

# Education Consulting Fixed Price Contract



**AN OVERVIEW OF THE EXISTING SCDE  
FIXED PRICE CONTRACT 5400006965**

**FOR POTENTIAL VENDORS  
JULY 28, 2015**

# Overview



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# Fixed Price Bid Information



- The South Carolina Department of Education, (SCDE) has a fixed price contract for educational consulting services
- Bid number 5400006965
- Effective until February 12, 2019
- IT services are not covered
  - There is a statewide IT services contract in place

# 10 types of services covered



- (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 SDE or other educational operations and making recommendations for courses of action;
- (5) serving on or chairing a task force conducting studies of educational issues;

# 10 types of service covered



- (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;
- (10) by request of the Department, giving technical assistance to schools, school districts, individuals, or community groups.

# 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
- Each approved vendor has a contract number
- SCDE can find those vendors by using this link:  
<http://webprod.cio.sc.gov/SCSolicitationWeb/contractSearch.do?solicitnumber=5400006965>



# PROCUREMENT SERVICES



An example of contracts:

## Contract Awards

### Post-Award Notices

30 contracts found, displaying 1 to 10[First/Prev] 1, 2, 3 [Next/Last]

<u>Contract Number</u>	<u>Term From</u>	<u>Term Thru</u>	<u>Vendor Name</u>	<u>Vendor Number</u>
<a href="#">4400007725</a>	02/13/2014	02/12/2019	AMERICAN INSTITUTES FOR RESEARCH	7000036316
<b>1</b> <input type="checkbox"/> <a href="#">Intent to Award 2014-01-10.doc</a>				01/10/2014 02:01:16 PM
<a href="#">4400007729</a>	02/13/2014	02/12/2019	KRJ CONSULTING LLC	7000197330
<b>1</b> <input type="checkbox"/> <a href="#">Intent to Award 2014-01-10.doc</a>				01/10/2014 02:15:32 PM
<a href="#">4400007730</a>	02/13/2014	02/12/2019	LISBETH LYNNE MAPPUS	7000208145
<b>1</b> <input type="checkbox"/> <a href="#">Intent to Award 2014-01-10.doc</a>				01/10/2014 02:15:36 PM
<a href="#">4400007732</a>	02/13/2014	02/12/2019	PRISMATIC SERVICES, INC.	7000171071
<b>1</b> <input type="checkbox"/> <a href="#">Intent to Award 2014-01-10.doc</a>				01/10/2014 02:15:40 PM
<a href="#">4400007734</a>	02/13/2014	02/12/2019	QUESTAR ASSESSMENT INC	7000042379

<http://webprod.cio.sc.gov/SCSolicitationWeb/contractSearch.do?solicitnumber=5400006965>

# Adding Vendors



- Vendors may be added to the contract during the life of the contract
  - Vendor must register in SCEIS before submitting a bid
- This is done on a quarterly basis by the Materials Management Office
  - **Submit before July 1, October 1, January 1, and April 1**
- 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 and the SCDE cannot add vendors to the contract

# Becoming a Vendor in SCEIS



- **Register as a vendor:**

- A step by step vendor registration guide:  
[http://procurement.sc.gov/webfiles/PS\\_GUIDES/VendorRegistrationManual.pdf](http://procurement.sc.gov/webfiles/PS_GUIDES/VendorRegistrationManual.pdf) or go to procurement.sc.gov and under Vendors/Contractors, click on “Submitting Offers.” Then click on PDF File “Vendor Registration Guide.”
- You will obtain a User ID, password, and vendor number



## Vendors/Contractors

- [Doing Business with Government](#)
- [Vendor Registration](#)
- [Contracting Opportunities](#)
- [Submitting Offers](#)
- [Contract Awards](#)
- [Protest & Dispute Decisions](#)
- [Construction](#)
- [Resources](#)

# Vendor Registration - Need Help?



- **For questions about required information for registration**
  - Please call (803) 737-0600 and ask for assistance with Vendor Registration.
- Please do not contact the procurement office directly as they do not control the South Carolina Enterprise Information System (SCEIS) vendor registration system.

# Submit a Bid to be added to the contract



- With a SCEIS Vendor number, vendors may apply to be on the fixed price contract by going to:  
<http://procurement.sc.gov>
  - Click on contracting opportunities
  - Click Fixed Price Bids- Supplies & Services
  - Click Search Here
  - In the Solicitation number box key in 5400006965
  - Click Search
  - Click on the solicitation number to open solicitation
- Vendors must follow directions in the solicitation
- **For assistance with the submitting a Bid**
  - Please call the SCEIS Help Desk at 803-896-0001.

# An example of what to look for



## PROCUREMENT SERVICES

### 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 19-445.2090(B).

Refresh

Solicitation Number	Solicitation Description	Purchasing Agency	Delivery Point	Submission Ending Date/Time
5400006965	Education Consulting-FPB	Materials Mgmt Ofc	Columbia, SC	02/12/2019 11:00:00 AM

### Solicitation Attachments

#### Pre-Award Notices

6 solicitation attachments found, displaying all solicitation attachments.

	Attachment Name	Date/Time Posted
1	<a href="#">Solicitation.docx</a>	11/08/2013 09:43:00 AM
2	<a href="#">AMENDMENT 1.docx</a>	12/06/2013 04:50:22 PM
3	<a href="#">AMENDMENT 2.docx</a>	12/16/2013 02:52:58 PM
4	<a href="#">AWARD EXTENSION.doc</a>	01/07/2014 04:22:15 PM
5	<a href="#">AMENDMENT 3.docx</a>	01/09/2014 04:05:57 PM
6	<a href="#">NOTICE OF AWARD POSTING.doc</a>	01/09/2014 04:05:58 PM

# Minimum Requirements of Vendors



- **Must provide a resume**
- **Must provide a brief narrative describing services to be provided**
- **Must provide a daily rate of charges (on the bid sheet)**
  - **Daily rate cannot exceed \$1,500**
- **Must complete and sign a bid submittal cover sheet (pages 1 and 2 of the solicitation)**

## **AFTER** Vendors receive a contract number, but **BEFORE** work can begin

- **AFTER** the vendor has been awarded a contract number by MMO, the SCDE office requesting the service will draft an Engagement Agreement.
- The Engagement Agreement is routed through SCDE and a Purchase Order (PO) will be issued
- Work cannot begin until Vendor receives a PO.

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.

# Engagement Agreement



- **Key components**
  - Scope of work— as much detail as possible
    - ✦ Have deliverable dates
  - Payment— Payment may be negotiated. It does not necessarily have to be the same price as what they was put on your bid. Payment can be lower, but not higher, if both parties agree.
    - ✦ If the contract is for a deliverable such as training materials, evaluations, reports, etc., cap the number of days to be Paid.
  - Expenses—identify if the agency will pay for expenses
  - Date 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.

# Purchase Order



- Once the Engagement Agreement is approved by the appropriate staff, a PO is created with against the corresponding contract number with necessary details.
- Work cannot begin until Vendor receives a PO.
- Questions related to the PO can be addressed by the SCDE Purchasing Office at (803) 734-8428