

	<b>Richland County School District One</b>  <b>Request for Qualifications</b> <b>Amendment No. 1</b>	Solicitation Number Date Issued Procurement Officer Phone E-mail Address	<b>RFQ 2023-018</b> <b>February 24, 2022</b> <b>Stephanie Conrad</b> <b>803-231-7031</b> stephanie.conrad@richlandone.org
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DESCRIPTION: **“Provide Freedom of Information Act (FOIA) Management Software Solution”**

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

SCHEDULE OF EVENTS	DATE AND TIME
QUESTIONS MUST BE RECEIVED BY:	February 22, 2023 @ 2:00 PM EST
POST RESPONSE TO BID QUESTIONS	February 24, 2023 @ 4:00 PM EST
<b>DEADLINE FOR BID:</b> (Bids will be opened on the submittal date at 2:00 PM EST)	<b>March 2, 2023 @ 2:00 PM EST</b>

All questions must be submitted via email to: **Stephanie Conrad**, Procurement Specialist, stephanie.conrad@richlandone.org  
Solicitation Number must appear in the subject line of the email.

**NOTE: There will NOT be a public opening due to COVID-19**

Offer must be submitted in a sealed package. Solicitation Number, Company Name and Opening Date must appear on package exterior.

**Offeror is to provide One (1) Original, one (5) Copies and one (1) Electronic USB copy.**

<b>SUBMIT YOUR PDF OFFER TO THE FOLLOWING ADDRESS:</b> <b>Procurement Services</b> <b>201 Park Street, Room 209</b> <b>Columbia, S.C. 29201</b>
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<b>AWARD &amp; AMENDMENTS</b>	This solicitation, any amendments and award, will be posted at the following <a href="https://www.richlandone.org/Page/306">https://www.richlandone.org/Page/306</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

<b>NAME OF OFFEROR</b> (Full legal name of business submitting the offer)	<b>OFFEROR'S TYPE OF ENTITY:</b> (Check one)  <input type="checkbox"/> Small <input type="checkbox"/> Women <input type="checkbox"/> Minority <input type="checkbox"/> Other _____  (See provision entitled "Signing Your Offer")
<b>AUTHORIZED SIGNATURE</b>  (Person signing must be authorized to submit binding offer to enter contract on behalf of offeror named above)	
<b>TITLE</b> (Business Title of person signing above)	
<b>PRINTED NAME</b> (Printed name of person signing above)	
<b>STATE OF INCORPORATION</b> (If Offeror is a corporation, identify the state of Incorporation.)	
<b>TAXPAYER IDENTIFICATION NO.</b> (See "Taxpayer Identification Number" provision)	

COVER PAGE (Revision 3, June 2017)

## NOTICE

### Solicitation No. 2023-018 Provide Freedom of Information Act (FOIA) Management Software Solution

#### Amendment No. 1 Date of Issue: February 24, 2023

The following information shall be incorporated as part of the above-mentioned solicitation; all other terms and conditions remain unchanged.

#### Questions and Answers

Q1. Is any pricing information required?

A. If so, how many requests does the school district typically receive?

**R1. In accordance with the solicitation document, page two (2), paragraph three (3), no pricing information is being requested at this time. The source selection method being utilized is the RFQ, Request for Qualifications only.**

**R1A. The average number of requests received is estimated at 25 annually.**

Q2. What merchant accounts does the school district have established, if any?

**R2. The school District does not have any merchant accounts.**

Q3. Can you please provide a brief overview of your request workflow process?

**R3. The current process can be found at the following:  
<https://www.richlandone.org/domain/1887>**

Q4. Does the school district receive requests for emails or any and all communications?

**R4. The District receives requests via email and U.S. mail.**

OFFEROR MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO DATE AND TIME SPECIFIED IN THE SOLICITATION, OR AS AMENDED, BY ONE OR THE FOLLOWING METHODS: (A) BY SIGNING AND RETURNING ONE COPY OF THIS AMENDMENT WITH YOUR BID; (B) BY ACKNOWLEDGING RECEIPT OF THIS AMENDMENT ON EACH COPY OF THE OFFER SUBMITTED; OR (C) BY SEPARATE LETTER OR TELEGRAM WHICH INCLUDES A REFERENCE TO THE SOLICITATION AND AMENDMENT NUMBER(S). FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE ISSUING OFFICE PRIOR TO DATE AND TIME SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. IF, BY VIRTUE OF THIS AMENDMENT YOU DESIRE TO CHANGE AN OFFER ALREADY SUBMITTED, SUCH CHANGE MAY BE MADE BY LETTER OR TELEGRAM, PROVIDED SUCH LETTER OR TELEGRAM MAKES REFERENCE TO THE SOLICITATION AND THIS AMENDMENT AND IS RECEIVED PRIOR TO DATE AND TIME SPECIFIED.

\*\*\*\*\* END OF AMENDMENT NO. \*\*\*\*\*