



Fixed Price Bid
Amendment 2

Solicitation Number: USC-FPB-3639-AS
 Date Issued: July 13, 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 Strategic Planning Consulting Services

USING GOVERNMENTAL UNIT: **UNIVERSITY OF SOUTH CAROLINA & SYSTEM CAMPUSES**

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 – Purchasing Services (Ste 606)
 1600 Hampton Street, Attention Bid Clerks
 Columbia SC 29208

PHYSICAL ADDRESS:
 University of South Carolina – Purchasing Services (Ste 606)
 1600 Hampton 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): **August 4, 2020 at 11:00 AM (EST)** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **July 2, 2020 at 11:00 AM (EST)** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: 1 (one) Original Hard Copy ;
 1 (one) Digital versions 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 **08/21/2020**. 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 thirty (30) 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)

UofSC VENDOR NO.

(Or provide a [UofSC Supplier Packet](#))

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)

COVER PAGE – PAPER ONLY (MAR. 2015)
 Include this page with your Bid as Page 1

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)
____ Payment Address same as Home Office Address	____ Order Address same as Home Office Address
____ Payment Address same as Notice Address (check only one)	____ 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
1	07/13/2020						

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 AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.** [11-35-1524(E)(4)&(6)]

PREFERENCES - ADDRESS 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(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(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)**

PREFERENCES DO NOT APPLY

Include this page with your Bid as Page 2

PURPOSE OF AMENDMENT

The purpose of the amendment is to amend the Scope of Work and answer bidder questions.

III. SCOPE OF WORK/SPECIFICATIONS

Scope of Work:

The University of South Carolina is seeking experienced offerors that can provide the comprehensive range of strategic planning consulting services specific to institutions of higher education as described in this solicitation. Offerors should be fully qualified and competent with the proper knowledge, experience, and personnel to perform the required services.

Responsible offerors, who have submitted responsive bids will be added to the list of potential contractors who can be selected by the University to perform these services on any relevant project. The University reserves the right to separately solicit any future project that it may determine to undertake under a separate solicitation. Offerors experience and qualifications will be evaluated as needed to determine that Contractors meet the experience and skills needed for subsequent agreements. Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation). Any costs related to travel that will be required by offerors may be reimbursed at cost upon prior written approval of the University. Contractors shall adhere to requirements provided by the US General Services Administration (GSA) and shall not exceed the [Travel and Per Diem](#) rates determined by the GSA for travel to the State of South Carolina or another state as relevant to the job being performed. The University will not pay for any additional fees, overhead, or costs related to the performance of subsequent agreements.

Description of services to be provided:

The Contractor will assist the University in analyzing its strategic goals. Assists in defining the university's strategy, direction and decision making on allocating its resources to pursue strategies. Designs control mechanisms for guiding the implementation of the strategy. Consults on strategies for developing and implementing strategic plans. Researches, designs, and develops programs. Strategic planning tasks should include but are not limited to:

- Policy recommendations
- Development of community action plans
- Design and development of comprehensive plans
- Development of regulatory and incentive strategies
- Design of historic preservation plans
- Business planning
- Campus master planning
- Redevelopment planning
- Economic development strategic planning

QUESTIONS FROM OFFERORS - AMENDMENT (JUN 2017)

The solicitation is amended as provided herein. Information or changes resulting from questions will be shown in a question-and-answer format. All questions received have been reprinted here-in. The "state's response" should be read without reference to the questions. The questions are included solely to provide across-reference to the potential offeror that submitted the question. Questions do not form a part of the contract; the "state's response" does. Any restatement of part or all of an existing provision of the solicitation in an answer does not modify the original provision except as follows: underlined text is added to the original provision. Stricken text is deleted. [02-2A097-1]

FIXED PRICE BIDDING SOURCING METHOD

Offerors desiring more information on the Fixed Price Bid process may refer to SC Procurement laws through the links provided on page 5 of the original solicitation:

CODE OF LAWS AVAILABLE (JAN 2006)

The South Carolina Code of Laws, including the Consolidated Procurement Code, is available at:
<http://www.scstatehouse.gov/code/statmast.php>

The South Carolina Regulations are available at:
<http://www.scstatehouse.gov/coderegs/statmast.php>

Specifically, the Competitive Fixed Price Bidding sourcing method is addressed in Section 11-35-1525 of the Procurement Code and

Answers to Bidder Questions

- 1 **The solicitation indicates that award will be posted on July 22. Does the university anticipate making its award determination based on the qualifications submission alone?**

The answer to this question is provided on Page 17 of the original solicitation:

AWARD CRITERIA – FIXED PRICE BIDDING (JAN 2006) Award will be made to all responsive and responsible Offerors. [06-6023-1]

- 2 **Is it correct to assume that the university views this bid as an on-call contract whereby specific scopes of work will be defined as needs arise over time?**

Responsible offerors, who have submitted responsive bids will be added to the list of potential contractors who can be selected by the University to perform these services on any relevant project.

- 3 **In light of the current travel limitations resulting from COVID-19, does the university have a preference for hiring local/regional firms, in particular the prime consultant?**

No.

- 4 **Regarding the scope of work items on page 12 of the solicitation, is your expectation that the lead firm organize a team with the capabilities to meet all of the services listed? Or are you looking for firms to submit individually and specify which services they are interested in and able to provide?**

The solicitation makes no reference to a lead firm.

- 5 **Can you provide any additional, more specific information about the following services listed on page 12:**

- **Policy recommendations**
- **Business planning**
- **Design and development of comprehensive plans (vs campus master planning)**

Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

- 6 **On the first page of the FPB, it says one original hard copy and one digital version on USB. On page 9, it says Purchasing staff is conducting some steps of this procurement virtually. Are you accepting emailed submissions as a substitute for hard copy?**

The solicitation makes no reference to accepting bids by e-mail. Offerors are cautioned to always submit offerors exactly as stated on the Header Page (1) of the most recent Amendment.

- 7 **If not, do we need to schedule a time with the procurement officer to hand deliver this proposal?**

No.

- 8 **Has there been a budget established for this project? If so, can you share the budget amount with us?**

Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

9 Who would we be reporting to on this project?

Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

10 Can you provide an organization chart for the area under review?

Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

11 What is your goal for the project? What does a successful project look like?

Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

12 What specific concerns might you have related to the project?

Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

13 Are you open to working with a firm that is not local?

The answer to this question is provided on Page 17 of the original solicitation:

AWARD CRITERIA – FIXED PRICE BIDDING (JAN 2006) Award will be made to all responsive and responsible Offerors. [06-6023-1]

14 What professional standards do you want us to follow?

The answer to this question can be found in the solicitation.

- Section VII
 - COMPLIANCE WITH LAWS, page 22.
 - CONTRACTOR PERSONNEL, CONTRACTOR'S OBLIGATION-GENERAL, CONTRACTOR'S USE OF UNIVERSITY PROPERTY, page 24.

15 Is there a small business and/or DBE requirement? If so, what is it? Do you have a list of approved firms?

No, there is no small business/DBE requirement.

16 Is there a current provider of these services? If so, who is it and why are you looking to make a change?

There are several contractors providing strategic consulting services across the University System campuses.

https://sc.edu/about/offices_and_divisions/purchasing/solicitations_awards/fixed_price_bids/details.php?sid=2011

17 When was the last project completed in this area? Can you provide us a copy of the report?

A previous contract was in place that included a range of consulting services.

18 Does USC have an existing University-wide Strategic Plan?

The University's strategic plans are posted on our websites; however, this question is not relevant to this solicitation.

19 What amount of stakeholder engagement would the University like in the development of each of the areas defined in the scope of work?

Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

20 Is there already a defined group or groups of individuals who will work with the consultant in the development of each of the areas defined in the scope of work?

Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

21 Does the University have a budget in mind for the entire scope of the project?

Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

22 Who does USC consider its peer institutions? What about top competitor institutions?

This question is not relevant to this solicitation. Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

23 In terms of the scope of the project, does the campus master planning and redevelopment planning required as part of this strategic plan involve the creation of an actual master plan and redevelopment plan or just viewing them through the lens of a strategic plan?

Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

24 Who is scheduled to be on the review committee?

The context of this question is not understood. There is no mention of any review committee or review process in the solicitation.

25 Has there been a previous study of this nature before? If so, may we obtain a copy or at minimum know the provider and year it was completed?

Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

26 **What is the proposed budget for the study?**

Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

27 **What is the requested timeline for the final study deliverables?**

Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

28 **What parts of previous strategic planning projects and processes do you wish to retain, and which parts do you wish to improve or discard?**

Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

29 **Do you have an incumbent who provides similar services to those described in the RFP? If yes, what advantage, if any, would such a vendor have in competing for the current project? What was most and least useful about the experiences?**

The answer to this question is provided on Page 17 of the original solicitation:

AWARD CRITERIA – FIXED PRICE BIDDING (JAN 2006) Award will be made to all responsive and responsible Offerors. [06-6023-1]

Also, please note:

- The sourcing method for this solicitation is NOT a Request for Proposal (RFP).
- Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).
- Offerors are cautioned to limit their submissions to exactly what is defined on Page 13 of the original solicitation. NOTHING ELSE WILL BE CONSIDERED.

30 **What is your budget or budget range or how much have you spent on similar work in the past?**

Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

31 **What is your preferred modality for meetings (in-person, virtual)? Will all meetings be conducted using the same modality?**

Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

32 If there is a face-to-face facilitator, can there also be a virtual facilitator?

Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

33 Do you have a local preference or any other preferences?

The answer to this question can be found in the solicitation.

- PREFERENCES DO NOT APPLY, page 2.

34 Why are you choosing to outsource this project rather than staffing it internally?

Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

35 Will answers to questions from all potential vendors be shared among them?

The answer to this question is provided on Page 7 of the original solicitation:

QUESTIONS FROM OFFERORS (FEB 2015)

“...Any information given a prospective Offeror concerning a solicitation will be furnished promptly to all other prospective Offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective Offerors...”

36 Will we be able to learn who the other bidders are?

This information can be disclosed after the award is posted.

37 In our proposal, may we include references and hyperlinks to electronic resources, e.g, to web pages?

This solicitation does not request proposals. Offerors are cautioned to complete their submission as specified in the solicitation. Please limit your submittal to what is defined on Page 13 of the original solicitation.

38 Would you consider a virtual submission of proposals?

The answer to this question can be found in the solicitation.

- SUBMITTING A PAPER OFFER OR MODIFICATION, page 9.

39 The solicitation is labeled as a fixed price bid but is not classified as such on the website. Please confirm that awards will be made to all responsive and responsible offerors.

The answer to this question can be found in the solicitation.

- Section VI. AWARD CRITERIA – FIXED PRICE BIDDING , page 17.

- 40 **The RFP states that a hard copy and a USB copy are required for submission. Do these requirements still apply or is there an option for electronic submission?**

The answer to this question can be found in the solicitation.

- NUMBER OF COPIES TO BE SUBMITTED, page 1.
- Section II A SUBMITTING A PAPER OFFER OR MODIFICATION, page 9.
- Section II B ELECTRONIC COPIES-REQUIRED MEDIA AND FORMAT, page 11.

Also, please note the following:

- The sourcing method for this solicitation is NOT a Request for Proposal (RFP).
- Offerors are cautioned to limit their submissions to exactly what is defined on Page 13 of the original solicitation. NOTHING ELSE WILL BE CONSIDERED.

- 41 **Do the maximum hourly rates listed on the Bidding Schedule (Nov 2007) on p. 31 still apply to this solicitation?**

The context of this question is not understood. Please bid as specified.

- 42 **Is the institution requesting the services described in the RFP the University of South Carolina System, the University of South Carolina's flagship campus in Columbia, another of the System's universities, or are services being requested by the System on behalf of all of the universities it comprises?**

The answer to this question is provided on the header page of the original solicitation:

USING GOVERNMENTAL UNIT: **UNIVERSITY OF SOUTH CAROLINA & SYSTEM CAMPUSES**

Also, please note:

- The sourcing method for this solicitation is NOT a Request for Proposal (RFP).
- Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).
- Offerors are cautioned to limit their submissions to exactly what is defined on Page 13 of the original solicitation. NOTHING ELSE WILL BE CONSIDERED.

- 43 **Is the primary request for the development of a comprehensive institutional strategic plan (for one or several universities)? Or does the RFP intend that the vendor may be asked to develop a strategic plan, a campus master plan, a historic preservation plan, a community action plan, etc. as separate engagements?**

The answers are as follows:

- The sourcing method for this solicitation is NOT a Request for Proposal (RFP).
- Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).
- Offerors are cautioned to limit their submissions to exactly what is defined on Page 13 of the original solicitation. NOTHING ELSE WILL BE CONSIDERED.

- 44 **Is the request for a single specific project that the University or one of its campuses has already decided on? Or is the RFP requesting general information about how vendors would approach the development of a strategic plan (or campus master plan, or community action plan, etc.) should the University decide to pursue one of these options?**

The answers are as follows:

- The sourcing method for this solicitation is NOT a Request for Proposal (RFP).
- Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

Offerors are cautioned to limit their submissions to exactly what is defined on Page 13 of the original solicitation. NOTHING ELSE WILL BE CONSIDERED.

- 45 **Does the phrase “Researches, designs, and develops programs,” under “General Scope” in Section III, “Scope of Work/Specifications,” include the development of academic programs?**

Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

- 46 **Who (i.e., what position), would be the primary sponsor of projects such as those envisioned by the RFP—a provost? A president? Or is the RFP referring to potentially multiple projects (see questions #1 and #2) that would have different possible sponsors? In other words, at what level of the university would these projects typically occur?**

The answers are as follows:

- The sourcing method for this solicitation is NOT a Request for Proposal (RFP).
- Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

Offerors are cautioned to limit their submissions to exactly what is defined on Page 13 of the original solicitation. NOTHING ELSE WILL BE CONSIDERED.

- 47 **Is preference given to consulting firms based in South Carolina?**

The answer to this question can be found in the solicitation

- Page 2.

- 48 **In section IV, “Information for Offerers to Submit” there is reference made to “any appropriate attachments addressed in Part IX. Attachments to Solicitations.” There is not part IX included in the RFP. Can we assume from this that no information of this sort is required?**

Part IX is on page 32 of the original solicitation:

ATTACHMENTS LIST

The following documents are attached to this solicitation:

- A. Offeror Checklist
- B. Nonresident Tax Notice
- C. List of References

- 49 **Please explain Section VIII, “Bidding Schedule.” Do the rates shown in column #3, “Maximum Hourly Rate” represent the maximum rate the University of South Carolina will pay for consultants at each of these levels?**
- **These titles do not correspond to those of our consultants, how should we address this?**
 - **Are the “Maximum Hourly Rates” shown inclusive of overhead and profit margin, or is it appropriate to assume that overhead and profit may be charged on top of these rates?**

Offerors are cautioned to bid as specified.

Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation). Any costs related to travel that will be required by offerors may be reimbursed at cost upon prior written approval of the University. Contractors shall adhere to requirements provided by the US General Services Administration (GSA) and shall not exceed the [Travel and Per Diem](#) rates determined by the GSA for travel to the State of South Carolina or another state as relevant to the job being performed. The University will not pay for any additional fees, overhead, or costs related to the performance of subsequent agreements.

- 50 **So that we are entirely clear about payment arrangements, are we correct to understand that the University of South Carolina will withhold 2% of any fees charge by a vendor that does not reside in the State of South Carolina? Does submission by the vendor of “Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312” eliminate this withholding?**

The answer to this question can be found in the solicitation:

- Attachment B, page 34.
- Page 21:

TAXES (JAN 2006)

Any tax the contractor may be required to collect or pay upon the sale, use or delivery of the products shall be paid by the State, and such sums shall be due and payable to the contractor upon acceptance. Any personal property taxes levied after delivery shall be paid by the State. It shall be solely the State’s obligation, after payment to contractor, to challenge the applicability of any tax by negotiation with, or action against, the taxing authority. Contractor agrees to refund any tax collected, which is subsequently determined not to be proper and for which a refund has been paid to contractor by the taxing authority. In the event that the contractor fails to pay, or delays in paying, to any taxing authorities, sums paid by the State to contractor, contractor shall be liable to the State for any loss (such as the assessment of additional interest) caused by virtue of this failure or delay. Taxes based on Contractor’s net income or assets shall be the sole responsibility of the contractor. [07-7A080-1]

- 51 **Are we correct that proposals in response to the RFP require a fixed price bid? We ask this because no parameters for the specific intended project or projects are include in the RFP. Without knowing the size of an institution and the specific nature of the work to be performed (and expectations for it), it is very difficult to estimate number of people we will need to speak with, meetings to be held, analyses to be conducted, and documents to be prepared. These are the primary drivers of our labor and thus our fee to a client. Without this information, we cannot prepare a fixed fee bid that we would want to be held to. How would you suggest we address this?**

Please bid as specified in the original solicitation. The answer to this question is provided on Page 17 of the original solicitation:

AWARD CRITERIA – FIXED PRICE BIDDING (JAN 2006) Award will be made to all responsive and responsible Offerors. [06-6023-1]

Also, please note:

- The sourcing method for this solicitation is NOT a Request for Proposal (RFP). It is an invitation to provide a Fixed Price Bid (FPB)

- Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

Offerors are cautioned to limit their submissions to exactly what is defined on Page 13 of the original solicitation. NOTHING ELSE WILL BE CONSIDERED.

- 52 **Can you give us a rough sense of your budget parameters for the project or projects? We ask only because having an idea greatly helps us determine how to scope the project to be most cost effective—or allow us to make the decision not to submit a proposal if we feel we cannot provide the assistance required within the given budget.**

Each department has its own budget. Budgets will vary by department.

- 53 **By Business Proposal (Price Proposal) does this mean that the IV Bidding Schedule form, page 31 should be completed and submitted in a separate envelop from the original Technical Proposal; as well as submitting it on a USB drive separate from the USB drive which would contain the Technical Proposal?**

This solicitation is not a Request for Proposal (RFP). The sourcing method for this procurement is Fixed Price Bidding. Submission of technical and business proposals are inappropriate for this solicitation. Offerors are cautioned to limit their submissions to exactly what is defined on Page 13 of the original solicitation. NOTHING ELSE WILL BE CONSIDERED.

- 54 **In completing the IV Bidding Schedule form, page 31, will it be responsive to select one of the Line Description (like Line 3- Senior Project Manager) and include the Offeror's Hourly Rate in this category. If not, how should the IV Bidding Schedule form be completed in order to be responsive to this Solicitation?**

In completing the Bid schedule in Section VIII of the solicitation, each Offeror must provide the hourly rate under "Offeror's Hourly Rate" column for the positions that apply to your company.

- 55 **For the insurance summary - will an Acord Form Certificate of Insurance be accepted to meet this requirement?**

Yes; however, Offerors are strongly encouraged not to purchase insurance for this solicitation prior to receiving a specific request from the University of South Carolina to do so.

- 56 **Can you confirm that this is a vendor qualification effort, and that successful vendors will need to respond to specific scopes of work issued to the qualifying vendors?**

Responsible offerors, who have submitted responsive bids will be added to the list of potential contractors who can be selected by the University to perform these services on any relevant project. The University reserves the right to separately solicit any future project that it may determine to undertake under a separate solicitation. Offerors experience and qualifications will be evaluated as needed to determine that Contractors meet the experience and skills needed for subsequent agreements. Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

- 57 **Can USC provide examples/brief definitions of the strategic planning tasks listed on page 12?**

Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

- 58 **Is USC looking for a single vendor to provide all the listed strategic planning tasks? Will respondents be considered responsive to this procurement if they do not respond to all categories?**

The answer to this question is provided on Page 17 of the original solicitation:

AWARD CRITERIA – FIXED PRICE BIDDING (JAN 2006) Award will be made to all responsive and responsible Offerors. [06-6023-1]

Also, please note:

- The sourcing method for this solicitation is NOT a Request for Proposal (RFP).
- Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

Offerors are cautioned to limit their submissions to exactly what is defined on Page 13 of the original solicitation. NOTHING ELSE WILL BE CONSIDERED.

- 59 **Can you clarify the purpose of the date information listed parenthetically on the bold title of individual sections? What is its relevance for prospective vendors?**

The date provided next to the clause provides information regarding when that version of the clause was introduced to the State of South Carolina's Compendium of Clauses. There is little to no relevance for offerors or contractors.

- 60 **Is USC looking for the successful respondent to have 10 projects for each of the category tasks listed?**

Please provide detailed contact information for the 10 most recent projects as stated on page 13 of the original solicitation.

- 62 **Would you be interested in a quote for LEED Certifying this project?**

No. Offerors are cautioned to limit their submissions to exactly what is defined on Page 13 of the original solicitation. NOTHING ELSE WILL BE CONSIDERED.

- 63 **Section III. Scope of Work/Specifications. The general scope says "Strategic planning tasks should include but are not limited to: policy recommendations, development of community action plans, design and development of comprehensive plans, development of regulatory and incentive strategies, design of historic preservation plans, business planning, campus master planning, redevelopment planning, and economic development strategic planning." Is it the expectation that these various tasks, plans, strategies be included as deliverables of the final Strategic Plan? Or is it the expectation that these various areas of existing work should be considered or consulted when developing the Strategic Plan?**

Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

- 64 **Is Focus Carolina 2023 considered the institution's existing strategic plan? If yes, is there a reason the University is launching a new strategic planning process in 2020?**

The University's current Strategic Plan is not relevant to this solicitation.

- 65 **See previous question. If Focus Carolina 2023 is the University's existing strategic plan, is it the expectation that this project is more focused on operational planning, with a focus on implementation?**

Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).

- 66 **Is this project specific to the University of South Carolina-Columbia Campus, or is it for the broader the University of South Carolina System?**

The answer to this question can be found in the solicitation

- USING GOVERNMENTAL UNIT, Page 1.

- 67 **Is it the expectation that this project will be facilitated in-person, or is the University of South Carolina considering virtual formats given the ongoing COVID-19 pandemic?**

Each task or project that a contractor is engaged to work on will be defined in advance with a price that is determined based upon hourly rates that do not exceed those that are offered for the level of staff defined in Bid Schedule (Section VIII of this solicitation).