

	State of South Carolina South Carolina Public Employee Benefit Authority Request for Proposal Amendment 1	Solicitation Number: PEBA0272019 Date Issued: 12/19/2019 Procurement Officer: Georgia Gillens, CPPO, CPPB Phone: 803.734.0010 Email Address: GGillens@peba.sc.gov

DESCRIPTION: Provide Third Party Recordkeeping, Administration and Associated Services for the State Optional Retirement Program

SUBMIT OFFER BY (Opening Date/Time): 01/06/2020 11:00 AM.

The Term "Offer" Means Your "Proposal". Your offer must be submitted in a sealed package. The Solicitation Number & Opening Date should appear on the package exterior. See the clause entitled "Submitting Your Offer or Modification."

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS: South Carolina Public Employee Benefit Authority P.O. Box 11960 Columbia, S.C. 29211-1960 Attention: Georgia Gillens, CPPO, CPPB	PHYSICAL ADDRESS: South Carolina Public Employee Benefit Authority 202 Arbor Lake Drive Columbia, S.C. 29223 Attention: Georgia Gillens, CPPO, CPPB
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AWARD & AMENDMENTS	Award will be posted on 01/29/2020 . The award, this solicitation, any amendments, and any related notices will be posted at the following web address: https://procurement.sc.gov/vendor/contract-ops/other-solicitations/peba
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You must submit a signed copy of this form with Your Offer. By submitting a proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of one hundred twenty (120) calendar days after the Opening Date. (See the clause entitled "Signing Your Offer.")

NAME OF OFFEROR <small>(Full legal name of business submitting the offer)</small>		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 <small>(Person must be authorized to submit binding offer to contract on behalf of Offeror.)</small>		
TITLE <small>(Business title of person signing above)</small>		STATE VENDOR NO. <small>(Register to obtain S.C. Vendor No. at www.procurement.sc.gov)</small>
PRINTED NAME <small>(Printed name of person signing above)</small>	DATE SIGNED	STATE OF INCORPORATION <small>(If you are a corporation, identify the state of incorporation.)</small>

OFFEROR'S TYPE OF ENTITY: (Check one) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Other _____ <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local)	<small>(See "Signing Your Offer" provision.)</small>
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(Return Page Two with Your Offer)

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.) _____ Area Code - Number - Extension Facsimile _____ Email Address
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PAYMENT ADDRESS (Address to which payments will be sent.) _____ 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) _____ 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 the clause entitled "Amendments to Solicitation")

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See the clause entitled "Discount for Prompt Payment")	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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**IMPORTANT NOTICE
AMENDMENT #1
REQUEST FOR PROPOSAL – PEBA0272019**

The purpose of this amendment is to update the Schedule of Key Dates and to answer questions submitted by the deadline. See Attachment 8, Questions and Answers.

**REQUEST FOR PROPOSAL (RFP)
SOLICITATION NUMBER PEBA0272019**

**PROVIDE THIRD PARTY RECORDKEEPING, ADMINISTRATION, AND ASSOCIATED
SERVICES FOR THE STATE OPTIONAL RETIREMENT PROGRAM**

**SCHEDULE OF KEY DATES IN THE PROPOSAL PROCESS
All dates subject to change**

1. Distribution of the Request for Proposal (RFP)	11/21/2019
2. Deadline for Submission of Questions (10:00 a.m.)	12/03/2019
3. Pre-Proposal Conference (10:30 a.m.)	12/06/2019
4. PEBA’s Written Responses to Questions Questions/Amendment Issued (tentative)	12/19/2019
5. Submission and Opening of Proposals (11 a.m.)	01/06/2020
6. Intent to Award Posting Date	01/28/2020
7. Intent to Award Becomes Official	02/07/2020
8. Contract Performance Date	07/01/2020

Replace Section B, Item 2, page 20 with the following:

- PEBA will provide Contractors with enrollment details for employees who elect to participate in the program. Contractors are expected to receive and process the enrollment file that is provided by PEBA through a Secure File Transfer Protocol (SFTP) server. Contractors are further expected to establish an account in the name of those for whom they receive enrollment details and to reach out to those new enrollees to explain the additional steps needed to properly establish their Program account with the Contractor.

All other terms and conditions remain unchanged.