

	Fixed Price Bid Amendment 2	Solicitation Number	GS-FPB-220174-05
		Date Issued	October 27, 2023
		Procurement Officer	Amy Sabol
		Phone	803-777-5896
		E-Mail	SABOLA@mailbox.sc.edu

SOLICITATION DESCRIPTION:	Integrated Marketing and Public Relations
USING GOVERNMENTAL AGENCY:	UNIVERSITY OF SOUTH CAROLINA System wide campus

The Term "Offer" Means Your "Bid" or "Proposal."

SUBMIT OFFER BY (Opening Date/Time):	10/31/2023 at 11:00 AM See "Deadline for Submission of Offer" provision.
QUESTIONS MUST BE RECEIVED BY:	10/24/2023 at 11:00AM sabola@mailbox.sc.edu See "Questions From Offerors" provision.
NUMBER OF COPIES TO BE SUBMITTED:	Submit on-line or deliver to 1600 Hampton Street Suite 606, Columbia SC 292088
SUBMIT ELECTRONIC OFFERS VIA THE FOLLOWING URL:	https://supplier.ps.sc.edu
SUBMIT YOUR SEALED OFFER TO THE FOLLOWING ADDRESS: See "Submitting Your Paper Offer or Modification" provision.	USC Purchasing Department 1600 Hampton St, Suite 606 Columbia, SC 29208
CONFERENCE INFORMATION As appropriate, see "Conferences-Pre-Bid/Proposal" & "Site Visit" provisions.	
CONFERENCE TYPE: N/A DATE & TIME: N/A	LOCATION: N/A
AWARD & AMENDMENTS	Award will be posted at the Physical Address stated above on 11/03/2023. The award, this solicitation, and any amendments will be posted at the following web address: https://supplier.ps.sc.edu

You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, you agree to be bound by the terms of the Solicitation. You agree to hold your Offer open for a minimum of sixty (60) calendar days after the Opening Date. (See "Signing Your Offer" provision.)

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.

NAME OF OFFEROR (Full legal name of business submitting the offer)	SUPPLIER or OFFEROR ID
PRINTED NAME (Printed name of person signing below)	TITLE (Business title of person signing)
AUTHORIZED SIGNATURE (Person authorized to submit binding offer)	DATE SIGNED

OFFEROR'S TYPE OF ENTITY: (Check only one.)	(See "Signing Your Offer" provision.)
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Government Entity (federal/state)	
<input type="checkbox"/> Corporate Entity (not tax-exempt) <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Order Address	

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) <hr/> Phone Number Facsimile <hr/> E-mail Address
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PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause.) <input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses.) <input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)
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ACKNOWLEDGMENT OF AMENDMENTS
 Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision.)

Amendment No.									
Amendment 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 AN 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)]

<input type="checkbox"/> In-State Office Address same as Home Office Address <input type="checkbox"/> In-State Office Address same as Notice Address (check only one)	
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AMENDMENTS TO SOLICITATION (JAN 2004)

(a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: www.procurement.sc.gov(b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. [02-2A005-1]

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 below. The “state’s response” should be read without reference to the questions. The questions are included solely to provide a cross 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]

The purpose of this amendment is to answer the offeror’s questions.

Question 1: Do you have a local preference or are you open to a Canadian agency to do this work as we have for numerous other clients across the country for similar engagements that specialize in Academia?

Answer: The University prefers to do business with companies located inside the United States for the Fixed Price Bid Solicitations.

Question 2: We assume we can submit one proposal for multiple lots?

Answer: Yes, vendors can submit one proposal for multiple Lots.

Question 3: How many vendors do you plan to onboard through this procurement process?

Answer: The University of South Carolina is unable to provide this information.

Question 4: What has been your annual spend or what is the anticipated spend across each individual lot?

Answer: The University of South Carolina is unable to share our financial information.

Question 5: Could you confirm the proposal submission method?

Answer: Offerors can submit through the People Soft Portal or mail in submissions to: 1600 Hampton Street Columbia, SC 29201 as stated in the solicitation.

Question 6: Should the vendor be able to provide all services identified above to submit their offer? For example, if a vendor specializes in photography, can that vendor submit the offer to provide only photography services?

Answer: Offerors can bid to one Lot or all Lots but must provide samples for each Lot they are bidding on.

Question 7: To clarify, direct supervision can be done with off-site contracted assets, correct?

Answer: Yes, direct supervision can be conducted off campus.

Question 8: Can you provide the scale and reach you are looking for your media buys to be placed in so we can build a plan accordingly?

Answer: The University of South Carolina is unable to provide this information.

Question 9: What is the media buy budget that should be used for the notional plan?

Answer: The University of South Carolina is unable to share our financial information.

Question 10: Does the agency have an estimate of numbers of products to be produced so contractors can determine the number of hours and costs associated with the effort?

Answer: The University of South Carolina is unable to share our financial information.

Question 11: Does the agency have an estimate of numbers of products to be produced so contractors can determine the number of hours and costs associated with the effort?

Answer: The University of South Carolina is unable to share our financial information.

Question 12: Does the agency have an estimate of numbers of products to be produced, size of the products, etc. so contractors can determine the number of hours and costs associated with the effort?

Answer: The University of South Carolina is unable to share our financial information.

Question 13: Does the agency have an estimate of numbers of events and types of campaigns to be conducted so contractors can determine the number of hours and costs associated with the effort?

Answer: The University of South Carolina is unable to provide this information. The award to the solicitation does not guarantee an event, work or job.

Question 14: Will there be advanced notice of on-campus client meetings?

Answer: Yes, there will advance notice of on-campus client meetings with customers.

ALL OTHER TERMS, CONDITIONS, BIDDING INSTRUCTIONS, AND SPECIFICATIONS REMAIN UNCHANGED. IF THERE ARE ANY QUESTIONS OR IF ANY CONFUSION OR UNCERTAINTY ARISES AS A RESULT OF THIS AMENDMENT, IT IS THE SOLE RESPONSIBILITY OF THE OFFEROR TO CONTACT THE PROCUREMENT OFFICER FOR CLARIFICATION. CONTACT INFORMATION CAN BE FOUND IN THE TOP RIGHT HAND CORNER OF THE COVER PAGE OF THIS AMENDMENT. REFERENCE THE “DUTY TO INQUIRE” CLAUSE IN THE SOLICITATION

End of Amendment