



# State of South Carolina

## Request for Proposal

Solicitation: **5400027173**  
 Date Issued: 09/03/2024  
 Procurement Officer: MICHAEL SPEAKMON, CPPO  
 Phone: 803-737-9816  
 E-Mail Address: [mspeakmon@mmo.sc.gov](mailto:mspeakmon@mmo.sc.gov)  
 Mailing Address: SFAA, Div. of Procurement Services  
 1201 Main Street, Suite 601  
 Columbia SC 29201

DESCRIPTION: **STC for Products & Supplies for Correctional Facilities & Incarcerated Individuals**

USING GOVERNMENTAL UNIT: **Statewide Term Contract**

SUBMIT YOUR OFFER ON-LINE AT THE FOLLOWING URL: <http://www.procurement.sc.gov>

SUBMIT OFFER BY (Opening Date/Time): **10/21/2024 11:00 AM** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **09/18/2024 12:00 PM** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: **ONE (1) Electronic Media Copies of Technical & Price Proposals, One (1) Redacted Copy** via electronic media (marked "redacted"), (See "Ownership and Disclosure of Proposals" & "Disclosure of Your Bid/Proposal and Submitting Confidential Information" [See **"Online Bidding Instructions" in Attachment A**]

**Initial here if NO redacted copy is necessary \_\_\_\_\_**

CONFERENCE TYPE: **Pre-Proposal**  
DATE & TIME: **09/16/2024 2:00 PM**

(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)

LOCATION: **This meeting will be via Microsoft Teams only. Refer to Important Dates, in the "RFP Overview" document for instructions to attend the meeting.**

AWARD & AMENDMENTS

Award will be posted on **12/09/2024**. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: <http://www.procurement.sc.gov>

You must submit a signed copy of this form with Your Offer. By signing, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of one hundred eighty (180) calendar days after the Opening Date. (See "Signing Your Offer" provision.)

NAME OF OFFEROR

(full legal name of business submitting the offer)

Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. 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.

AUTHORIZED SIGNATURE

(Person must be authorized to submit binding offer to contract on behalf of Offeror.)

DATE SIGNED

TITLE

(business title of person signing above)

STATE VENDOR NO.

(Register to Obtain S.C. Vendor No. at [www.procurement.sc.gov](http://www.procurement.sc.gov))

PRINTED NAME

(printed name of person signing above)

STATE OF INCORPORATION

(If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one) (See "Signing Your Offer" provision.)

Sole Proprietorship  Partnership  Other \_\_\_\_\_

Corporate entity (not tax-exempt)  Corporation (tax-exempt)  Government entity (federal, state, or local)

**PAGE TWO**

**(Return Page Two with Your Offer)**

<p>HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)</p>    <p>Dun &amp; Bradstreet # _____</p>	<p>NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)</p>    <p>_____</p> <p>Area Code - Number - Extension Facsimile</p> <p>_____</p> <p>E-mail Address</p>
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<p>PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)</p>    <p>_____ Payment Address same as Home Office Address</p> <p>_____ Payment Address same as Notice Address <b>(check only one)</b></p>	<p>ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)</p>    <p>_____ Order Address same as Home Office Address</p> <p>_____ Order Address same as Notice Address <b>(check only one)</b></p>
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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

<p>DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)</p>	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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PREFERENCES - A NOTICE TO VENDORS (SEP. 2009):

**Preferences do not apply per 11-35-1524(5)**

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE

**Preferences do not apply per 11-35-1524(5)**

\_\_\_\_\_ In-State Office Address same as Home Office Address    \_\_\_\_\_ In-State Office Address same as Notice Address    **(check only one)**

**REQUEST FOR PROPOSALS**  
**for**  
**Products and Supplies for Correctional**  
**Facilities and Incarcerated Individuals.**

**Issued by**  
**the STATE OF SOUTH CAROLINA**



**In collaboration with**





## SOLICITATION NUMBER 5400027173

### RFP

## RFP OVERVIEW

### I. INTRODUCTION

This Request for Proposals (RFP) is being issued by the State of South Carolina (“Lead State”) in collaboration with the NASPO ValuePoint cooperative purchasing program. The purpose of this RFP is to establish one or more Master Agreements for **Products and Supplies for Correctional Facilities and Incarcerated Individuals**.

Note: The use of the terms corrections facilities, inmate and incarcerated are synonymous with the terms institutional facility, patient and institutionalized.

The purpose of this competitive solicitation is to develop a “catalog category discount” contract to provide for equipment and supplies to be made available to purchase in the following categories of corrections supplies and equipment.

1. Clothing and Uniforms for Incarcerated /Institutionalized Persons
2. Undergarments for Incarcerated /Institutionalized Persons
3. Footwear for Incarcerated /Institutionalized Persons
4. Personal Hygiene & Personal Care Products
5. Mattresses & Linens
6. Facility – Evidence & Inmate Property Storage
7. Facility - Kitchen
8. Facility - Laundry Supplies & Equipment
9. Recreation Equipment (such as exercise equipment, sports equipment, etc.)

#### **About NASPO ValuePoint**

NASPO ValuePoint is a division of the National Association of State Procurement Officials (NASPO), a non-profit association dedicated to advancing public procurement through leadership, excellence, and integrity. In accordance with NASPO ValuePoint’s Lead State Model™, the Lead State is issuing this RFP, evaluating responses, and establishing Master Agreements with the support and assistance of a Multistate Sourcing Team™ composed of individuals from other member states, representing a broad range of perspectives that ensure the RFP incorporates best practices recognized by public entities across the country.

Participation in NASPO ValuePoint Master Agreements is convenient and cost-effective for eligible entities—including state departments, institutions, agencies, and political subdivisions, federally recognized tribes, and other eligible public and nonprofit entities in the 50 states, the District of Columbia, and U.S. territories—and suppliers, with no membership or registration required. In 2023, contractors reported a combined **\$20.5 billion** in sales through NASPO ValuePoint Master Agreements awarded through cooperative solicitations like this RFP. This RFP constitutes the first iteration of a NASPO ValuePoint portfolio established for products and supplies for correctional institutions, so no historical spend data exists. Market research and internal state membership polling indicate this to be a very attractive portfolio opportunity for NASPO Members.

More information about NASPO, NASPO ValuePoint, and the NASPO ValuePoint Lead State Model can be found at [www.naspo.org](http://www.naspo.org) and [www.naspovaluepoint.org](http://www.naspovaluepoint.org) and in Attachment E, Participation Information.



## GENERAL INFORMATION AND INSTRUCTIONS

**B. RFP Contact.** The following individual is the sole contact for this RFP:

**Michael Speakmon, CPPO**

Procurement Director, Goods & Services Statewide Term Contracts  
State of South Carolina

[mspeakmon@mmo.sc.gov](mailto:mspeakmon@mmo.sc.gov) 803-737-9816

**C. RFP Website.** The following website is the sole official source for RFP information and updates:

<https://apps.sceis.sc.gov/SCSolicitationWeb/solicitationSearch.do?searchgroup=MMO&searchstatus=O&searchlimit=500&btnSearch=on>

If the solicitation does not appear on the page using the link above, use these instructions to search for a specific solicitation.

1. Enter the solicitation number (5400027173) in the "Solicitation Number" box on the left.
2. Ensure "Open" is selected in the "Solicitation Status" section.
3. Click on the "Search" button.

**D. RFP Documents.** This RFP consists of this RFP Overview, the following attachments, and any information or materials posted by the Lead State to the RFP Website, as amended:

1. Attachment A, RFP Terms and Conditions
2. Attachment B, Scope of Work
3. Attachment C, RFP Evaluation Plan
4. Attachment D, Sample Master Agreement
5. Attachment E, Participation Information
6. Attachment F, Protest Information
7. Attachment G, Offeror Information, Acknowledgements, and Certifications
8. Attachment H, Offeror Response Worksheet
9. Attachment I, Cost Proposal
10. Attachment J, Proposed Modifications to Sample Master Agreement
11. Attachment K, Claim of Business Confidentiality
12. Attachment L, Question & Answer Template

**E. Important Dates.**

1. **RFP Open Date:** September 3, 2024
2. **RFP Pre-proposal Conference:** September 16, 2024, 2:00 PM Eastern
3. **RFP Q&A Deadline:** September 18, 2024, 12:00 PM Eastern
4. **RFP Close Date:** October 21, 2024, 11:00 AM Eastern

Attendance at the RFP Pre-proposal Conference is optional, and registration is not required.

The conference will be conducted entirely via Microsoft Teams at no cost to the participants. A computer is required to attend the meeting, but a camera is not. If you would like to participate in the conference, click on the "Pre-Bid Meeting Registration Link" below.

**[Pre-Proposal Meeting Link](#)**

Should you have trouble with the link above, or you would prefer to call in from a phone, please email Michael Speakmon for attendance instructions no later than Thursday,



September 12<sup>th</sup>, at 2:00 PM. Note in the Subject line: "NASPO Correction Supplies Pre-Proposal Conference Instructions." Attendance information and links will be provided one business day before the conference.

Dates and deadlines are subject to change. Offerors should continue checking the RFP Website for the most up-to-date information.

**F. How to Ask Questions.**

1. **Read and review this RFP, including all attachments, exhibits, and amendments.**
2. For questions about the content of this RFP, send your questions via email to the "RFP Contact" using the form in Attachment L. Questions must reference the specific section of the RFP to which the question relates.
3. For assistance with technical issues associated with the Offer Submission Website, contact the SCEIS Helpdesk at 803-896-0001.

**G. How to Respond.**

1. **Read and review this RFP, including all attachments, exhibits, and amendments.**
2. Prepare a proposal that:
  - a. Follows the requested format;
  - b. Includes the Solicitation Number on all materials making up the proposal;
  - c. Addresses each question and request for a response in this RFP, including all questions in Attachment H, Offeror Response Worksheet;
  - d. Clearly demonstrates your ability to meet the Scope of Work described in Section III and Attachment B and
  - e. Includes all required submissions identified in Section IV.
3. Submit your proposal by the RFP Close Date by electronically uploading it in the SCEIS system.

**II. SCOPE OF WORK**

A detailed description of the Deliverables being sought through this RFP is attached as Attachment B, Scope of Work.

The scope of this RFP and its resulting Master Agreement(s) is intended to benefit all state departments, institutions, agencies, and political subdivisions and other eligible public and nonprofit entities in the 50 states, the District of Columbia, and U.S. territories. Therefore, **Offerors should not interpret the Scope of Work to be associated with or limited to any specific purchase, implementation, project, need, or program** within the Lead State or any other state or eligible entity. Proposals should be generally applicable to all potential Participating Entities and Purchasing Entities, except where specificity is requested.

The initial term of the Master Agreement(s) resulting from this RFP is anticipated to be one (1) year, with the option to exercise renewals totaling up to an additional four (4) years following the initial term. Master Agreements will automatically extend into the next term unless the Lead State or the Contractor exercise their right not to renew as defined in the Master Agreement.

**III. OFFEROR RESPONSE**

**A. Required Submissions.** The following must be submitted with your proposal:

1. Any response required to be submitted directly through the RFP Submission Website; <https://vendorportal.sc.gov/irj/portal>



2. A copy of the South Carolina Cover Page and Page 2.
3. Completed and signed Attachment G, Offeror Information, Acknowledgements, and Certifications
4. Completed Attachment H, Offeror Response Worksheet
5. Completed Attachment I, Cost Proposal, submitted as a separate document and separate file
6. Completed Attachment J, Proposed Modifications to Sample Master Agreement
7. Redlined copy of Attachment D, Sample Master Agreement, if proposing modifications
8. Completed and signed Attachment K, Claim of Business Confidentiality
9. Redacted copy of proposal clearly marked as such, if claiming confidential, proprietary, or protected information

**B. Other Documents.** The following are informational only and do **not** need to be submitted with your proposal:

1. This RFP Overview
2. Attachment A, RFP Terms and Conditions
3. Attachment B, Scope of Work
4. Attachment C, RFP Evaluation Plan
5. Attachment D, Sample Master Agreement
6. Attachment E, Participation Information
7. Attachment F, Protest Information

#### IV. EVALUATION AND AWARD PROCESS

**A.** Proposals will be sealed until the RFP Close Date. After opening, proposals will be evaluated in stages as set forth in this section and further detailed in Attachment C, RFP Evaluation Plan.

1. **Stage 1: Initial Responsiveness Evaluation.** Proposals will be reviewed for completeness and initial responsiveness. Proposals omitting required documents or responses may be rejected in accordance with Attachment A, RFP Terms and Conditions.
2. **Stage 2: Technical Criteria Evaluation.** Proposals meeting or exceeding the Mandatory Minimum Requirements will be evaluated against the Technical Criteria set forth in Attachment C, RFP Evaluation Plan. Offerors earning a minimum of 75% of the available points will move on to Stage 3: Cost Evaluation. The proposal of any offeror not earning a minimum of 75% of the available points will be rejected.
3. **Stage 3: Cost Evaluation.** Cost Proposals for proposals not rejected following evaluation of Technical Criteria will be evaluated based on the total price of the market basket elements, the percent discount offered, and the volume discount offered. See Attachment C, RFP Evaluation Plan. Cost Proposals may also be subject to an independent review for reasonableness and best value by the Lead State. Costs determined not to be reasonable or best-value by the Lead State may result in all or part of Offeror's proposal being rejected, notwithstanding the results of the Cost Proposal evaluation.
4. All scores will be totaled to arrive at the Offeror's total scored evaluation. See Attachment C, RFP Evaluation Plan.
5. Submit your best terms from both a price and a technical standpoint. Your proposal may be evaluated, and your offer accepted without any discussions, negotiations, or prior notice. Ordinarily, nonresponsive proposals will be rejected outright without prior notice.

**Request for Proposals for  
Products and Supplies for Correctional Facilities and Incarcerated Individuals.**



Issued by the **State of South Carolina**  
**Solicitation Number 5400027173**

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Nevertheless, the State may elect to conduct discussions, including the possibility of limited proposal revisions, but only for those proposals reasonably susceptible of being selected for award. [11-35-1530(6); R.19-445.2095(I)] If improper revisions are submitted during discussions, the State may elect to consider only your unrevised initial proposal, provided your initial offer is responsive. The State may also elect to conduct negotiations, beginning with the highest ranked offeror, or seek best and final offers, as provided in Section 11-35-1530(8). Negotiations may involve both price and matters affecting the scope of the contract, so long as changes are within the general scope of the request for proposals. If negotiations are conducted, the State may elect to disregard the negotiations and accept your original proposal. It is anticipated that this RFP may result in Master Agreement awards to multiple contractors, at the Lead State's discretion. The evaluation process is designed to award the contract resulting from this RFP to the Supplier deemed to be the most responsive and responsible concerning requirements outlined in the Technical Requirements.

- 6.** It is anticipated that this RFP may result in Master Agreement awards to multiple contractors, at the Lead State's discretion. The evaluation process is designed to award the contract resulting from this RFP to the Supplier(s) deemed to be the most responsive and responsible concerning requirements outlined in the Technical Requirements.
- B.** After evaluations are completed, the Lead State and Multistate Sourcing Team will determine which proposals are most advantageous to the Lead State and potential Participating Entities and Purchasing Entities. Award may be made at the natural break of high and low scores.
- C.** Prior to announcement of awards and execution of Master Agreements, the Lead State will present an award recommendation to NASPO ValuePoint for approval of the proposed awards.
- D.** Following approval of NASPO ValuePoint the Lead State will post the public notice of Intent to Award to their website.