



Request for Proposal (RFP)
FOR
NETWORK CABLING PROJECT

RFP# 2018-30-10

ISSUED DATE: OCTOBER 30, 2018

SUBMISSION DUE DATE: NOVEMBER 19, 2018 AT 5:00 P.M. ET

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1 Introduction

1.1 Statement of Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to provide a complete network cabling solution that covers all steps from the initial site survey to equipment acquisition and complete installation, including cabling and, if necessary, upgrades to existing infrastructure for six (6) office locations of South Carolina Legal Services (SCLS). The RFP provides vendors with the relevant operational, performance, and architectural requirements of the system. This RFP will be posted on SCLS' website at: <http://www.sclegal.org/procurement>

Questions received, if any, and responses will be posted on SCLS' website as an Addendum to this solicitation. It is the responsibility of all interested parties to monitor and download all information pertaining to this RFP.

2 General Requirements

2.1 Goal and Objectives

The overall goal of this RFP is to enhance and improve the operational efficiency of SCLS' networks.

- a) An objective of this Request for Proposal (RFP) is to contract with a single vendor to provide network cabling installation for six (6) of SCLS offices.
- b) An objective is to meet SCLS' network data and voice cabling needs in the most cost effective and efficient manner. The quantities described in this RFP are estimates only. SCLS shall not be obligated to purchase any particular quantity of services detailed herein.
- c) An objective is to obtain fixed unit pricing to add capacity to the end to end network cabling system to support SCLS' offices. Any RFP response that does not outline pricing on a "firm-fixed-price" basis, may be eliminated from further consideration.
- d) In order to insure that the required services are provided with the highest possible quality and professional services, SCLS is interested in establishing a contract with a vendor experienced and qualified in such contracts and that will provide the quality of services, products and equipment requested in a professional and timely manner.

3 Background

SCLS is a 501(c) (3) non-profit statewide law firm that provides free legal services in a wide variety of civil (non-criminal) legal matters to eligible low income residents of South Carolina. SCLS is funded by grants from the Legal Services Corporation, the South Carolina Bar Foundation, local United Ways, state court filing fees, and other federal, state and local funding. Total number of persons employed by SCLS is approximately 115, with ten (10) offices located around the state, including our statewide Intake Office. The offices and departments must be integrated to the point that communication between them is efficient and effective while being seamless to the end user. For more information about SCLS, please visit our website at: <http://www.sclegal.org>.

4 Overview of SCLS' Technical Environment

- a. All SCLS offices are connected via a wide area network (WAN) and is configured on an MPLS platform that connects all offices. SCLS' infrastructure is powered by a fiber network for voice/data (Attachment A Network Diagram).
- b. The six current networks' switches need to be assessed for capacity overload and/or end-of life status. If, after assessing network switches at office locations, it is recommended that current network switch be replaced, SCLS will consider equipment recommendations that increase network throughput, efficiency, manageability, etc.

Our WAN includes:

- 200+ devices (including computers, laptops, tablets)
 - 10 Network servers; 10 VM servers; 2 Data Center servers
 - Firewalls, Cisco, Sophos
 - Dell RD1000 Backup systems (5)
 - DATTO Virtual Backup systems (5 & Data Center)
 - Multi-Function Machines (Print/Copy/Scan/Fax)
 - Each office has 10 MB of fiber for voice/data
 - 100 MB of bandwidth in our data center
 - VOIP Phone System Handsets & Headsets
 - Secure 4G LTE Fail over network connection for four (4) office locations (for disaster recovery/business continuity purposes)
- c. Every office has a local file server (Windows Server 2008 or 2012) for network access and a voice mail server. The off-site domain controller (located in a Data Center) manages the local network servers.
 - d. All local network servers are connected to the 2013 Exchange server, Parent Domain Controller and Cloud based Barracuda Email Security.
 - e. SCLS has a premised based VOIP phone system, using Asterisk PBX built on the Linux platform. All 10 offices have VOIP phone systems.
 - f. Each office is equipped with secured, encrypted wireless access points (public and private). All offices include complete wireless coverage with Central Management.

5 Scope of Work for Network Cabling Project

Project includes installation of approximately 233 CAT6 data drops and runs of 12 strand 50-micron single mode fiber offering reliable performance up to 10 GB throughout the six (6) SCLS offices that meets or exceeds industry standards. (See Attachment B - Price Worksheet for Network Cabling Project)

Cable: Data distribution shall be General Cable GenSpeed 6000 or equivalent. All data distribution cables shall meet or exceed the Category 6 specifications of TIW-568-C.2. All cable installed in an air plenum environment must be plenum rated and have low smoke properties in accordance with Article 800-3(d)

of the National Electric Codes. Vendor shall ensure that plenum-type cable is installed where required. The contractor must be a certified installer of the manufacturer they are representing; they must also warrant the installation for at least 25 years or more. A statement of warranty must be included in your bid proposal. All cables must also be certified.

Wall Installation: Single drop locations should be finished through the walls to replace existing CAT5E. *Current CAT5E cabling will be removed and discarded by the vendor.*

Raceway Installation: Drops unable to be fished should receive raceway (Non-metallic raceways inside of offices and metallic raceways in heavy traffic areas, i.e. reception areas) that will route from above the drop ceiling to the outlet locations. In the reception areas, please allow for 15 feet of raceway. All necessary covers, end caps and fittings will need to be provided for a complete surface mount raceway. All colors of raceway must be coordinated with the Project Manager.

Cable Installation Specifics: All cable must be run inside the wall or with surface mount raceway. Cables need to be properly dressed and secured. All cables and faceplates must be labeled with a machine-generated label per industry standards. Cabling system within FDFs and IDF locations should include CAT6: Patch panels, modular jacks, patch cords, cables, and couplers to replace the current CAT5E solution. Racks are currently installed in some locations. Installation includes all terminating required. Rewiring connections from MDF to IDF or other switches as needed with Fiber.

- a) All cables shall be independently supported throughout the entire project as recommended in ANSI/TIA/EIA 568B, 569B and in the BICSI TDM-6 13th Edition or most current versions.
- b) All cables shall be protected from harm while passing through spaces that are not the property of the Owner.
- c) The contractor shall route in-groups or similar types (i.e., each data distribution cable shall be grouped with its kind).
- d) Cables shall be installed in accordance with ANSI/TIA/EIA 568C.1 and TIA-569-C standards.
- e) Cables shall be routed point-to-point (home run). Cables shall not be spliced.
- f) All fiber and data cables runs must have a ten (10) foot service loop on the MDF end of the cable and a three (3) foot service loop at the jack end.
- g) All cabling installed in the ceiling must be hung at least 8-inches above the finished ceiling. All cable must be routed to avoid fluorescent light fixtures or electric motors.
- h) The outside sheath of any cable shall not be damaged.
- i) The contractor shall terminate cables properly on both ends.
- j) The contractor shall provide proper temporary protection for cables after pulling is complete but before final dressing and termination is complete.
- k) Cable shall not be left lying on the floor. Cable shall be bundled and tie wrapped above the floor reach for termination.
- l) The contractor shall use Velcro-styled straps to tie-wrap all cables. Tie-wrap shall occur on two (2) foot intervals when supported by ladder rack or any exposed cable (i.e., when running from ladder rack down to the equipment racks).

- m) Traditional cable ties shall be used where required to properly support cables and to protect them from harm or other environmental elements (i.e., to be used in ceilings to keep cables off of lighting fixtures or ceiling grids).
- n) During installation, the contactor shall comply with the manufacturer's recommendation for pulling tensions.
- o) The contactor shall comply with the manufacturer's recommendation for the short and long term minimum bend radius.
- p) Installation includes J-Hooks as required.

Workstation Termination: All cable connecting hardware and terminations shall meet the following standards:

- a) TIA/EIA 568-C.2, 568-C.3 and all current TSB, addenda and revisions at the time of installation.
- b) Industry standards and methods.
- c) The contractor shall:
 - i. Install all connecting hardware per manufacturer's instructions and recommendations.
 - ii. Field terminate all cables unless otherwise noted.
 - iii. Terminate cables in proper order and sequence.
 - iv. Utilize proper tools when performing terminations.
 - v. Leave no more than a 0.25 inch of untwisted cable at the terminated ends.

Information Outlets: All 8-pin modules shall be CAT6 and wired according to TIA 568B wiring code. Any modular furniture faceplates must be test-fitted with the furniture prior to fulfilling the project's required quantities and provide the proper faceplate for the location.

Typical Configuration: The typical information outlet, wall or furniture mounted, shall contain one (1) modular keyed/non-keyed RJ-45 type jack unless specified as other on the drawings. All jacks will provide a universal DATA functionality and shall be terminated sequentially on the patch panel. All colors for outlets and faceplates must be coordinated with the Project Manager.

Modular Furniture Outlets: All modular furniture outlets must be coordinated with other trades to ensure properly sized "in-feeds" and pathway capacity. All cables exiting a wall cavity or floor sleeve must be protected until the cables enter the furniture system. Any costs for scheduling offsets or "come-backs" for dressing the furniture must be included in base bid price.

Cable Run per Workstation: Each typical workstation (information outlet) shall receive one (1) or two (2) separate 4-pair UTP cables. Each cable shall have all four (4) terminated on one (1) jack module. Splitting of cables onto multiple jacks is not acceptable. Any requirements to split or serve multiple devices from a single cable shall be accomplished via external splitters.

Workstation Cable Run Length: The maximum run of cable from any workstation to an IDF closet, or to the MC shall not exceed 290 linear feet with an allowance for patch cords. The overall length of the circuit (including patch cords) from desktop device to LAN equipment shall not exceed 100 meters.

IDF Termination Details:

- a) All data station cables shall terminate sequentially on termination panels where they will be patched with RJ-45 patch cables of appropriate length to the network switch.
- b) All data station cables shall be terminated onto rack-mounted patch panels. Patch panels shall be flat or angled modular patch panels.

Switch Station Panels: 24 or 48 port Category 6 rack-mounted modular patch panels, or equivalent, that accept modules for UTP, fiber optic and audio/video. Patch panels shall be wired according to TIA 568B. All patch panels shall provide space for a label for each port in the back. Installation Guidelines:

- a) Provide and install modular patch panels onto racks in the IDFs for terminating the data distribution cables and tie cables.
- b) Provide and install machine-printed label strips on the front and for each port of the patch panels.
- c) Terminate the distribution cables in proper outlet labeling order.
- d) Terminate individual cable pairs utilizing proper tool.
- e) Provide and install horizontal and vertical wire management panes, if not currently installed. There shall also be a wire management panel between each 2 rack units of flat modular patch panel.

Station Patch Panel Configuration:

- a) The contractor shall install the data station cables such that the data ports appear from left to right on the station patch panel with "Data 1" appearing next to "Data 2" and so on across the entire row before moving down to the next row.
- b) Each patch panel port shall have a typed, non-smearing label using a self-adhesive sticker indicating the port number in accordance with the Cable Identification and Labeling section.
- c) All labels shall be machine generated. Hand-written labels will not be accepted.

Patch Cables: The contractor shall provide all patch cables required for completing Ethernet connections between the equipment patch panels and station patch panels. Provide one (1) patch cord of the appropriate size for each data cable installed. These patch cables can be double ended RJ-45 TIA Category 6 cables. Cables shall be of the same manufacturer of the structured cabling solution and shall be part of the channel warranty.

Category 6 Cable System Test:

- a) Each data outlet and cable shall be tested and certified for permanent link compliance with TIA Category 6.
- b) Each pair shall be tested end-to-end (from the outlet port through the port at Category 6 data patch panels). Two (2) ten (10) foot patch cables shall be used at the test unit end so that the outlet, outlet termination, cable and termination block can be observed in the test.
- c) End-to-end attenuation loss and near-end cross-talk shall be tested from 0.772 to 250 MHz and shall meet or exceed Category 6 TIA 568-C requirements.
- d) All tested cables shall pass all performed tests.
- e) End-to-end attenuation loss and NEXT shall meet or exceed Category 6, TIA 568-C requirements.

Test Results: the test results for all UTP cables shall include:

1. Overall cable length.
2. System continuity.
3. Proper connectivity.
4. Open pairs.
5. Short circuits.
6. Reversed pairs.
7. EMI noise induction.
8. Damaged cable.
9. Stretched, kinked or crimped cable.
10. Attenuation load in dB.
11. NEXT in dB.

Successful Test / Certification:

- a) The contractor shall download the results and measurements obtained from the cable point testing to a computer program. The contractor shall tabulate individual test results in chart and graph forms. The test result(s) shall be submitted to the owner and engineer for evaluation and approval.
- b) The contractor shall comply and implement all comments from the owner or the engineer without any additional cost to the owner. Upon receipt of approval, the contractor shall certify the cable and issue a warranty for a minimum of twenty-five (25) years.
- c) If a problem or fail test occurs, the contractor shall evaluate and remedy the problem without any additional cost to the owner.
- d) After a problem has been remedied, the contractor shall retest the circuit and resubmit the test result to the owner and engineer for analysis. The contractor is to continue this process until required results are achieved.
- e) The contractor is responsible for correcting and resolving any issues raised by the owner or its representative with respect to workmanship or deviation from standards stated herein.

Documentation: Documentation is to be submitted for approval prior to commencement of work. The above tests results shall be furnished in writing to SCLS prior to acceptance. The contractor will provide all documents easily understood for each system as follows:

- a) Inside Wiring Cable Records (two (2) copies) showing station IDs and Cable Routes. Station cables shall be marked red. Riser cable shall be marked green. Inter-closet cable / tie cable (if applicable), shall be marked blue.
- b) Cross-Connect Reference Indexes for Cable, IDF and MDF I.D. (two (2) copies).

6 *Material Lists for Network Cabling Projects:*

Required for Cabling Project Bid) – List all materials by Part Number, Brand and Description and Quantity. Use the form provided. This is mandatory to better evaluate each bid.

Example: Panduit Category 6 Module PN#xxxxxxxxxxx, Quantity 50

This information is crucial to the bid process. Failure to respond could result in disqualification.

Material List (Total Costs include everything needed to complete the project, (i.e. Patch Cables, Patch Panels, Keystone Jacks, Face Plates, etc.).

Part Number	Description	Quantity

Company Name

Signature

7 *Network Switches*

3 Cisco SG300 switches	Charleston, Greenville, Columbia
3 Cisco SF300 switches	Orangeburg, Conway, Florence
3 Cisco SG200 switches	Charleston, Greenville, Columbia

8 *Communication*

- a) All communications regarding the RFP should be referred to the contact below:

Pat Muller
Information Technology Manager
South Carolina Legal Services
2109 Bull Street
Columbia, SC 29201

- b) Submit questions via email to: patmuller@sclegal.org. Answers will be posted by Addendum to SCLS' website before the RFP deadline at SCLS' website at: <http://www.sclegal.org/procurement>

Proposers are responsible for downloading and reviewing all documents, including the Addendum at this website.

9 Proposal Submission Requirements

- a) Request for Proposals (RFP) responses must be received on or before **Monday, November 19, 2018, by 5:00 PM (EST), via email to: patmuller@sclegal.org**
- b) To facilitate the analysis of the responses to this RFP, proposers are required to prepare their responses in accordance with the instructions outlined in this section and elsewhere in this RFP.
- c) The bid proposal must bear your official letterhead, clearly identifying your company.
- d) Bids must be submitted electronically and all attachments should be in PDF format.
- e) Proposals shall include a letter of transmittal signed by an authorized representative of the bidding company. All information requested should be submitted.
- f) Bid proposal responses must be submitted containing the entire contents of your proposal to the email address shown above. Failure to submit all requested information may result in SCLS requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal.
- g) Proposals should be prepared simply, as thorough and detailed as possible providing a straightforward, concise description of vendor's capabilities to satisfy the requirements of the RFP to enable SCLS to evaluate your capabilities to provide the requested products and services.
- h) All responses are to be submitted on standard 8.5" X 11" paper in 12 pt. minimum type. Bidders shall respond to the items in the order they are shown in the RFP. Proposals should describe the most favorable terms and shall remain firm for 120 days from the bid opening date.
- i) Ownership of all data, materials and documentation originated and prepared for this RFP solicitation by any proposer/vendor shall belong exclusively to SCLS.
- j) The proposal shall be labeled "Network Cabling Project, RFP# 2018-30-10", delivered via email.

10 Selection Criteria

SCLS will conduct a fair evaluation process based on criteria listed herein and will use multiple criteria to select the most qualified vendor who represents an understanding of SCLS' needs. Vendors should have significant experience in projects involving network data and voice cabling installations.

The RFP will allow SCLS to review proposals and enter into negotiations with the vendor whose proposal is most advantageous to SCLS with price and other factors considered.

11 Technical Review Criteria

A number of factors will influence the decision in determining whether or not a vendor is qualified. The following list summarizes the major qualitative areas that will be evaluated, along with their overall weighting.

These factors include:

Financial Considerations (Price of goods and service)	30%
Previous relevant and positive experience	15%
Work Plan/Business and Technical Experience	15%
Vendor strength, stability and expertise	10%
Understanding of the Work Required	10%
Company references (Demonstrated customer service, quality and support)	10%
Capacity of the Vendor to Effectively Administer the Project	10%
Total	100%

11.1 Response Contents and Format

Please complete all sections of the RFP. If additional material is required for one or more questions, please label attachments clearly and reference them in your response. Your response to this RFP will serve as the basis for the consideration of your proposal as the successful vendor.

The format as outlined in Section 11.3 below (Corporate Information), should be followed in order to provide SCLS with a working basis on which to compare one proposal with another. Please put “**Proposal for Network Cabling Project**” in the subject line.

All proposals shall include a statement indicating that the submitter is authorized to offer this proposal by his/her company and may bind the company under contract if selected.

11.2 Information Requirements

For the purposes of understanding more about your company and your ability to successfully fulfill this important SCLS requirement, please provide the information below as part of your response, clearly referencing each specific question.

11.3 Corporate Information

In order to simplify the review process and to obtain the maximum degree of comparability, the proposal responses should include the following items and be organized in the manner specified below.

1. **Letter of Transmittal** – briefly outline the company’s understanding of the work and general information regarding your company and the individuals to be involved in the project.
2. **Overview of Company** - a brief overview of your company’s involvement in providing network voice/data cabling in the IT industry.
3. **Profile of Company Proposing** –
 - How long has the company been in this business?
 - In what counties/cities/states do you maintain offices?
 - Location of office to manage project.
 - Indicate the number of employees in your company.
 - The credentials and qualifications of professional staff.

4. **Qualifications** – Describe recent experience with similar engagements to which the proposal relates.
 - a) Include resumes of all key professional members who will be assigned to the project.
 - b) Briefly describe the company’s system of quality control to ensure the work meets a high quality standard.
 - c) Include three (3) customer references that are similar in scope and requirements to those of SCLS.
 - d) Briefly describe your relationships and experience with manufacturers and major distribution partners in the local and national technology marketplace.
 - e) What differentiates your company from your competitors in the marketplace and how will this be relevant to us?
5. **Scope of Services and Proposed Project Schedule** – Briefly describe the company’s understanding of the scope of services to be provided.
 - a) Will your company subcontract any components of the proposed cabling project to a third party? If so, please describe the components to be subcontracted and provide details of any agreement in place with the subcontracted company/individuals as well as a summary of past work that you have successfully completed together.

12 Notification of Intent to Respond and Clarification

Questions

Please indicate your intention to respond, by email, to the above email address by the *Intent to Respond and Questions Due* date outlined in the *Key Dates* table below. In addition, please provide the contact details of the individual responsible for coordinating your RFP response.

Should the bidder note any discrepancy, require clarification or wish to request interpretations of any kind, the bidder shall submit a written request to: Pat Muller, Information Technology Manager, by email to: patmuller@sclegal.org . Answers will be provided to all respondents by the *Answers Provided* date.

Pat Muller, Information Technology Manager, is the designated South Carolina Legal Services’ representative for this initiative. For any information relative to this RFP, please direct all inquiries to her contact information is as follows:

Pat Muller, M.I.S.
Information Technology Manager
South Carolina Legal Services
patmuller@sclegal.org
803-744-4173

13 Proposal Process

Each bidder shall carefully examine the RFP and any and all attachments provided with respect to this RFP process. Bidders should familiarize themselves with all proposal requirements prior to submitting their proposal response.

14 Response Delivery Instructions

Please submit an electronic copy of your proposal to the email address indicated in the *Communication* section above (Section 8). All responses must be received on or before close of business (5:00 pm ET) on the *Proposals Due Date* indicated in the *Key Dates* table below. Proposals received following the deadline will not be considered.

15 Vendor Quote Requirements:

All quotes must meet the following general requirements for network cabling/wiring:

1. Structured quality cabling to a minimum standard of "CAT6"
2. All network points must be terminated on a patch panel.
3. All terminated network points and leads to be clearly labeled to avoid confusion.
4. All installed network points to be fully tested for compliance to CAT6 standard and to customer satisfaction.
5. A written test report including all network points to be generated and provided to SCLS as a record at the time of installation.
6. Both patch leads and drop leads are required for all networked points; minimum 4 additional drop leads are required to link SCLS equipment (network server, fax machine, multi-function copier/printer/scanner, etc.)
7. Supplier to provide contact details of 3 reference customers where network cabling/wiring has been installed.
8. The quotation should include: all labor, cabling, trunks, terminations, patch panel, and wall cabinet to house patch panel(s).
9. A six (6) way outlet power bar socket should be included to connect networking equipment.
10. Quote must indicate the time it would take to install and test the network.
11. All quotes must comply with relevant Government Health & Safety requirements.
12. Supplier must be insured to perform stated work, and avoid financial risk to office.

16 Key Dates

Event	RFP Issued	Intent to Respond and Questions Due	Answers Provided	Proposals Due	Sites Walk Through	Evaluation/Negotiation
Date	October 30, 2018	November 8, 2018	November 13 2018	November 19, 2018	TBD	November 27-30, 2018
Time		4:00 PM ET	5:00 PM ET	5:00 PM ET	TBD	

17 General Terms and Conditions / No Obligation

If bidder elects to respond to this RFP, submission of your proposal assumes the acceptance of the following understanding:

1. SCLS reserves the right to reject any or all of the proposals received in response to the RFP, to waive irregularities or to cancel or modify the RFP in any way, and at any time SCLS chooses, in its sole discretion, if SCLS determines that it is in the best interest of SCLS.

2. SCLS further reserves the right to make awards under this RFP without discussion of the proposals received. Proposals should be submitted on the most favorable terms from a technical, qualifications, and price standpoint.
3. Proposals must be signed by an authorized officer of the company. Proposals must also provide name, title, address and telephone number for individuals with authority to negotiate and contractually bind Vendor, and for those who may be contacted for the purpose of clarifying or supporting the information provided in the proposal.
4. SCLS will not be responsible for any expenses incurred by the proposer in conjunction with the preparation or presentation of any proposal with respect to this RFP.
5. Any exceptions to the general terms and conditions and specifications must be clearly stated in the RFP response.
6. Costs not delineated in the RFP response will not be negotiated in the contract.
7. The successful proposer shall perform its obligations hereunder in compliance with any and all applicable federal, state, and local laws; rules, regulations, including applicable licensing requirements, according to sound engineering, management and safety practices, and in compliance with any and all reasonable rules of SCLS relative to the premises.
8. No instructions given in the contract documents shall be construed as an authorization to violate any codes, ordinances, regulations, or laws.
9. The submission of a proposal shall not in any manner obligate South Carolina Legal Services to enter into a contract or to be responsible for the costs incurred by your company in responding to this request.
10. SCLS' selection of a Vendor through this RFP is not an offer and SCLS reserves the right to continue negotiations with the selected vendor until the parties reach a mutual agreement.
11. SCLS has the right at its discretion to terminate or renegotiate this contract due to occurrence or any event or action beyond its control. After such termination of this contract, the proposer shall have no continuing obligation under the terms of this contract.
12. Any alteration to this RFP document by a proposer will deem that proposer's response to this RFP as null and void.
13. Any and/all revisions made to this Request for Proposal prior to due date will be posted on the following website and will be the responsibility of the proposer to check for any and/all revisions.

17.1 Disclaimer

This RFP does not commit South Carolina Legal Services to any specific course of action. SCLS reserves the right to not select any vendor or purchase any goods or services resulting from this RFP.

17.2 Agreement of Non-Disclosure

This document is considered to be proprietary and shall not be disclosed to any other party. It is designed, developed and submitted to potential partners of South Carolina Legal Services solely for the benefit of South Carolina Legal Services.