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| logo  2276 Jefferson Davis Hwy  Graniteville, SC 29829  INVI **Request for Written Quotes** | Solicitation Number  Date Issued  Procurement Officer  Phone  E-Mail Address | 2021-2022-0006  07/06/2021  Dora Robson  (803) 508-7269  [robinsond6@atc.edu](mailto:robinsond6@atc.edu) |
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DESCRIPTION: **Strategic Planning Services/Consultant**

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

SUBMIT OFFER BY (Opening Date/Time): **07/27/2021 at 9:00 AM**

NUMBER OF COPIES TO BE SUBMITTED: **One Original by Email to** [**robinsond6@atc.edu**](mailto:robinsond6@atc.edu) **or at the address below**

SUBMIT YOUR WRITTEN QUOTE TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS: PHYSICAL ADDRESS:

Aiken Technical College Aiken Technical College

P.O. Drawer 696 2276 Jefferson Davis Hwy

Aiken, SC 29802 Graniteville, SC 29829

Offers may also be submitted to [robinsond6@atc.edu](mailto:robinsond6@atc.edu)

**See "Submitting Your Offer" provision**

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| CONFERENCE TYPE: **N/A**  DATE & TIME: **N/A**  **As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions** | LOCATION: **N/A** |

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| AWARD & AMENDMENTS | Award notification will be posted at the Physical Address stated above on or about **07/27/2021.** The award, this solicitation, and any amendments may be requested from [robinsond6@atc.edu](mailto:robinsond6@atc.edu) . |

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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. | | | |
| NAME OF OFFEROR (Full legal name of business submitting the offer) | | | OFFEROR'S TYPE OF ENTITY:  (Check one)  □ Sole Proprietorship  □ Partnership  □ Corporation (tax-exempt)  □ Corporate entity (not tax-exempt)  □ Government entity (federal, state, or local)  □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (See "Signing Your Offer" provision.) |
| AUTHORIZED SIGNATURE  (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.) | | |
| TITLE (Business title of person signing above) | | |
| PRINTED NAME (Printed name of person signing above) | DATE SIGNED | |
| 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.e.*, a separate corporation, partnership, sole proprietorship, etc. | | | |
| STATE OF INCORPORATION (If offeror is a corporation, identify the state of Incorporation.) | | | |
| TAXPAYER IDENTIFICATION NO.  (See "Taxpayer Identification Number" provision) | | STATE VENDOR NO.  (Register to Obtain S.C. Vendor No. at [www.procurement.sc.gov](http://www.procurement.sc.gov)) | |

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| 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 |

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| PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)            \_\_\_\_Payment Address same as Home Office Address  \_\_\_\_Payment Address same as Notice Address   **(check only one)** | ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)            \_\_\_\_Order Address same as Home Office Address  \_\_\_\_Order Address same as Notice Address   **(check only one)** |

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| ACKNOWLEDGMENT OF AMENDMENTS  Offerors 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 |
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| 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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| 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](http://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)] |
| PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).  \_\_\_\_ In-State Office Address same as Home Office Address  \_\_\_\_ In-State Office Address same as Notice Address (check only one) |

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Strategic Plan Questions 2021-2022-0006

Question: Is there a budget we should be cognizant of as related to this project?

Answer: ATC’s budget line for the Strategic Plan is independent of the RFQ.

Question: Is there a Steering Committee formed for the project? If so, who is represented on it?

Answer: Yes – The Aiken Technical College Executive Staff will serve as the Steering Committee with key faculty and staff joining the group.

Question: Was a consultant utilized for the last strategic planning process or was it completed in-house?

Answer: Yes, a consultant was utilized.

Question: What are key metrics ATC is tracking now linked to its current strategic plan?

Answer: ATC continues to track key metrics from the current strategic plan. These are the quality of the student experience, annual growth in enrollment and academic programs, effectiveness and influence of marketing and branding, community engagement and partnerships, and campus diversity.

Question: How much engagement with community and industry leaders is anticipated through this planning process?

Answer: Engagement with community and industry leaders is welcomed. Initially, the engagement is expected to be with the internal community followed by discussions with external stakeholders in order to develop a comprehensive strategic plan with diverse viewpoints.

Question: How is ATC currently collaborating with four-year colleges and universities?

Answer: ATC offers university transfer courses and degrees and partners with institutions to promote transfer opportunities through transfer fairs and hosting transfer institution representatives on the ATC campus.

Question: Over the past five years, what are new degree/certificate programs that ATC has launched?

Answer: Degree level: Associate in Applied Science – Emergency Medical Technology; Certificate level: Entrepreneurship, Pre-Physical Therapist Assistant, Cyber Security Networking, Production Operator, Structural Welding.

Question: When was the last survey of students completed?

Answer: **SAI:** Administered each semester. Summer 2021 Semester Student Assessments of Instruction (SAI) will close tomorrow, Tuesday, July 21. The last completed survey was Spring 2021 Terms 1 & 3 implementation of the SAI which closed on April 4, 2021.

**Graduate/Graduation Survey**: Administered in Spring: April 5 – May 3, 2021.

**Student Satisfaction Survey** Administered each Spring, took place April 12 – 25, 2021.

**Student Awareness & Utilization Survey** Administered each Fall, took place November 16 – December 4, 2020

*(****SENSE & CCSSE****are administered in Odd Falls and Even Springs respectively, but we did not implement CCSSE in Spring 2020, so SENSE last administered in Fall 2019 and CCSSE in Spring 2020. We are coming up on the 2021/22 cycle.)*

Question: How does ATC currently engage with employers? Has it completed a recent survey of program needs?

Answer: ATC engages with employers in many ways to include Academic Programs Advisory Committees comprised of industry representatives, training and educating a workforce development pipeline, hosting new and existing industries on campus in partnership with the local economic development agency, job and career fairs held on campus, and employer hiring of ATC alumni. There is no recent survey of employer program needs.

Question: When was the last analysis of regional higher education competitors completed?

Answer: Not applicable

Question: What is the source of funding for the project?

Answer: Institutional funds

Question: What is the estimated budget?

Answer: ATC’s budget line for the Strategic Plan is independent of the RFQ.

Question: Does the College have a preference for in-person, virtual, or hybrid engagement?

Answer: In person is preferred unless public heath circumstances require a change in delivery.

Question: To confirm, are emailed submissions acceptable?

Answer: Yes – Preferred

Question: Does the College seek implementation assistance between the final presentation date (April 11, 2022) and the contract end date (July 30, 2022)?

Answer: ATC plans to self-implement, but reserves the right to seek implementation assistance.

Question: What are some of the most important challenges ATC hopes to address during the planning process?

Answer: We hope to identify new goals, partnerships, and areas of high potential for long-term institutional growth. We also hope to develop and implement new strategies and processes to strengthen outreach in enrollment, recruitment, registration and retention. With a focus on a wholistic student experience, support services and inclusive equity.

Question: Is there anyone external to ATC currently working with ATC in a strategic planning and management role? Is there an incumbent?

Answer: No/No

Question: Does the scope of this project include development of KPIs in order to track performance? Are you tracking key metrics now?

Answer: No/No

Question: What is ATC’s fiscal year?

Answer: 7/1/2021 – 6/30/2022

Question: Do you have a recommended budget range for this project?

Answer: ATC’s budget line for the Strategic Plan is independent of the RFQ.

Questions Due: 7/16/2021

Amendment #1: 7/20/2021

Bids Due: 7/27/2021

Award: 7/30/2021