.

7. COMMUNICATION WITH PROSPECTIVE BIDDERS:

- A. All communication concerning this solicitation must be in writing to the Director of Procurement Services. Email is the preferred method of communication.
- B. Oral explanation or instructions provided prior to the award of a contract shall not be binding.

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C. From the issue date of this Proposal until the completion of the selection process and the award notification is announced, bidders are not allowed to communicate with District employees and/or contracted agents related to this solicitation for any reason except as authorized by the Director of Procurement Services. Violation of this provision may result in rejection of the vendor's response.

D. It is the vendor's responsibility to check the District's website procurement page for any addenda, responses to vendor questions, or other communications, which may be necessary during the solicitation process.

8. **WITHDRAWAL OF PROPOSALS:** Any bidder may withdraw his bid prior to the closing time scheduled for the receipt of Proposals. All requests to withdraw Proposals must be submitted in writing and must document the fact that the acceptance of the bid will cause the bidder substantial loss.
9. **ASSIGNMENT:** No contract may be assigned, sublet, or transferred without the written consent of the Director of Procurement.
10. **SUBMISSION OF DATA:** Each bidder, upon request, shall submit evidence of liability insurance, Workmen's Compensation, and any other data released to this solicitation, to satisfy the requirements of the solicitation and the execution of a contract.
11. **FAILURE TO SUBMIT A BID:** Vendors not responding with a bid should not return this solicitation. Instead, they should advise the District by letter or postcard whether they want to receive future consideration for similar requirements. Any vendor failing to respond to three consecutive Proposals for the same items may be removed from the applicable bid lists.
12. **EXCEPTIONS:** Notwithstanding any prior negotiations, the specifications and terms and conditions provided herein take precedence. Formal objection is hereby made to any or different terms proposed by Proposers unless listed on a separate sheet labeled "Exceptions", and agreed to in writing by the District. Proposals, which are uncertain as to terms, delivery, quantity, or compliance to requirements/specifications, may be rejected or otherwise disregarded.
13. **RIGHT TO PROTEST (Section 4210):** Any actual or prospective bidder who is aggrieved in connection with the solicitation or award may submit a protest to the Director of Purchasing. The protest shall be submitted in writing within fifteen (15) calendar days of the date of issuance of the Invitation for Proposals or Request for Proposal or other solicitation document, whichever is applicable, or any amendment to it, if the amendment is at issue. Any actual bidder or prospective bidder who is aggrieved in connection with the intended award or award of a contract shall protest to the Director of Procurement Services. The protest shall be submitted within ten (10) of the date award or notification of intent to award, whichever is earlier.
14. **SPECIFICATIONS:** Any deviation from the specifications must be clearly pointed out on the bid or attached as a separate sheet. Otherwise, the bidder will be held responsible for providing materials that are in strict compliance with the specifications. Deviations must be explained in detail. All materials shall be subject to inspection and approval after delivery. The District reserves the right to reject and return, at the risk and expense of the vendor, any portion of a shipment that is defective or fails to comply with specifications. The rejection of certain items will not invalidate the remaining order.
15. **BIDDER'S RESPONSIBILITY:** Each bidder shall fully acquaint himself with the scope of work required for the execution of the work specified by this bid. This will sometimes require on-site observations. The failure of a bidder to acquaint

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himself with existing conditions shall in no way relieve the bidder of any obligations with respect to this bid or any resulting contract.

16. **POSTING OF AWARD:** Notice of Award or Intent to Award will be posted to the Purchasing Department website and Vendor Registry.
17. **PROPRIETARY INFORMATION:** Unless otherwise required by law, and until the public opening of the proposals, all information, materials and other documents submitted by a respondent shall not be released or made available to any person or entity except District representatives assisting in this procurement process. Unless required by law, proprietary or financial information submitted to the District by a respondent will not be disclosed if the respondent visibly marks each part of the proposal that the respondent considers confidential, financial or proprietary information with the word "CONFIDENTIAL."
19. **AWARDING POLICY:** The District reserves the right to select and award on an individual item basis, lot (group) basis or an "all or none" basis, whichever the District determines to be most advantageous. The award basis is stated in the award criteria.

TERMS AND CONDITIONS

1. **ACCIDENTS:** The vendor shall hold the District harmless from any and all damages and claims that may arise by reasons of any negligence on the part of the vendor, his agents, or employees in the performance of this contract; and, in case of any action brought against the District or any of its agents or employees, the vendor shall assume full responsibility for their defense. Upon his failure to do so on the proper notice, the District reserves the right to defend such motion and charge all costs to the vendor. The vendor shall take all precautions necessary to protect the public against injury
2. **TERMINATION:** Subject to the provisions below, this contract may be terminated by the Director of Purchasing, provided a thirty (30) calendar day advance written notice is given to the Vendor.
Termination for convenience. In the event this contract is terminated or canceled upon request and for the convenience of the District, the District shall negotiate reasonable termination costs, if applicable.
Termination for Cause. Termination by the District for cause, default or negligence on the part of the Consultant shall be excluded from the foregoing provision. Termination cost, if any, shall not apply. The thirty (30) day advance notice requirement is waived and the default provisions of this bid shall apply.
3. **EXAMINATION OF RECORDS:**
Rock Hill School District has the right to audit the books and records of the vendors that pertain to this purchase order, both independent of, and pursuant to, the District Procurement Code. Such books and records shall be maintained for three (3) years from the date of final payment under the purchase order.

The District may conduct, or have conducted, performance audits of the vendor. The District may conduct, or have conducted, audits of specific requirements of this bid as determined necessary by the District.

Pertaining to all audits, vendor shall make available to the District access to its computer files containing the history of purchase order performance and all other documents related to the audit. Additionally, any software used by the vendor shall be made available for auditing purposes at no cost to the District.

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4. **COMPETITION:** There are no federal or state laws that prohibit bidders from submitting a bid lower than a price or bid given to the United States Government. Bidders may bid lower than the US Government contract price without any liability, because the District is exempt from the provisions of the Robinson-Patman Act and other related laws.
5. **SOUTH CAROLINA LAW CLAUSE:** Upon award of a contract under this solicitation, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina, which requires such person or entity to be authorized/licensed to do business in this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful bidder from requirements that it be authorized/licensed to do business in this state.

By submission of this signed bid, the bidder agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina, as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability of taxes, licenses or fees levied by the state.

6. **STATEMENT OF COMPLIANCE AND ASSURANCES:** By submitting a Proposal and signing the Proposal schedule, vendors are providing written assurance of non-collusion and understanding and acceptance of all general and special conditions stated in this contract. In addition, this signature certifies that the firm or agency represented in the Proposal submitted complies with all applicable federal and state laws and regulations.
7. **PATENTS:** The vendor shall hold the District, its officers, agents, and employees harmless from liability of any nature or kind whatsoever, on account of use by the publisher or author, manufacturer or agent, of any copyrighted or non-copyrighted composition, secret process, article or appliance furnished or used under this Proposal.
8. **PROPER INVOICE:** Invoices submitted for payment for goods or services provided under this contract shall contain, as a minimum, the following information:
- Name of business concern
 - Contract number or other authorization for delivery of service or property
 - Complete description
 - Price and quantity of property or service actually delivered or executed
 - Payment terms
 - Name where applicable
 - Title, telephone number and complete mailing address of responsible official to whom payment is to be sent; and other substantiating documentation of information as required by the contract
 - All invoices shall be submitted via email to APINVOICES@rhmail.org with the Company name and purchase order# referenced in the subject line
9. **TIME OF COMPLETION:** Date of delivery shall be a consideration factor in the awarding process. The Vendor shall include with his/her Proposal delivery dates for each item as requested, and shall furnish all items in accordance with the Proposal solicitation unless an extension was granted by the District in writing.
10. **DRUG-FREE WORKPLACE:** This contract is subject to the Drug Free Workplace Act if the stated or estimated value is Fifty Thousand Dollars or more. The Consultant shall comply with all terms and conditions of the Drug Free Workplace Act, S. C. CODE ANN. 44-107-10 et seq. (1976 as amended), if this contract is for a stated or estimated value of Fifty Thousand Dollars or more. By signing this Proposal, you are certifying that you will comply with the Drug Free Workplace Act.

11. NON-APPROPRIATIONS: Any contract entered into by ROCK HILL SCHOOL DISTRICT THREE resulting from this Request shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated period.

12. SUSPENSION AND DEBARMENT: By submitting a proposal (IFB/RFP/RFQ), the applicant certifies, to the best of its knowledge and belief that the applicant and/or any of its principals, sub grantees, or subcontractors are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency; have not, within a three-year period preceding this application, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated above. Applicant has not, within a three –year period preceding this application, had one or more contracts terminated for default by any public (federal, state, or local) entity.

13. INDEMNITY: Consultant agrees to protect, defend, indemnify and hold Rock Hill School District Three, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Consultant, its officers, employees, subcontractors or agents.

Consultant further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

14. INSURANCE REQUIREMENTS: Consultant shall maintain, throughout the performance of its obligations under this contract, a policy or policies of Worker’s Compensation insurance with such limits as may be required by law, and a policy or policies of general liability insurance insuring against liability for injury to, and death of, persons and damage to, and destruction of, property arising out of or based upon any act or omission of the Consultant or any of its subcontractors or their respective officers, directors, employees or agents. Such general liability insurance shall have limits sufficient to cover any loss or potential loss resulting from this contract.

The successful Consultant shall provide a certificate of insurance within ten (10) calendar days after notification of award of the proposal. The insurance required shall be written for not less than totals listed below:

- A. WORKERS’ COMPENSATION
Statutory limits covering all employees, including Employer’s Liability with limits of:
 - \$500,000 Each Accident
 - \$500,000 Disease - Each Employee
 - \$500,000 Disease - Policy Limit
- B. COMMERCIAL GENERAL LIABILITY
Covering all operations involved in this Agreement.
 - \$1,000,000 General Aggregate
 - \$1,000,000 Products/Completed Operations Aggregate
 - \$1,000,000 Each Occurrence

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\$ 5,000 Medical Payments

C. COMMERCIAL AUTOMOBILE LIABILITY

\$1,000,000 Combined Single Limit - Any Auto

15. WORKMANSHIP: All workmen shall be thoroughly experienced and/or trained and certified in the particular trade or class in which they are employed. All work shall be done according to the specifications covering the class or type of work and shall meet the approval of the School District's representative.

16. LIABILITY- The Consultant shall assume liability for damage or loss resulting from the wrongful act(s) and/or negligence of his employees. The Consultant or his insurer shall reimburse the School District for any such damage or loss within 30 days.

Subcontracting

The contractor shall not subcontract any portion of this contract without prior written approval from the School District, which consent shall not be unreasonably withheld provided, Consultant remains liable for performance of all items of this contract.

Laws

The Consultant shall comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the work, including those of Federal, State, and Local agencies having jurisdiction. This shall include but not be limited to minimum wages, labor and equal employment opportunity laws.

17. SECURITY: The Consultant shall be responsible for safeguarding against loss, theft, or damage of all Rock Hill School Districts' property, materials, equipment, and accessories that might be exposed to the Consultant's personnel. Guns, knives, or other dangerous weapons shall not be allowed on campus. Smoking, alcohol and drugs are prohibited on the campus.

18. UNAUTHORIZED PERSONNEL: Consultant's personnel shall not allow any unauthorized persons in school buildings (children, friends, or anyone else not authorized by School District or Consultant).

19. FORCE MAJEURE: Neither the District nor the Consultant shall be liable for any excess costs if failure to perform the contract arises out of causes beyond the control and without the fault or negligence of either party. Such causes may include, but not restricted to acts of God or of the public enemy, acts of government in either its sovereign or contractual capacity, fires, floods epidemics, quarantine, restrictions, strikes, freight embargos, and unusually severe weather conditions; but in every case, the failure to perform is caused beyond the control of both the District and the Consultant, and without the fault or negligence of either of them.

20. CONTRACT PROVISION TO REQUIRE CERTIFICATION AND COMPLIANCE CONCERNING ILLEGAL ALIENS: By submission of this bid, the bidder as the prime Consultant does hereby agree:

- A. To certify its compliance with the requirements of Chapter 14 of Title 8 of the S.C. Code of Laws regarding Unauthorized Aliens and Public Equipment;
- B. To provide Rock Hill School District with any documents required to establish such compliance upon request; and
- C. To register and participate and require agreement from subcontractors and sub-subcontractors to register and participate in the federal work authorization program to verify the employment authorization of all new

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employees, or to employ only workers who supply the documents required pursuant to S.C. Code 8-14-20(B)(2).

21. CONTRACT DOCUMENT: This solicitation document, any addendum(s), and record of negotiation(s) will become a part of the contract when awarded.

22. STUDENT AND STAFF SAFETY: The successful bidder shall be required to verify that criminal conviction inquiries/checks and pertinent criminal background inquiries/checks have been conducted on all of its employees and the subcontractors who may interact with staff and/or students during the performance of the awarded scope of work or who may have a need to enter District property related to the performance of the contract or who may have access to personal student or District personnel information.

All inquiries and background checks must be conducted annually or more frequently or as required by the District if the bidder has the potential to be in the presence of students. Student, parent, and participant information shall be kept confidential and shall not be disclosed for any purpose.

Persons who are identified as a Sex Offender or violators as defined by the South Carolina Code of Laws (Ann. 2006), Article 7, Sections 23-3-400 to 23-3-500 or statute or any other states statues and person who have been convicted of Violent Crimes as defined by the South Carolina Code of Laws, 1976, Section 16-160; are prohibited from entering any of the Rock Hill School District facilities at any time, including all District grounds and all District facilities. Persons employed by or under the direction of the bidder or any subcontractor who are under investigation or have been charged with crimes and/or convicted of crimes against children or crimes of a sexual or violent nature shall not be allowed on District property.

The District may in its sole discretion terminate any existing contract for the failure by the awarded bidder, its subcontractors or any representative of the bidder or subcontract to observe this requirement or for any violation of this solicitation's requirements. No penalty or other costs shall be levied against the District as a result of its decision to terminate the contract or award.

In addition to the above obligations of successful bidder/awarded firm, all persons and Consultant personnel having contact with students and/or any individual who enters onto District property may be subject to a national criminal background check at the discretion of the District prior to entry upon District property and the performance of any duties. All individuals entering District property shall be screened nationally for criminal sex offenses/sex offender status on automated equipment at school or site.

23. RHSD3 COVID-19 Guidelines: Due to Rock Hill School District Three COVID-19 guidelines, facilities access is limited to designated access points. Consultants are encouraged to follow recommended preventive measures according to guidelines available by the Centers for Disease Control (CDC) and/or South Carolina Department of Health and Environmental Control (SC DHEC). In particular, Consultants are responsible for ensuring onsite personnel have gloves and masks available, screening all onsite personnel daily using the District's COVID-19 Screening Form which includes symptomatic screening questions and a temperature check. If any of the listed symptoms are present or if the worker's temperature is greater than 100.4, the worker will not be allowed on site. Consultants agree to notify the District if any onsite personnel report symptoms.

II. GLOSSARY OF TERMS

Actual Cost: All direct and indirect costs incurred for services, supplies, or construction, as distinguished from estimated or forecasted costs.

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Amendment: An agreed addition to, deletion from, correction or modification of a document or contract. To revise or change an existing document; a formal revision, improvement or correction.

Assignment: Legal transfer of a claim, right, interest or property.

Capability: The ability of a bidder to fulfill the contract at time of award.

Consultant: To work or serve in an advisory capacity. A person or company that possesses unique qualifications which allow them to perform specialized advisory services usually for a fee.

Consultant Services: Services of an advisory nature to support policy development, decision-making, administration, or management of a business or public entity; generally provided by individuals or organizations who possess specific knowledge, technical skills or unique abilities not usually available in house or from within the entity.

Cost: The actual expenses incurred in delivering a product, service, or construction; includes both direct and indirect costs, but does not include fee or profit for the contractor.

Descriptive Literature: Information, such as charts, illustrations, brochures, and technical data, furnished by a bidder, on request as part of a bid, to describe the items offered; shows the characteristics or construction of a product, or explains its operation to determine the acceptability of the item.

Firm: A for-profit business, usually formed as a partnership that provides professional services, such as legal or accounting services. The theory of the firm posits that firms exist to maximize profits.

Late Bid/Proposal: A bid, proposal, withdrawal, or modification received, at the designated place for receipt, after the established due date and time. Procurement policies should be established in order to provide guidance regarding how late bids/proposals are handled administratively. In most public entities, late bids/proposals are not opened and may be returned to the bidder/proposer advising that the bid was received late (after the due date and time) and cannot be accepted.

Mandatory: Obligatory, required by order, a provision that may not be waived.

Mandatory Requirements (Conditions): Conditions set out in the specifications/statement of work that must be met without alteration. Not meeting mandatory requirements may be grounds for disqualification.

Offeror: The person/entity who submits a proposal in response to a Request for Proposals (RFP). One who makes an offer in response to a solicitation. Term *Bidder* is interchangeably throughout this RFP. *Also see definition of a Responsible and Responsive Offeror/Bidder.*

Pre-Bid/ Pre-Proposal Conference(Meeting): A meeting held by the buyer with potential bidders/offerors, prior to the opening of the solicitation for the purpose of answering questions, clarifying any ambiguities and responding to general issues in order to establish a common basis for understanding all of the requirements of the solicitation. This may result in the issuance of an addendum to all potential providers. In certain situations, a mandatory conference may be advisable

Price: The total amount, in money or other consideration, to be paid or charged for a commodity or service; normally includes all costs (direct labor, overhead, materials) and profit or fee.

Request for Proposals (RFP): The document used to solicit proposals from potential providers for goods and services (Offerors). Price is usually not a primary evaluation factor. Provides for the negotiation of all terms, including price prior to contract award. May include a provision for the negotiation of Best and Final Offers. May be a single step or multi-step process. Introduced in the Armed Services Procurement Act of 1962 as well as by the Competition in Contracting Act of 1984.

Responsible Bidder/Offeror: Also referred to as Responsible Proposer or Respondent. A contractor, business entity or individual who is fully capable to meet all of the requirements of the solicitation and subsequent contract. Must possess the full capability, including financial and technical, to perform as contractually required. Must be able to fully document the ability to provide good faith performance.

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Responsive Bidder/Offeror: Also referred to as Responsive Proposer or Respondent. A contractor, business entity or individual who has submitted a bid or proposal that fully conforms in all material respects to the IFB/RFP and all of its requirements, including all form and substance.

Service/Services Contract: An agreement calling for a firm's time and effort. The furnishing of labor, time, or effort by a firm, which may involve to a lesser degree, the delivery or supply of products.

Short List: Names of candidates that have been narrowed considerably from a longer list of top-ranked Offerors.

Solicitation: An invitation for bids, a request for proposals, telephone calls or any document used to obtain bids or proposals for the purpose of entering into a contract.

Scope of Work/Services: A detailed, written description of the conceptual requirements for the project contained within a Request for Proposal. The scope of work should establish a clear understanding of what is required by the entity.

(Definitions above provided by the National Institute of Governmental Purchasing and Free Dictionary.com)

III. INTRODUCTION

Rock Hill Schools is soliciting bids for education consulting providers. Bids shall be received in accordance with the Fixed Price Bid (FPB) and supplementary information provided in these instructions. **Pages 1-2, 15, and 17-19** of the FPB shall be submitted with your response.

At **10:00 am on July 9, 2024**, the Procurement department will open all bids received. Questions pertaining to the terms and specifications should be directed to Wfaris@rhmail.org or submitted through **Vendor Registry** (<http://vrapp.vendorregistry.com/RockHillSchools>). **The bid number must be referenced in the subject line.** The last day for questions is **June 27, 2024 at 12:00 pm**.

IV. PURPOSE

The purpose of this solicitation is to establish service providers for education consulting services for the Rock Hill School District. Education consultation Services are needed to provide expertise not available within the Department, committee or education facilities and included, but is not limited to, the following: education policy, services, testing, trends, and other education related issues.

All approved and qualified consultants will be placed on a qualified provider list (QPL) to be used by the District. Placement on the QPL does not guarantee a contractor will be contracted by the District to perform services. The failure of a specific provider to receive business shall not be grounds for a contract controversy under section 11-35-4230 of the South Carolina consolidated Procurement Code.

During the term of the contract, the District may add additional consultants to the approved provider list upon verification of the consultant's qualifications as approved by the District.

Maximum Contract Period- Estimated

Start date: 7/15/2024 end date: 7/14/2029. Dates provided are estimates only. Any resulting contract will begin on the date specified in the notice of award.

The initial term of the contract will be (1) year, and there will be (4) one-years options to renew for a maximum contract life of five (5) years. Contracts will automatically renew on the anniversary date unless either party wishes to cancel. Cancellations must be made in writing (60) days or more prior to the anniversary date.

V. BACKGROUND

Rock Hill School District Three of York County serves nearly 18,000 student ranging from pre-school to adult education. The District operates 25 schools/ campuses (1 early childhood center, 14 elementary schools, 5 middle schools, 3 high schools, 1 technology campus, and 1 alternative school). The District is the 11th largest in the state of South Carolina where approximately 2500 are employed.

VI. SCOPE OF SERVICES

ROLE OF CONSULTANT

Education consultants will play a key role in the Districts operations. Consultant's unique abilities and services will provide the expertise and knowledge that would not otherwise be available within the District. Consultants are contracted throughout the year as necessary as trainers, speakers, or analysts.

The District may utilize consultant's and speakers outside of this award when deemed necessary or if the service is exempt from District procurement code or part of statewide contracts.

SCOPE OF SERVICES

1. Providing K-12th grade school and district professional development. This may also include preparing and conducting seminars for educational professionals including teachers and administrators, community, and business representatives.
2. Giving speeches at professional meetings or gatherings for the District
3. Give technical assistance as requested by the District.
4. Analyze and provide recommendations to the District.
5. Serving on or chairing a task force conducting studies of educational issues.
6. Developing educational curriculum or related documents.
7. Developing, editing, or reviewing educational assessment questions, forms, and items and tools.
8. Serving as mentors, coaches, assessors, or grant readers.
9. Serving as non-attorney hearing officers and/or mediators.

Information technology (IT) consultant services are not part of this contract.

COMPENSATION

Daily rates for consulting services shall not exceed \$5,000 per day. The Offeror may elect to offer less than \$5,000 per day, however, each line item cannot exceed more than \$5,000.00. If the District deems travel necessary, travel expenses and per diem will be provided in accordance with District Policy.

Restrictions on Use of Materials Created

Contractor agrees that any material created as a result of the performance of this contract may not be retained beyond the end of the term of the contact and becomes the property of the District. Materials include PowerPoint slides, participant handouts, class evaluations, and curriculum. Recorded presentations are the property of the District and may not be used without written permission. The materials may not be sold, traded, or repackaged to another entity and may not be used for any purpose other than performing this contract.

Engagement Agreement

Any vendor who has been awarded a contract under this fixed price bid may be utilized by any department within the District. Engagement Agreements must be completed and signed by both the District representative requesting services and the Contractor. The Engagement Agreement will become part of the purchase order for the contract and provide specific detail about the actual scope of work to be performed by the contractor. Other items to negotiate within the Engagement Agreement include payment (not to exceed the maximum daily rate of the contract), expenses, and actual dates of services.

Once the Engagement Agreement is approved by the appropriate staff, a Purchase Order (PO) is created against the corresponding contract number with necessary details. Work should not begin until the Contractor receives a PO.

VII. ELABORATION AND CLARIFICATION

If you do not ask questions or clarify any assumptions, the District will assume that you agree with and understand the requirements in the FPB. If, after examination of the various terms and conditions and requirements of this FPB, the Respondent believes there are any terms and conditions or requirements which remain unclear or which restrict competition, the Respondent must request, in writing, that District clarify the terms(s) and condition(s) and requirement(s) specified by the Respondent. The Respondent must provide the Section(s), Subsection(s), Paragraph(s), and page number(s) that identify the conditions or requirements questioned by the Respondent by 12:00PM on **June 27, 2024** which is the last day for questions.

The District may ask any or all respondents to elaborate or clarify specific points or portions of their response. Clarification may take the form of written responses to questions or meetings to discuss the FPB and/or the participant's response.

No questions may be directed to or contacts made with members of the Rock Hill School Board, Superintendent, or any District staff not identified in this FPB as points of contacts during the period of time that this FPB is made public until the final selection is made, except as otherwise provided for herein. Violation of this prohibition will be subject to disqualification of the Bidder from further consideration.

VIII. MANDATORY RESPONSE REQUIREMENTS AND SUBMITTAL FORMAT

All proposals shall be submitted to Rock Hill School District no later than July 9, 2024 at 10:00 AM. Consultants shall deliver one (1) original **UNBOUND** copy of the information requested above. Proposals should be prepared simply and economically, providing a straight forward and concise response to satisfy the requirement of this Request for Proposal. All submittals must be clearly labeled on the outside of the envelope with the following wording: **"FPB#23-2414 District Consulting Services."** All late proposals will be rejected. The District is not responsible for late FBP's caused by delays in mail delivery or a delay in any other method of delivery.

All Responses shall be on 8 1/2" x 11" paper with all standard text no smaller than twelve (12) points. The total page count shall not exceed twenty-five (25). Response shall be double-sided copying and be bound with tab dividers corresponding to the format requirements specified below. **Failure of the respondent to organize the information required by this FPB as outlined herein may result in the District, at its sole discretion, deeming the response non-responsive to the requirements of this FPB.** The Consultant, however, may reduce the repetition of identical information within several sections of the FPB by making the appropriate cross-references to other sections of the response. Submittals shall include the following information:

1. **Pages 1 and 2 of this Request for Qualifications. (SIGNED)**
2. A professional resume' including education and experience of Offeror. (Corporations, organizations, or associations should provide resumes and qualifications for principal members of the company whose employee(s) may be serving as a consultant during the Engagement or purchase process).
3. A brief narrative describing the services to be provided. The narrative should list examples of past performance in service area(s) to be provided and a description of the population to be served (e.g., special education instructors, administrators).
4. Daily rate charged for services (Not to exceed \$5,000.00). Return Bid Schedule (Appendix I) with this information. Bidders must submit a bid for the line item they are interested in providing. By responding to the appropriate line item(s), awards can then be categorized by an offeror's capabilities.
5. Appendices

The Consultant shall complete the following Appendices:

- Appendix I- Bid Schedule
- Appendix II- Non-Collusion Affidavit
- Appendix III- Conflict of Interest

IX. AWARD CRITERIA

AWARDED BY LOT - Award will be made by complete lot(s)

AWARD CRITERIA- Award will be made to all responsive and responsible Offerors.

AWARD TO MULTIPLE OFFERORS- Award may be made to more than one Offeror.

BIDS RECEIVED AFTER AWARD

23-2414 District Consulting Services

Offerors not responding to the initial solicitation may be added to the awarded vendors list provided the bidder furnishes evidence of responsibility and responsiveness to the District's original fixed price bid as authorized by the solicitation.

After the initial award, offers will be accepted every six months based on the initial award date, with awards being posted no later than 30 days from the date of acceptance. Not awards will be made during the final term of the contract.

SUBMISSION OF OFFERS AFTER THE INITIAL SUBMISSION DEADLINE:

During the term of this contract, the District will consider additional offers submitted for the Education Consulting Districtwide Term Contract. Vendors that wish to be considered during the contract term must submit offers to the District according to the instructions contained herein by the following Submission Schedule:

| | |
|------------------------|-------------------|
| SUBMISSION DEADLINE 2: | NOVEMBER 30, 2024 |
| SUBMISSION DEADLINE 3: | APRIL 30, 2025 |
| SUBMISSION DEADLINE 4: | NOVEMBER 30, 2025 |
| SUBMISSION DEADLINE 5: | APRIL 30, 2026 |
| SUBMISSION DEADLINE 6: | NOVEMBER 30, 2026 |
| SUBMISSION DEADLINE 7: | APRIL 30, 2027 |
| SUBMISSION DEADLINE 8: | NOVEMBER 30, 2027 |
| SUBMISSION DEADLINE 9: | APRIL 30, 2028 |

X. TENTATIVE SCHEDULE OF EVENTS

| | |
|-----------------------------------|-----------------------------|
| BID ISSUE DATE | June 6, 2024 |
| LAST DAY FOR QUESTIONS | June 27, 2024 at 12:00 p.m. |
| PROPOSAL DUE DATE | July 9, 2024 at 10:00 a.m. |
| NOTIFICATION OF QUALIFIED VENDORS | July 15, 2024 (Tentative) |

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XI. APPENDICES

Appendix I- Bid Schedule

Appendix II- Non-Collusion Affidavit

Appendix III- Conflict of Interest

Daily rates for consulting services shall not exceed \$5,000 per day (8 hours). The offeror may elect to offer less than \$5,000 per day, however, each line item cannot exceed more than \$5,000.00. When the District deems travel necessary, travel expenses and per diem will be provided in accordance with District travel policy and approved by the District prior to performance.

Offerors do not have to bid on all line items.

| Line Number | Quantity | Unit of Measure | Unit Price | Extended Price |
|---|----------|-----------------|------------|----------------|
| 1 | 1 | Day | | |
| Product Category: Education and Training Consulting | | | | |
| Item Description: Providing CD-12 th grade school and district professional development for all areas including, but not limited to, core content areas, special education, ESOL, fine arts, physical education, counseling, gifted and talented, career and technical areas and STEM. This professional development may also include preparing and conducting seminars or giving speeches at districtwide conferences or meetings for educational professionals and community representatives. | | | | |

| Line Number | Quantity | Unit of Measure | Unit Price | Extended Price |
|---|----------|-----------------|------------|----------------|
| 2 | 1 | Day | | |
| Product Category: Education and Training Consulting | | | | |
| Item Description: Giving Speeches at Professional conferences/Meetings across the District | | | | |

| Line Number | Quantity | Unit of Measure | Unit Price | Extended Price |
|--|----------|-----------------|------------|----------------|
| 3 | 1 | Day | | |
| Product Category: Education and Training Consulting | | | | |
| Item Description: Provide Technical Assistance to Offices within the District or a t Professional Conferences/Meetings across the District. | | | | |

| Line Number | Quantity | Unit of Measure | Unit Price | Extended Price |
|--|----------|-----------------|------------|----------------|
| 4 | 1 | Day | | |
| Product Category: Education and Training Consulting | | | | |
| Item Description: Analyzing & Providing Recommendations | | | | |

| Line Number | Quantity | Unit of Measure | Unit Price | Extended Price |
|---|----------|-----------------|------------|----------------|
| 5 | 1 | Day | | |
| Product Category: Education and Training Consulting | | | | |
| Item Description: Serving on or Charing a Task Force or Conducting Studies related to Education. | | | | |

23-2414 District Consulting Services

| Line Number | Quantity | Unit of Measure | Unit Price | Extended Price |
|---|----------|-----------------|------------|----------------|
| 6 | 1 | Day | | |
| Product Category: Education and Training Consulting | | | | |
| Item Description: Developing Educational Curriculum or related Documents | | | | |

| Line Number | Quantity | Unit of Measure | Unit Price | Extended Price |
|--|----------|-----------------|------------|----------------|
| 7 | 1 | Day | | |
| Product Category: Education and Training Consulting | | | | |
| Item Description: Develop, Edit and/or Review Educational Assessments, Questions, Forms, Items and Tools. | | | | |

| Line Number | Quantity | Unit of Measure | Unit Price | Extended Price |
|---|----------|-----------------|------------|----------------|
| 8 | 1 | Day | | |
| Product Category: Education and Training Consulting | | | | |
| Item Description: Serving as mentors, Coaches, Assessors or Grant Readers. | | | | |

| Line Number | Quantity | Unit of Measure | Unit Price | Extended Price |
|--|----------|-----------------|------------|----------------|
| 9 | 1 | Day | | |
| Product Category: Education and Training Consulting | | | | |
| Item Description: Serving as Non-Attorney Officers and/or Mediators | | | | |

APPENDIX II- NON-COLLUSION AFFIDAVIT

State of _____

County of _____

_____ being first duly sworn, deposes and says that:

(1) **I AM** _____ of _____, the Respondent that has submitted the attached FPB:

(2) **I AM** fully informed respecting the preparation and contents of the attached FPB and of all pertinent circumstances respecting such FPB:

(3) Such FBP is genuine and is not a collusive or sham FPB:

(4) Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Respondent, firm or person to submit a collusive or sham in connection with the Contract for which the attached FPB has been submitted or to retain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Respondent, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the **District** or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached FPB are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

Printed Name

Signature

Title

Subscribed and sworn to before me

this _____ day of _____, 20_____

(Notary Public)

My commission expires _____

APPENDIX III- CONFLICT OF INTEREST

I, _____ (Offeror), on behalf of myself and my company, and my sub-Contractors, if applicable, certify the following, under penalty of perjury, that to the best of my knowledge and belief:

1. No circumstances currently exist that create a Conflict of Interest in my performing the services required by the Solicitation to which I am responding or the Agreement to be signed if I am the successful Offeror in response to this Solicitation, and
2. I understand and acknowledge that my failure to disclose any affiliation or relationship that creates or may create a Conflict of Interest shall be deemed a material misrepresentation and sufficient reason for Offeror and Offeror's company to be disqualified, suspended, and/or excluded from participating in this and any future solicitation and procurements as well as removal from the Rock Hill School District vendor database. It may further result in termination of any contractual relationship with Rock Hill School District (District) and may be grounds for disciplinary action, up to and including debarment by the District, fines, penalties, imprisonment, or civil suit to be brought against Offeror or Offeror's company.
3. That to my knowledge, no employee or official of the District, nor any public agency or official affected by this Solicitation or the Agreement to be signed if I am the successful Offeror, has any pecuniary interest in the business of the Offeror's company or Offeror's sub-Contractor(s), nor does Offeror or Offeror's sub-Contractor(s) have any interest that would conflict in any manner or degree with the performance related to this Solicitation or Agreement.
4. I warrant that I and my sub-Contractor(s), if any, have not employed or retained any company or person other than a bona fide employee working solely for the Offeror's company or sub-Contractor(s) in order to solicit or secure an agreement with Rock Hill School District, as related to this Solicitation or any resulting Agreement, and that I and my sub-Contractor(s), if any, have not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Offeror's company or Offeror's sub-Contractor(s) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award of any Agreement.
5. I warrant and represent that my offer identifies and explains below any unfair competitive advantage I or my company or sub-Contractor(s) may have in competing for the Agreement to result from this Solicitation and any actual or potential conflicts of interest that may arise from my participation in this Solicitation or my receipt of an award. I acknowledge that the District intends by this statement to identify any and all potential conflicts of interest and unfair competitive advantages held by any Offeror, to prevent the existence of conflicting roles that might bias a Contractor's judgment, and prevent one Offeror or company from having an unfair competitive advantage over other Offerors.

The District, in its sole discretion, has the authority and responsibility to determine whether or not a conflict of interest or unfair competitive advantage exists, after a review of the relevant facts. I acknowledge and understand that if I or my company has an unfair competitive advantage or a conflict of interest; the District may withhold the award of this Agreement. Before withholding award on these grounds, an Offeror will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered.

List any Actual or Potential Conflicts of Interest below or check the box below to certify that none exists. Failure to fully disclose information may result in penalties and/or sanctions as outlined in #2 above.

Please check only one box below.

- ☐ **No known actual or potential Conflicts of Interest are subject to disclosure.**
- ☐ **All identified actual or potential Conflicts of Interest and/or Unfair Competitive advantage(s) are stated below and submitted for further review by Rock Hill School District.**

6. I warrant that should I become aware of an actual or potential conflict of interest involving my company or sub-Contractor(s), if any, in performing the services under the Agreement or responding to this Solicitation, I will notify the District immediately. I also warrant that should I become aware of any competitive advantage that my company or sub-Contractor(s) have in responding to this Solicitation or providing services under an Agreement related to this Solicitation, I will immediately notify the District of the discovery of a possible competitive advantage. I understand and acknowledge that this obligation to inform the District of the discovery of a conflict of interest or competitive advantage is a continuing obligation and extends throughout the Term of the Agreement for this procurement.

7. By signing this statement, I certify for myself and on behalf of my company and any of my sub-Contractor(s) that I have and will comply with, and have not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (Ethics Act). I acknowledge and understand that the District may rescind any Agreement and recover all amounts expended as a result of any action taken in violation of this provision. If I or my company or sub-Contractor(s) participate, directly or indirectly, in the evaluation or award of public Agreements, including without limitation, change orders, or task orders regarding a public Agreement, I shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the Purchasing Agent at the same time the law required the statement to be filed.

Company Name: _____

By: _____

Print Name: _____

Title: _____

Date: _____