

	Request for Proposal	Solicitation Number: Date Issued: Procurement Officer: Phone: E-Mail Address:	PTC - 294 08/06/2018 Brian K. McKenna 864-941-8314 mckenna.b@ptc.edu
	Amendment 1		

DESCRIPTION: Contract with third-party vendor to provide a student online payment plan, electronic payments, departmental e-commerce payments and card processing all to be hosted on the vendor's servers.
USING GOVERNMENTAL UNIT: Piedmont Technical College. Greenwood, S.C.

<i>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.</i>
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SUBMIT YOUR SEALED OFFER MARKED PTC-294 TO EITHER OF THE FOLLOWING ADDRESSES:
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MAILING ADDRESS: Piedmont Technical College Brian K. McKenna, Procurement Officer PO Box 1467 Greenwood, SC 29648	PHYSICAL ADDRESS: Piedmont Technical College Brian K. McKenna, Procurement Officer 620 N Emerald Road Greenwood, SC 29646
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SUBMIT OFFER BY (Opening Date/Time): 08/22/2018 2:00 PM (See "Deadline For Submission Of Offer")

QUESTIONS MUST BE RECEIVED BY: 08/02/2018 2:00 PM (See "Questions From Offerors" provision)
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NUMBER OF COPIES TO BE SUBMITTED: FOUR ORIGINAL
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CONFERENCE TYPE: N/A (As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)	LOCATION: N/A
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AWARD & AMENDMENTS	Award will be posted on 08/29/2018 ; The award, this solicitation, any amendments, and any related notices will be posted at: https://www.ptc.edu/about/administrative-offices/procurement
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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.)	
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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.
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AUTHORIZED SIGNATURE Person must be authorized to submit binding offer to contract on behalf of Offeror.)	TAXPAYER IDENTIFICATION NO. (See "Taxpayer Identification Number" provision)
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TITLE (business title of person signing above)	STATE VENDOR NO. (if applicable) (Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)
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PRINTED NAME (printed name of person signing above)	DATE SIGNED	STATE OF INCORPORATION (If you are a corporation, identify the state of incorporation.)
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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)

(Return Page 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)
	_____ Area Code - Number - Extension Facsimile
	_____ E-mail Address

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
____ Payment Address same as Home Office Address	____ Order Address same as Home Office Address
____ Payment Address same as Notice Address (check only one)	____ Order Address same as Notice Address (check only one)

ACKNOWLEDGMENT OF AMENDMENTS Offeror 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 - SC RESIDENT VENDOR PREFERENCE (June 2005): Section 11-35-1524 provides a preference for Offeror that qualify as a resident vendor. A resident vendor is an offeror that (a) is authorized to transact business within South Carolina, (b) maintains an office* in South Carolina, (c) either (1) maintains a minimum \$10,000.00 representative inventory at the time of the solicitation, or (2) is a manufacturer which is headquartered and has at least a ten million dollar payroll in South Carolina, and the product is made or processed from raw materials into a finished end-product by such manufacturer or an affiliate (as defined in section 1563 of the Internal Revenue Code) of such manufacturer, and (d) has paid all assessed taxes. If applicable, preference will be applied as required by law.	OFFERORS REQUESTING THIS PREFERENCE MUST INITIAL HERE. _____ *ADDRESS AND PHONE OF IN-STATE OFFICE ____ In-State Office Address same as Home Office Address ____ In-State Office Address same as Notice Address (check only one)
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PREFERENCES - SC/US END-PRODUCT (June 2005): Section 11-35-1524 provides a preference to vendors offering South Carolina end-products or US end-products, if those products are made, manufactured, or grown in SC or the US, respectively. An end-product is the item identified for acquisition in this solicitation, including all component parts in final form and ready for the use intended. The terms made, manufactured, and grown are defined by Section 11-35-1524(B). By signing your offer and checking the appropriate space(s) provided and identified on the bid schedule, offeror certifies that the end-product(s) is either made, manufactured or grown in South Carolina, or other states of the United States, as applicable. Preference will be applied as required by law.	IF THIS PREFERENCE APPLIES TO THIS PROCUREMENT, PART VII (BIDDING SCHEDULE) WILL INCLUDE A PLACE TO CLAIM THE PREFERENCE. OFFERORS REQUESTING THIS PREFERENCE MUST CHECK THE APPROPRIATE SPACES ON THE BIDDING SCHEDULE.
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End of Page Two

AMENDMENTS TO SOLICITATION (JAN 2004)

(a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <https://www.ptc.edu/about/administrative-offices/procurement> (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]

QUESTIONS FROM OFFERORS - AMENDMENT (JUN 2017)

THE SOLICITATION IS AMENDED AS PROVIDED HEREIN. INFORMATION OR CHANGES RESULTING FROM QUESTIONS WILL BE SHOWN IN A QUESTION-AND-ANSWER FORMAT. ALL QUESTIONS RECEIVED HAVE BEEN REPRINTED BELOW. THE "STATE'S RESPONSE" SHOULD BE READ WITHOUT REFERENCE TO THE QUESTIONS. THE QUESTIONS ARE INCLUDED SOLELY TO PROVIDE A CROSS-REFERENCE TO THE POTENTIAL OFFEROR THAT SUBMITTED THE QUESTION. QUESTIONS DO NOT FORM A PART OF THE CONTRACT; THE "STATE'S RESPONSE" DOES. ANY RESTATEMENT OF PART OR ALL OF AN EXISTING PROVISION OF THE SOLICITATION IN AN ANSWER DOES NOT MODIFY THE ORIGINAL PROVISION EXCEPT AS FOLLOWS: UNDERLINED TEXT IS ADDED TO THE ORIGINAL PROVISION. STRICKEN TEXT IS DELETED. [02-2A097-1]

The Solicitation is hereby amended to incorporate the following:

NEW OPENING DATE AND TIME: August 22, 2018 2:00 pm

NEW AWARD POSTING DATE: August 29, 2018

Questions and Answers pertaining to the Original Solicitation are as follows:

Q1: Is an existing integration with Ellucian Banner a requirement, or could a vendor integrate with Banner after contract awardance?

A1: *An existing integration with Ellucian Banner is a requirement. This will insure the continuance of services to students without interruptions.*

Q2: Please confirm that the College wishes physical copies of the proposal to be submitted via mail/carrier, and not an electronic upload option as indicated on page 12.

A2: *Please submit FOUR HARD COPY ORIGINAL DOCUMENTS. Electronic submissions will not be accepted.*

Q3: Does the College have a preference for whether the hard copies are bound, in binders, or otherwise prepared?

A3: *The College does not have a preference for how the hard copies are bound or prepared.*

Q4: Please provide transaction/volume data for the past year.

A4: *Answer: July 1, 2017 through June 30, 2018
Transactions: 5,623
Volume: \$2,238,945.03*

END OF AMENDMENT