



**Request For Proposals
Amendment
#3**

Solicitation Number: USC-RFP-3556-AS
 Date Issued: June 12, 2020
 Procurement Officer: Ashley Kennedy-Shell
 Phone: 803-777-4115
 E-Mail Address: abk@mailbox.sc.edu
 Mailing Address: 1600 Hampton Street; Ste 606
 Columbia, SC 29208

DESCRIPTION: Provide Counseling and Psychiatry Triage Assessments/Referrals via Telephone Service for After Hours Operation

USING GOVERNMENTAL UNIT: **UNIVERSITY OF SOUTH CAROLINA COLUMBIA CAMPUS**

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

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
 University of South Carolina – Consolidated Services
 925 Gadsden Street, Attention Bid Clerks
 Columbia SC 29208

PHYSICAL ADDRESS:
 University of South Carolina – Consolidated Services
 925 Gadsden Street, Attention Bid Clerks
 Columbia SC 29208

Solicitation openings and closings will be limited to teleconference only: Telephone 800-753-1965/Access code 777 7162

SUBMIT OFFER BY (Opening Date/Time): Tuesday, **June 16, 2020 at 11:00 AM (EST)** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **May 13, 2020 at 11:00 AM (EST)** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: 1 (one) Original Hard Copy each for Technical & Price Proposals;
 1 (one) Digital versions of technical proposal on USB drive;
 1 (one) Digital version of Price Proposal on USB Drive; and
 1 (one) each Digital version(s) of redacted Technical & Price proposal on USB Drive

CONFERENCE TYPE: **Not Applicable**
 DATE & TIME:

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

LOCATION: **Not Applicable**

AWARD & AMENDMENTS

Award will be posted on **07/16/2020**. The award, this solicitation, any amendments, and any related notices will be posted at the following web address:
https://sc.edu/about/offices_and_divisions/purchasing/index.php

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 forty-five (45) 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)

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)

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.) (See "Notice" clause)
	Area Code - Number - Extension Facsimile
	E-mail Address

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
<input type="checkbox"/> Payment Address same as Home Office Address	<input type="checkbox"/> Order Address same as Home Office Address
<input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> Order Address same as Notice Address (check only one)

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

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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PREFERENCES – A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences. **ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARDS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCE. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTAINLY THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.** [11-35-1524(4)&(6)]

PREFERENCES - ADDRESSES AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).

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

PURPOSE OF AMENDMENT

The purpose of Amendment 2 is to answer additional questions submitted.

1. **From Page 25: We are HITRUST Certified for HIPAA and have MARS-e 2.0 attestation. Will proof of these suffice in lieu of the questionnaire in Attachment F on Page 57?**

Offerors shall provide the Attachment F SERVICE PROVIDER SECURITY ASSESSMENT QUESTIONNAIRE

2. **From Page 34: All of our policies allow for them to be primary and noncontributory except for our Professional Liability policy. Is this acceptable to USC?**

Offerors shall bid as specified.

3. **If Attachment F is required, as this contains potentially sensitive information about our security protocols, will marking responses as “Confidential” prevent them from being made available to the public?**

The answer to this question is provided in the original solicitation:

- Section 2A, Page 12 SUBMITTING CONFIDENTIAL INFORMATION
- Section 4, Page 25 SUBMITTING REDACTED OFFERS

4. **Page 26: As Financial Reports contain sensitive information, will marking this information as “Confidential” prevent them from being made available to the public?**

The answer to this question is provided in the original solicitation:

- Section 2A, Page 12 SUBMITTING CONFIDENTIAL INFORMATION
- Section 4, Page 25 SUBMITTING REDACTED OFFERS

5. **With reference to “credentialed/licensed” professionals what are the qualification required to complete this services?**

Any Licensed mental health provider such as (Psychologist, Psychiatrist, Mental Health Counselor, Social Worker, etc).

6. **With reference to “provide callers with local resources on and off campus.....”, is it the expectation that the selected partner will forget these relationships themselves? Or will the University pass a list onto the selected partner?**

The University will provide this information.

7. **Can USC share further information about volumes and KPI expectations?**

The University averages 50 calls per month, but on busy months it can be up to 100 calls.

8. When is the expected go-live date?

I think we have to give the current vendor 30 days notice, so I would say within 30 days of contract completion

9. Are there any restriction where the health professional are based for this work?

The Contractor must be able to service students in whatever state student is in

10. Would like to know the process and if licensure in the state of South Carolina is needed as I am an lcsw in the state of Connecticut?

The Contractor will need to be able to service University students in whatever state they are in.

11. Is there an incumbent currently managing this service?

The University is currently using ProtoCall for these services.

12. What is the reason this RFP has gone to tender?

The University has a need for these services.

-End of Amendment 3-