

	Lancaster County School District <i>Amendment Number 1</i>	Solicitation Number	201511
		Solicitation Issue Date	11/03/14
		Amendment #1 Issue Date	11/12/14
		Procurement Officer	Jan Petersen, CPPO, CPPB
		Phone	(803) 416-8842
		E-Mail Address	Procurement.Dept@lcsdmail.net

DESCRIPTION: **E-Rate Consultant Services**

The Term "Offer" Means Your "Bid" or "Proposal".

SUBMIT OFFER BY (Opening Date/Time): **11/17/14 3:00 PM - EST** See "Deadline for Submission of Offer" provision

QUESTIONS MUST BE RECEIVED BY: **11/10/14 3:00 PM - EST** See "Questions from Offerors" provision

NUMBER OF COPIES TO BE SUBMITTED: **One (1) original and four (4) copies (marked "copy")**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR OFFER TO THE FOLLOWING ADDRESS:

PHYSICAL & MAILING ADDRESS: Lancaster County School District Attn: Jan Petersen, Director of Procurement 300 South Catawba Street Lancaster, SC 29720 <small>See "Submitting Your Offer" provision</small>
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CONFERENCE TYPE: N/A DATE & TIME: As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions		LOCATION: Lancaster County School District Office 300 South Catawba Street Lancaster, SC 29720	
AWARD & AMENDMENTS	Award will be posted at the physical address stated above no later than 11/26/14. The award, this solicitation, and any amendments will be posted at the following web address: http://www.lancastercsd.com .		
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 ninety (90) calendar days after the opening date.			
NAME OF OFFEROR <small>(Full legal name of business submitting the offer)</small>		OFFEROR'S TYPE OF ENTITY: <small>(Check one)</small>	
AUTHORIZED SIGNATURE <small>(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)</small>		<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 _____	
TITLE <small>(Business title of person signing above)</small>		<input type="checkbox"/> Other _____	
PRINTED NAME <small>(Printed name of person signing above)</small>	DATE SIGNED	<small>(See "Signing your Offer" provision)</small>	
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 <small>(If offeror is a corporation, identify the State of Incorporation.)</small>			
TAXPAYER IDENTIFICATION NO. <small>(See "Taxpayer Identification Number" provision)</small>			

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(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 ___ Payment Address same as Notice Address (check only one)	___ Order Address same as Home Office Address ___ 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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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

Questions & Answers:

The following questions were submitted prior to the deadline for submission of questions:

Question # 1: *What is required for the “electronic management system” referenced in the solicitation?*

Answer # 1: *On page 14, second paragraph it states, “Consultant will maintain a web-based electronic management system that will provide LCSD access to files and documents and the system must also, at a minimum, have the ability to:*

- 1) Track available funding;**
- 2) Track and provide warnings of deadlines for all required E-Rate forms;**
- 3) Maintain an archive of copies of service provider contracts and invoices and related documents;**
- 4) Track allowable funding opportunities for LCSD sites;**
- 5) Assist LCSD staff in responding to questions from program auditors;**
- 6) Provide the ability to archive and recall program-related data and documentation for up to ten (10) years after the last date of service for each funding year; and**
- 7) Maintain an asset inventory for LCSD assets purchased with program funds.**

Question # 2: *Can you provide copies of the Form 471 and Attachment 21 for FY 2013 and FY 2014?*

Answer # 2: *Yes, we can provide these forms. Forms available upon request.*

Question # 3: *Assuming a December 1, 2014 contract date, will we be required/expected to complete the work required for the current funding year (2014-15), or should we expect to start fresh with 2015-16?*

Answer # 3: *Form 486 has been filed for 2014-15 and discounts are already being received. The awarded firm would be expected to begin filings, etc. for 2015-16. The only requirement for 2014-2015 would be if there are any reviews or audits and the contracted firm would be required to assist in the process.*

Question #4: *Is the District planning any specific upgrade/contraction of services provided (during the expected term of the agreement)?*

Answer # 4: *It is possible, depending on what E-Rate will fund.*

Question # 5: *Of the 32 district sites, 21 are identified as schools. What are the other eleven (11) used for?*

Answer # 5: *Thirty-two (32) is the total number of all district offices and schools. The “11” are satellite offices.*

Question # 6: *Please confirm your BEN = 127240? Are there any other BENs used in your applications?*

Answer # 6: *Yes, our BEN is 127240. There are no other BENs used in our applications.*

****All discussions for this solicitation shall be directed to the Procurement Department ONLY.****

The deadline for submission of questions has expired.

All other requirements of this solicitation remain unchanged.