



*Savannah-Chatham County Public School System*

*208 Bull Street / Savannah, Georgia 31401 / 912.395.5600*

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September 10, 2023

**TO ALL OFFERORS OF RECORD:**

Please be advised that the Savannah-Chatham County Board of Public Education is currently requesting proposals for **Salary and Compensation Analysis** under **RFP #24-14**. As a courtesy, a copy of the solicitation document is available via the District's web page at [www.sccpss.com](http://www.sccpss.com).

Proposal submittals will be accepted prior to **11:00 AM, Thursday, October 12, 2023**, at which time they will be publicly opened and examined. Time is of the essence, and any proposal submittal received after this deadline for submission will not be accepted. Offerors are responsible for ensuring that their submittals are timely received and stamped by Purchasing Department personnel. **If an Offeror does not receive an email confirmation that its submittal has been received and registered between 9:00am and 5:00pm on the day the proposal submittal is sent or prior to 10:59:99 AM on October 12, 2023, then the Offeror should email or call the Purchasing Department at (912) 395-5572 to confirm receipt. While SCCPSS will accept all proposal submittals received by the [purchasing@sccpss.com](mailto:purchasing@sccpss.com) email account by 10:59:99 AM on October 12, 2023, Offerors should not wait until the last minute to submit. Any proposal submittal not received by 10:59:99 AM will be rejected.**

It shall not be sufficient to show that the proposal submittal was sent by email before the scheduled deadline.

If you have any questions concerning this solicitation, please submit them in writing to **Katrina Hagan, Purchasing Agent** at [purchasing@sccpss.com](mailto:purchasing@sccpss.com). Please note that all communications relating to this solicitation must be directed to the Purchasing Department pursuant to SCCPSS policy.

Sincerely,

Sabrina L. Scales, NIGP-CPP, CPPB  
Interim Senior Director of Purchasing