



Greenville Technical College
Request for Written Quotes

Solicitation Number: GTC-26-01-318RFQ
Employee and Student Health Compliance Management System
Date Issued: February 26, 2026
Procurement Officer: Valentina Johnson
Phone: (864) 250-8180
E-Mail Address: Valentina.Johnson@gvltec.edu
Mailing Address: PO Box 5616 Greenville, SC 29606

DESCRIPTION: Employee and Student Health Compliance Management System

USING DEPARTMENT UNIT: School of Health Sciences

The Term "Offer" Means Your "Bid" or "Proposal". Solicitation Number must appear on your quote.

SUBMIT YOUR OFFER TO: Valentina.Johnson@gvltec.edu

SUBMIT QUOTE BY (Opening Date/Time): March 24, 2026 @2:00 PM.

QUESTIONS MUST BE RECEIVED BY: March 6, 2026 @ 5:00 PM

NUMBER OF COPIES TO BE SUBMITTED: **One (1) copy to be emailed to Valentina.Johnson@gvltec.edu**

By submitting a quote, 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.

Offerors must submit a Supplier Classification form (included in this document), Certificate of Insurance and a current W9 with their offer. Offerors must submit a quote for the initial purchase (Year 1) including any implementation and support/maintenance fees and the quote should also include the costs for the Year 2 and Year 3 options. By submitting an offer, you are confirming that you meet or exceed all specifications and requirements in this document.

Pursuant to Section **19-445.2141.** of the SC Consolidated Procurement Code, Greenville Technical College is accepting quotes from qualified suppliers for the purchase of a cloud-based Employee and Student Health Compliance Management System designed specifically for higher education institutions with clinical and healthcare programs.

This will be a one (1) year contract with two (2) options to renew for a period of one (1) year each. The maximum potential length of this contract if all renewal options are exercised is three (3) years.

General Requirements

Offeror's proposed solution must be owned and developed by offeror, or proposal will be deemed as non-responsive.

The management system shall provide a single, unified, end-to-end platform that supports regulatory compliance, credential tracking, clinical documentation, reporting, and auditing requirements for students, faculty, and staff participating in clinical education and employment activities.

The proposed solution must:

- Support automation of vaccination retrieval, respirator medical review and fit testing, clinical compliance workflows required by state and federal regulation
- Be highly configurable to accommodate program-specific, cohort-specific, and clinical affiliate-specific requirements that may change over time
- Be purpose-built for higher education, students, faculty, and public-sector institutions such as clinical affiliates
- Operate as a single, integrated platform provided by one vendor
- Eliminate the need for multiple disconnected systems for core functionality
- Be configurable to meet GTC School of Health Sciences (SoHS) specific requirements without requiring custom software development
- Support customization by:
 - Academic program
 - Cohorts within programs
 - Clinical affiliate-specific requirements.
- Support regulatory compliance with applicable state and federal laws and regulations, including but not limited to HIPAA, OSHA, and NHSN reporting requirements

1. Vendor Qualifications and Validation of Services

- Experience implementing comparable systems for colleges, universities, or healthcare-related educational institutions
- Ability to provide references for successful implementations at similar institutions
- Responsiveness, reliability, and capacity to meet implementation timelines

To determine responsiveness and responsibility, vendors may be required to:

- Provide system demonstrations prior to award.
- Submit documentation detailing:
 - System specifications
 - Security architecture
 - Implementation approach and estimated timeline
 - Data storage limits and retention policies
 - Support and maintenance model

2. Unified Employee and Student Health Platform

The system must provide a unified platform supporting Employee Health and Student Health within a single, secure, cloud-hosted environment. **The platform shall be designed for academic institutional health compliance and credentialing and is not intended to function as a campus clinic electronic health record (EHR) system.**

The system must:

- Be configurable to meet GTC SoHS compliance requirements for faculty, staff, and students
- Operate within a single, secure, cloud-hosted environment
- Support user registration for students, faculty, and staff based on implementation-defined criteria.
- Support roster import functionality from GTC student information system, currently Ellucian Colleague on-premise
- Integrate with Microsoft AAD-backed Single Sign-On (SSO) for students and employees
- Support data migration from GTC's system currently a legacy on-premise single user database system
- Support regulatory reporting for Influenza and COVID-19 to the National Healthcare Safety Network (NHSN)
- Meet all applicable regulatory record retention requirements
- Track symptoms and exposures related to infectious and/or reportable diseases
- Support customizable GTC-specific forms, surveys, waivers, and consents
- Include workflows for accommodation requests and declinations
- Provide a vendor-staffed help desk with ticket submission, tracking, and resolution communication
- Provide vendor-led project management, including:
 - Designated project manager
 - Implementation planning
 - Training
 - Ongoing support

3. Functional Requirements

3.1 Health Information Management

The system must support:

- Data entry via self-submission, administrative entry, and data import
- Secure storage of supporting documentation, including immunization records, titers, TB testing, and physical examinations
- Organization of records by program, cohort, and clinical affiliate
- Customizable reporting, including identification of expired requirements

- Import and export of reports
- Creation of customizable fillable forms (e.g., TB Risk Assessments, Technical Performance Standards, Essential Functions)
- Entry of clinical notes
- Secure self-service submission workflows

3.2 Automated Vaccine Retrieval

The system must support:

- Bi-directional integration with U.S. state Immunization Information Systems (IIS), either directly or through established, supported integrations
- Automated querying, retrieval, validation, and reconciliation of vaccination records with employee or student consent

3.3 OSHA Respirator Medical Evaluation and Fit Testing

The system must:

- Include the OSHA-required Respirator Medical Evaluation Questionnaire
- Support automated provider review, routing, clearance tracking, and documentation
- Maintain documentation in compliance with OSHA 29 CFR 1910.134
- Support documentation of respirator fit testing, including respirator type, brand, size, and style

3.4 Drug Testing Information Management

The system must support:

- Data entry with associated notes
- Secure document storage
- Organization by program, cohort, or clinical affiliate
- Customizable reporting and import/export functionality
- Automated workflow escalation for abnormal results to designated SoHS approvers

3.5 Criminal Background Check Management

The system must support:

- Data entry with notes
- Secure document storage
- Organization by program, cohort, or clinical affiliate
- Customizable reporting and import/export functionality

3.6 Accident/Reportable Illness/Exposure Tracking

The system must support:

- Data entry with notes
- Secure document storage
- Organization by program, cohort, or clinical affiliate
- Customizable reporting and import/export functionality

3.7 Additional School of Health Sciences Requirements

The system must support tracking and documentation of additional compliance requirements, including but not limited to:

- CPR certification

- OSHA training
- Clinical identifiers (user ID, badge number)
- Faculty licensure and certifications
- Clinical site-specific training
- Additional medical or professional insurance requirements
- Capabilities must include data entry, notes, secure document storage, organization by program/cohort/affiliate, and customizable reporting.

3.8 Clinical Contract Tracking and Management

The system must provide functionality to manage clinical site contracts within the same secure platform, including:

- Centralized digital records of contracts with start and end dates and status
- Association of contracts with academic programs and clinical sites
- Configurable agency data forms
- Upload and storage of executed contracts and supporting documents
- Reporting on expired and soon-to-expire contracts
- Export functionality to CSV or Excel formats

4. Security, Privacy, and Compliance Requirements

The proposed solution must:

- Be cloud-hosted, eliminating the need for on-premise infrastructure managed by GTC
- Be fully HIPAA-compliant
- Maintain SOC 2 Type II certification, validated annually through independent audit
- Employ industry-standard security controls, including:
 - Encryption at rest (AES-256 or equivalent)
 - Encryption in transit (TLS 1.2 or higher)
 - Multi-factor authentication
 - Role-based and least-privilege access controls
 - Continuous monitoring of cloud infrastructure

5. Data Ownership and Retention

- All data generated or stored within the system shall remain the property of Greenville Technical College.
- Vendors must support data export in standard formats upon request or upon contract termination.
- Vendors must clearly define data retention policies and timelines.

6. Support, Training, and Customer Success Requirements

Vendors must clearly describe their **support, training, and ongoing customer success model** for Greenville Technical College (GTC) and the School of Health Sciences (SoHS). Responses should demonstrate how the vendor will ensure system reliability, user adoption, regulatory compliance, and long-term success.

6.1 Support Model Overview

The Vendors must provide a detailed description of their support organization, including:

- Customer support vendor-staffed model only
- Location(s) of support staff, U.S.-based only
- Hours of operation for standard support
- Availability of after-hours, weekend, or emergency support
- Support channels offered (e.g., ticketing portal, email, phone, live chat)

6.2 Help Desk and Ticket Management

The system must include a vendor-staffed help desk. Vendors must outline:

- How users submit support requests (students, faculty, staff, administrators)
- Ticket prioritization and severity definitions (e.g., critical, high, medium, low)
- Target response and resolution times by severity level (SLA commitments)
- How users are notified of ticket status updates and resolutions
- Escalation paths for unresolved or urgent issues

Vendors should specify whether support is provided for:

- End users (students and faculty)
- Administrative users
- System administrators and compliance staff

6.3 Implementation and Go-Live Support

Vendors must describe their implementation support model, including:

- Assignment of a **designated project manager**
- Implementation planning and milestone tracking
- Validation and Testing
- Configuration support for programs, cohorts, and clinical affiliates
- Go-live support and stabilization period following launch

6.4 Training and Knowledge Resources

Vendors must outline their approach to training and enablement, including:

- Initial training provided to administrators and staff
- Training for faculty and/or end users, if applicable
- Format of training (live sessions, recorded webinars, documentation, videos)
- Availability of a knowledge base or self-service help resources
- Ongoing training for new features, regulatory updates, or system enhancements

6.5 Ongoing Customer Success and Account Management

Vendors must describe how they support GTC beyond basic technical support, including:

- Assignment of a dedicated customer success manager or account manager
- Frequency and format of check-ins (e.g., quarterly business reviews)
- Proactive communication regarding system updates, enhancements, and regulatory changes
- Support for changes in program requirements, cohorts, or clinical affiliates over time
- Process for submitting and prioritizing enhancement requests

6.6 System Maintenance and Updates

Vendors must describe:

- How system updates and enhancements are delivered (e.g., automatic cloud updates)
- Frequency of planned maintenance
- How customers are notified of maintenance or outages
- Expected system uptime and availability targets

6.7 Support for Compliance and Reporting

Vendors must explain how support staff assist with:

- Regulatory reporting (e.g., NHSN submissions)
- Audit preparation and data validation
- Troubleshooting compliance workflows
- Responding to changes in state or federal health compliance requirements

6.8 Support Metrics and Performance Reporting

Vendors should identify:

- Key support performance metrics tracked (e.g., response time, resolution time)
- Availability of support reports upon request
- Customer satisfaction measurement methods (e.g., CSAT surveys)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Contractor warrants that it will not make available or distribute any student education records it receives from the College in violation of the federal Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. section 1232g. Contractor agrees to limit access to records provided by the College to its employees with a legitimate need to know in order for the Contractor to fulfill its obligations under this agreement. Contractor warrants that it has procedures in place to prevent unauthorized access to data provided by the College, and the procedures will be documented and available to the College upon request. Contractor will notify the College immediately in the event of a security breach that could or does impact the College records or data. Contractor agrees that College data will not be shared or sold to third parties without prior written authorization from the College. Contractor agrees to notify the College immediately if it receives a subpoena, court order, or other request for College data, so the College can take appropriate action if needed.

DISENGAGEMENT SERVICES

- a) Contractor shall prepare and deliver to the UGU a detailed Disengagement Plan within 30 days after written notice from the UGU. This plan should describe activities to be performed to transition contract functions to the State or its designee(s).
- b) Contractor shall return all UGU data and records contained within Contractor's system, in a format requested by UGU, upon conclusion of the contract to UGU at no additional cost.
- c) At UGU's request, Contractor must destroy all UGU data in a reasonable time (but no later than 90 days following such a request). Once this task is completed, Contractor must provide a certificate of destruction certifying that all UGU data was destroyed.

AWARD CRITERIA – BIDS (JAN 2006)

Award will be made to the lowest responsible and responsive bidder. [06-6020-1]

AWARD TO ONE OFFEROR (JAN 2006): Award will be made to one Offeror. [06-6040-1]

ETHICS CERTIFICATE (MAY 2008)

By submitting an offer, the offeror certifies that the offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the procurement officer at the same time the law requires the statement to be filed. [02-2A075-2]

OPEN TRADE REPRESENTATION (JUN 2015)

By submitting an Offer, Offeror represents that Offeror is not currently engaged in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300. [02-2A083-1]

DRUG FREE WORK PLACE CERTIFICATION (JAN 2004)

By submitting an Offer, Contractor certifies that, if awarded a contract, Contractor will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended. [02-2A065-1]

QUALIFICATIONS OF OFFEROR (MAR 2015)

- (1) To be eligible for award, you must have the capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance. We may also consider a documented commitment from a satisfactory source that will provide you with a capability. We may consider information from any source at any time prior to award. We may elect to consider (i) key personnel, any predecessor business, and any key personnel of any predecessor business, including any facts arising prior to the date a business was established, and/or (ii) any subcontractor you identify.
- (2) You must promptly furnish satisfactory evidence of responsibility upon request. Unreasonable failure to supply requested information is grounds for rejection.
- (3) Corporate subsidiaries are cautioned that the financial capability of an affiliated or parent company will not be considered in determining financial capability; however, we may elect to consider any security, e.g., letter of credit, performance bond, parent-company corporate guaranty, that you offer to provide Instructions and forms to help assure acceptability are posted on procurement.sc.gov, link to "Standard Clauses & Provisions." [05-5005-2]

DUTY TO INQUIRE (modified)

Offeror, by submitting an Offer, represents that it has read and understands the Solicitation and that its Offer is made in compliance with the Solicitation. Offerors are expected to examine the Solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Offeror's risk. All ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation shall be interpreted to require the better quality or greater quantity of work and/or materials, unless otherwise directed by amendment. Offeror assumes responsibility for any patent ambiguity in the Solicitation that Offeror does not bring to the State's attention.

QUESTIONS FROM OFFERORS (FEB 2015)

(a) Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions regarding the original solicitation or any amendment must be received by the Procurement Officer no later than five (5) days prior to opening unless an earlier date is stated on the Cover Page. Label any communication regarding your questions with the name of the procurement officer, and the solicitation's title and number. Oral explanations or instructions will not be binding. [See R. 19-445.2042(B)] Any information given a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective offerors. See clause entitled "Duty to Inquire." We will not identify you in our answer to your question. (b) The State seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Officer -- as soon as possible -- regarding any aspect of this procurement, including any aspect of the Solicitation that unnecessarily or inappropriately limits full and open competition. [See R. 19-445.2140] [02-2A095-2]

E-mail questions to valentina.johnson@gvltec.edu no later than 5:00 PM, on Thursday, March 6, 2026 titled in subject line "GTC-26-01-318RFQ Employee and Student Health Compliance Management System". Questions received after this date and time may not be answered.

NO INDEMNITY OR DEFENSE (FEB 2015)

Any term or condition is void to the extent it requires the State to indemnify, defend, or pay attorney's fees to anyone for any reason. [07-7A045-2]

DISCLOSURE OF CONFLICTS OF INTEREST OR UNFAIR COMPETITIVE ADVANTAGE (JUL 2023)

("OCI FAQ for Contractors" is available at www.procurement.sc.gov)

- (a) You certify that, after reasonable inquiry, to the best of your knowledge and belief: (1) your offer identifies any services that relate to either this solicitation or the work and that have already been performed by you, a proposed subcontractor, or an affiliated business or consultant of either; and (2) there are no relevant facts or circumstances that may give rise to an actual or potential organizational conflict of interest, as defined in S.C. Code Ann. Reg. 19-445.2127, or that your offer identifies and explains any unfair competitive advantage you may have in competing for the proposed contract and any actual or potential conflicts of interest that may arise from your participation in this competition or your receipt of an award.
- (b) If you, a proposed subcontractor, or an affiliated business or consultant of either, have an unfair competitive advantage or an actual or potential conflict of interest, the State may withhold award. Before withholding award on these grounds, the

State will notify you of the concerns and provide a reasonable opportunity for you to respond. The State may consider efforts to avoid or mitigate such concerns, including restrictions on future activities.

(c) The certification in paragraph (a) of this provision is a material representation of fact upon which the State will rely when considering your offer for award. [02-2A047-3]

ORGANIZATIONAL CONFLICT OF INTEREST (JUL 2023)

(a) The Contractor agrees to immediately advise the Procurement Officer if an actual or potential organizational conflict of interest is discovered after award, and to make a full written disclosure promptly thereafter to the Procurement Officer. This disclosure shall include a description of actions which the Contractor has taken or proposes to take, after consultation with the Procurement Officer, to avoid, mitigate, or neutralize the actual or potential conflict.

(b) The State may terminate this contract for convenience, in whole or in part, if it deems such termination necessary to avoid an organizational conflict of interest. Contractor's failure to include an appropriate termination for convenience clause in any subcontract shall not increase the obligation of the State beyond what it would have been if the subcontract had contained such a clause.

(c) The disclosure required by paragraph (a) of this provision is a material obligation of the contract. If the Contractor knew or should have known of an organizational conflict of interest prior to award, or discovers an actual or potential conflict after award, and does not disclose, or misrepresents, relevant information to the Procurement Officer, the State may terminate the contract for default. [07-7A054-1]

CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS (JAN 2004)

(a)(1) By submitting an Offer, Offeror certifies, to the best of its knowledge and belief, that-

(i) Offeror and/or any of its Principals-

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency;

(B) Have not, within a three-year period preceding this offer, 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

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

(b) Offeror shall provide immediate written notice to the Procurement Officer if, at any time prior to contract award, Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) If Offeror is unable to certify the representations stated in paragraphs (a)(1), Offer must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Offeror's responsibility. Failure of the Offeror to furnish additional information as requested by the Procurement Officer may render the Offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to the State, the Procurement Officer may terminate the contract resulting from this solicitation for default.

[02-2A035-1]

PREFERENCES - A NOTICE TO VENDORS (SEP 2009)

On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences. ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE

REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES. [11-35-1524(E)(4) & (6)] [02-2B111-1]

PREFERENCES - SC/US END-PRODUCT (SEP 2009)

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 tangible project 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(A). By signing your offer and checking the appropriate space(s) provided and identified on the bid schedule, you certify 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. Post award substitutions are prohibited. See "Substitutions Prohibited - End Product Preferences (Sep 2009)" provision. [02-2B112-1]

PREFERENCES - RESIDENT CONTRACTOR PREFERENCE (SEP 2009)

To qualify for the RCP, you must maintain an office in this state. An office is a nonmobile place for the regular transaction of business or performance of a particular service which has been operated as such by the bidder for at least one year before the bid opening and during that year the place has been staffed for at least fifty weeks by at least two employees for at least thirty five hours a week each. In addition, you must, at the time you submit your bid, directly employ, or have a documented commitment with, individuals domiciled in South Carolina that will perform services expressly required by the solicitation and your total direct labor cost for those individuals to provide those services must exceed fifty percent of your total bid price. [11-35-1524(C)(1)(iii)] Upon request by the procurement officer, you must identify the persons domiciled in South Carolina that will perform the services involved in the procurement upon which you rely in qualifying for the preference, the services those individuals are to perform, and documentation of your labor cost for each person identified. If requested, your failure to provide this information promptly will be grounds to deny the preference (and, potentially, for other enforcement action). [02-2B113A-1]

PREFERENCES - RESIDENT VENDOR PREFERENCE (SEP 2009)

To qualify for the RVP, you must maintain an office in this state. An office is a nonmobile place for the regular transaction of business or performance of a particular service which has been operated as such by the bidder for at least one year before the bid opening and during that year the place has been staffed for at least fifty weeks by at least two employees for at least thirty five hours a week each. In addition, you must either: (1) maintain at a location in South Carolina at the time of the bid an inventory of expendable items which are representative of the general type of commodities for which the award will be made and which have a minimum total value, based on the bid price, equal to the lesser of fifty thousand dollars [\$50,000] or the annual amount of the contract; or (2) be a manufacturer headquartered and having an annual payroll of at least one million dollars in South Carolina and the end product being sold is either made or processed from raw materials into a finished end product by that manufacturer or its affiliate (as defined in Section 1563 of the Internal Revenue Code). [02-2B114-1]

PROTESTS (MAY 2024)

(a) If you are aggrieved in connection with the solicitation or award of the contract, you may be entitled to protest, but only as provided in Section 11-35-4210. To protest the solicitation or an amendment, your written protest must be received within fifteen Days of the date the applicable solicitation document is issued. To protest an award, (i) written notice of your intent to protest must be received within seven Business Days of the date the award notice is posted, and (ii) your actual written protest must be received within fifteen Days of the date the award notice is posted. Time periods are computed in accordance with Section 11-35-310(13) and the definitions for Day and Business Day. Both protests and notices of intent to protest must be received by the appropriate Chief Procurement Officer (CPO). See clause entitled "Protest-CPO." (b) Pursuant to Section 11-35-410, documents directly connected to a procurement activity may be available within five days after request. All document requests should be directed to Valentina.Johnson@gvltec.edu. If a protest is pending, the protestant's lawyer may access otherwise unavailable information by applying to the CPO for the issuance of a protective order. Additional information is available at www.procurement.sc.gov/legal [02-2A085-3]

PROTEST - CPO - MMO ADDRESS (Modified)

Any protest must be addressed to the Chief Procurement Officer, Materials Management Office, and submitted in writing by email to protest-mmo@mmo.state.sc.us, by post or delivery to:
State Fiscal Accountability Authority, Division of Procurement Services
1333 Main Street, Suite 700, Columbia, SC 29201

PROHIBITED COMMUNICATIONS AND DONATIONS (FEB 2015)

Violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a

violation of law.

- (a) During the period between publication of the solicitation and final award, ***you must not communicate, directly or indirectly, with the Using Governmental Unit or its employees, agents or officials regarding any aspect of this procurement activity, unless otherwise approved in writing by the Procurement Officer.*** All communications must be solely with the Procurement Officer. [R. 19-445.2010]
- (b) You are advised to familiarize yourself with Regulation 19-445.2165, which restricts donations to a governmental entity with whom you have or seek to have a contract. ***You represent that your offer discloses any gifts made, directly or through an intermediary, by you or your named subcontractors to or for the benefit of the Using Governmental Unit during the period beginning eighteen months prior to the Opening Date.*** [R. 19-445.2165] [02-2A087-1]

REJECTION/CANCELLATION (JAN 2004)

The State may cancel this solicitation in whole or in part. The State may reject any or all proposals in whole or in part. [SC Code Section 11-35-1710 & R.19-445.2065] [02-2A100-1]

EQUAL OPPORTUNITY (JAN 2006)

Contractor is referred to and shall comply with all applicable provisions, if any, of Title 41, Part 60 of the Code of Federal Regulations, including but not limited to Sections 60-1.4, 60-4.2, 60-4.3, 60-250.5(a), and 60-741.5(a), which are hereby incorporated by reference. [07-7A030-1]

ILLEGAL IMMIGRATION (NOV. 2008)

(An overview is available at www.procurement.sc.gov) By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. [07-7B097-1]



SUPPLIER CLASSIFICATION FORM

Company Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Title: _____ Phone: _____

Company Email Address: _____

Principal Product/Service: _____ Current supplier? ☐ YES ☐ NO

**Complete below to identify and certify your company
qualifies as Large, Small, Women or Minority owned:**
(Check only those that apply)

- ☐ **Large Business Concern** – A major corporation with more than 500 employees.
- ☐ **Small Business Concern** – A business concern, including its affiliates, independently owned and operated which is not dominant in the field of operation and which meets Small Business Administration standards as to the number of its employees and/or dollar volume of its business. (Generally under 500 employees)
- ☐ **Minority Business Concern** – A business at least 51% of which is owned (or, in the case of publicly owned businesses, at least 51% of the stock of which is owned) by one or more minority individuals or other individuals found to be economically and socially disadvantaged as established by the South Carolina's Division of Small and Minority Business Contracting and Certification (SMBCC) and whose management and daily operation are controlled by such individuals. ***Check all appropriate boxes below:***
- | | |
|---|---------------------------------|
| ☐ African American | ☐ Female |
| ☐ Hispanic American | ☐ Male |
| ☐ Asian-Pacific American | |
| ☐ Native American (American Indian, Eskimo, Aleut) | |
- ☐ **Women Owned Business Concern** – A business that is at least 51% owned by a non-minority woman who controls the daily management.
- ☐ **Veteran Owned** – A business at least 51% of which is owned (or, in the case of publicly owned businesses, at least 51% of the stock of which is owned) by one or more Veterans.

CERTIFICATION STATUS:

- ☐ My company is certified by an authorized agency (attach copy).

Signature of Preparer

Printed Name of Preparer

Date