Fixed Price Contract
for Consulting Services

An overview of SCDE Fixed Price Consulting Contract# 5400015742

Molly M. Spearman – State Superintendent of Education
• Competitive fixed price bidding allows for multiple sources of supply for specific services..... based on a preset maximum price which the State will pay for such services.....
  – 11-35-1525(4) Pricing. The State shall establish, before issuance of the fixed price bid, a maximum amount the State will pay for the services......
  – 11-35-1525(5) Evaluation. Vendors' responses to the fixed price bid will be reviewed to determine if they are responsive and responsible.
  – 11-35-1525(7) Award. Award must be made to all responsive and responsible bidders to the state's request for competitive fixed price bidding.....
  – 11-35-1525(8) Bids Received After Award. Bidders not responding to the initial fixed price bid may be added to the awarded vendors' list provided the bidder furnishes evidence of responsibility and responsiveness to the state's original fixed price bid as authorized by the solicitation.
Role of the Consultant

Education consultants play a key role in the Department’s operations. Their unique abilities and services provide the SCDE with expertise and knowledge that would otherwise be unavailable. Throughout the year it becomes necessary for the SCDE to employ consultants as trainers, speakers, or analysts.

Requests for large consulting service contracts may be considered in distinct, focused solicitations to best fit agency needs.
Educational Consulting Services

- The South Carolina Department of Education, (SCDE) has a fixed price contract for educational consulting services
- The Invitation for Bid (IFB) was issued in October 2018
- The first awards were made in February 2019
- Contract valid until February 12, 2024
- MAXIMUM daily rate $1500
Types of Consulting Services

(1) preparing and conducting seminars for teachers, administrators, or other educational professionals;

(2) giving speeches at professional conferences or meetings across the state;

(3) providing technical assistance to offices within the Department;

(4) analyzing SCDE or other educational operations and making recommendations for courses of action;

(5) serving on or chairing a task force conducting studies of educational issues;
Types of Consulting Services

(6) developing educational curriculum or related documents

(7) developing, editing, or reviewing educational assessment, forms, items and tools;

(8) serving as mentors, coaches, assessors, or grant readers;

(9) serving as non-attorney hearing officers and/or mediators; or

(10) by request of the Department, giving technical assistance to schools, school districts, individuals, or community groups.
Services NOT covered

• Information Technology (IT) consultant services are not part of this contract
  – There is a statewide IT services contract that can be used.
How the Fixed Price Contract is Used

• Any vendor who has been awarded a contract under this fixed price bid can be utilized by any SCDE office
• SCDE can find those vendors by searching for the solicitation# 5400015742
• Each approved vendor has a contract number
Solicitation website

NOTICE OF TIME EXTENSION
POSTINGS OF AWARD RELATED DOCUMENTS

For solicitations issued by the Information Technology Management Office, the Statement of Award or Intent to Award will be posted at this location on the date published on the solicitation. If the appropriate award document has not been posted at this location by the close of business on the date published on the solicitation, contact the procurement officer whose name and contact information appears on the cover page of the solicitation, or if applicable, the last amendment to the solicitation.

For additional information, please reference Regulation 10-45.2056(i).

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<th>Purchasing Agency</th>
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<th>Submission Ending Date/Time</th>
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Solicitation Attachments
Pre-Award Notices

5 solicitation attachments found, displaying all solicitation attachments.

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Contract Awards
Post-Award Notices

To view Award Documents, click on the Contract Number below.

80 contracts found, displaying 1 to 10 (First/Prev 1, 2, 3, 4, 5, 6, 7, 8, 9, Next/Last)

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Understanding the Solicitation

• Terms and Conditions
• Scope of Services (Section III)
• Information for Offerors to Submit (Section IV)
• Bidding Schedule (Section VIII)
• Acknowledgement of all Amendments (# 1-3)
  – Amendment Two: Questions and Answers
  – Amendment Three: Info on IRS Publication 15-A
Minimum Requirements of Vendors

• Offerors must:
  – complete and sign a bid submittal cover sheet (pages 1 and 2 of the solicitation)
  – Provide a resume
  – Provide a brief narrative describing services to be provided
  – Provide a daily rate of charges (on the bid sheet)
    • Maximum daily rate $1,500
Adding Vendors

- Vendors may be added to the contract during the life of the contract
- Vendors are added quarterly by the SFAA Division of Procurement Services
- Vendors must submit their bid either by mail or online by following the directions in the solicitation
- The SCDE cannot submit bids on behalf of a vendor
- The SCDE cannot add vendors to the contract
Offers Submitted

• Vendors can be added on a quarterly basis:
  • July 1, October 1, January 1, and April 1

• Vendors interested in being added to the contract should submit offers timely.

• The Procurement Manager over this contract:
  – Kristen Moss
  – 803-737-2772
How Vendor Apply to be on the Fixed Price Contract

- Vendors may review all procurements by going to the Procurement Services website.
- Find the exact solicitation at Solicitation Search Site.
  - Add the solicitation number 5400015742 in the “Solicitation Number” box, and Search.
- Vendors must read the solicitation.
- Once a vendor is ready to respond to the solicitation, the vendor should send a response through the online SCEIS Vendor Portal.
- Vendor Guides and Simulations are available when Submitting Offers.
Engagement Agreement

• Key components
  – Scope of work— as much detail as possible  
    • Requires deliverable dates
  – Payment schedule: Payment may be negotiated. It does not necessarily have to be the same price that was awarded in the contract.  
    • Payment can be lower than the contract if both parties are in agreement.
    • Under no circumstances can it exceed $1500 per day.
  – Travel Expenses - identify if the agency will pay for expenses in accordance with the SC travel disbursement regulations
  – Dates of Service - specify when the services will be performed and the maximum number of days
  – Termination - fixed price agreements may be terminated with 7 days notice.
Engagement Agreement

S.C. Department of Education

Fixed Price Contract
Engagement Agreement
Contract # _________

This agreement is between the South Carolina Department of Education (SCDE) and [Contractor]. Contractor is an approved vendor pursuant to the SCDE Fixed Price Consultant Contract.

I. Scope of Work

The SCDE wishes to engage Contractor, pursuant to the terms of the SCDE Fixed Price Consultant Contract.

[set forth the scope of work here]

II. Payment

The daily rate cannot exceed the rate set forth in Contractor's bid.
Purchase Order

• Once the engagement agreement is approved by the appropriate staff, a purchase order (PO) is created.
• Contractor must not begin until a PO is issued.