



Savannah-Chatham County Public School System

208 Bull Street / Savannah, Georgia 31401 / 912.395.5600

February 6, 2022

TO ALL SERVICE PROVIDERS OF RECORD:

Please be advised that the Savannah-Chatham County Board of Public Education is currently requesting Proposals for **Student Leadership Program (SLP) Summer Experience 2022 Travel** under **RFP 22-34**. As a courtesy, a copy of the solicitation document is available via the District's web page at www.sccpss.com.

Proposals will be accepted prior to **11:00 a.m. on March 8, 2022**, at which time they will be publicly opened and examined. Time is of the essence, and any proposal received on or after this deadline for submission will not be accepted. Offerors are responsible for ensuring that their proposals are timely received and registered by Purchasing Department personnel. If an Offeror does not receive an email confirmation that its proposal has been received and registered between the hours of 9:00 A.M. and 5:00 P.M. on the day the proposal is sent or prior to **10:59:99 A.M. on March 8, 2022** then Offerors should email or call the purchasing department at (912) 395-5572 to confirm receipt. While the SCCPSS will accept all proposals received by the purchasing@sccpss.com email account by **10:59:99 A.M.**, Offerors should not wait until the last minute to submit proposals. Any proposals not received by **10:59:99 A.M.** will be rejected. It shall not be sufficient to show that the proposal was sent by email before the scheduled deadline.

While all forms are required, Proposers will not be required to submit notarized forms with their initial proposal submittal due to COVID-19. However, all forms must be signed. The successful Proposer will be required to submit notarized forms when normal operations resume. If the successful Proposer fails to supplement the notarized forms with notarized copies or if it appears that a form originally submitted was false, then the District reserves the right to rescind any contract before or after award and/or hold the Proposer liable for damages.

If you have any questions concerning this solicitation, please submit them in writing to **Joan Carter, NIGP-CPP, CPPB, Lead Purchasing Agent** at purchasing@sccpss.com. Please note that all communications relating to this solicitation must be directed to the Purchasing Department pursuant to SCCPSS policy.

Very Truly Yours,


Sabrina L. Scales, NIGP-CPP, CPPB
Purchasing Director

Mission - To ignite a passion for learning and teaching at high levels
Vision - From school to the world: ALL students prepared for productive futures

"AN EQUAL OPPORTUNITY EMPLOYER"