

USC-COTS-56351-TF Amendment 1

Date: January 27, 2021 9:00 am

Please see the answers below to questions submitted. I will extend the Deadline for Quotes of January 29, 2021 at 11:00 am. Please feel free to resubmit your quote if necessary.

- Will questions be answered on a rolling basis or all at one time via addendum after the Q+A period has ended? If the latter, will an extension to the deadline for quotes be made to allow vendors ample time to utilize the information in their response? **we would just answer questions on a rolling basis and there would be no extension.**
- Does USC have an interest in a solution with Active Directory or Single Sign On capability? **We would want to limit the access to only those who are part of the FOIA process, so probably SSO, but also may require more discussion with DoIT to determine.**
- Has USC already budgeted for the sought after solution? If so what is the dollar amount budgeted? **Yes; approximately \$20,000-\$25,000**
- How many FOIA requests does USC receive on an annual basis? **I would ballpark it at 500 annually.**
- Who is the University's preferred payment processor? **We would defer to advice from DoIT/Finance and Administration on best option to ensure payments are remitted to appropriate areas.**
- What kind of data is South Carolina looking to capture and archive at this time, and how many users for each individual content type (i.e email, social media, texting, IM chats) **We may need to provide emails, social media, texts, IMs, documents (such as contracts, procurement documents, and law enforcement records). We will probably need initial access for 12 users, but that may expand over time.**

**From:** FOUNTAIN, TRACY <FOUNTAI3@mailbox.sc.edu>

**Sent:** Thursday, January 14, 2021 3:46 PM

**To:** FOUNTAIN, TRACY <FOUNTAI3@mailbox.sc.edu>

**Subject:** USC-COTS-56351-TF - FOIA Software Subscription

The University of South Carolina is soliciting **bona fide quotes on your company letterhead**

Description:	Item: Annual Software Subscription Fees for Freedom of Information Act Software Specifications: <ol style="list-style-type: none"><li>1. Allows for online submission of FOIA requests</li><li>2. Can support collecting fees?</li><li>3. Allows redacting of files</li><li>4. Has a payment module</li></ol>
--------------	--

Quantity:	Annual Software Subscription Cost
Delivery Location:	University of South Carolina Columbia Campus
Set-Up Charges :	Included in the price
Date Posted:	January 15, 2021
Advertised in SCBO:	January 15, 2021
Deadline for Questions:	January 25, 2021 at 11:00 am
Deadline for Quotes:	January 27, 2021 at 11:00 am
Email Quotes and Questions to:	<a href="mailto:Fountai3@mailbox.sc.edu">Fountai3@mailbox.sc.edu</a>
Subject Line Must Show:	USC-COTS-56351-TF

**AGREEMENT:** means any transaction or agreement arising out of, relating to, or contemplated by the relationship of which this purchase order forms a part. The terms and conditions of this document (including the attached purchase order) shall apply notwithstanding any additional or different terms and conditions in any invoice or other document, including without limitation, (i) a purchase order or other instrument submitted by the State, (ii) any invoice, confirmation, or other document submitted by Contractor, or (iii) any privacy policy, terms of use, or end user agreement. Any document signed or otherwise agreed to by persons other than the Procurement Officer shall be void and of no effect.

**MATERIAL AND WORKMANSHIP (JAN 2006)**

Unless otherwise specifically provided in this contract, all equipment, material, and articles incorporated in the work covered by this contract are to be new and of the most suitable grade for the purpose intended. [07-7B120-1]

**QUALITY – NEW (JAN 2006)**

All items must be new. [03-3060-1]

**DELIVERY / PERFORMANCE LOCATION – PURCHASE ORDER (JAN 2006):** After award, all deliveries shall be made and all services provided to the location specified by the Using Governmental Unit in its purchase order. [03-3015-1]

**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](http://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 – RESIDENT VENDOR PREFERENCE (SEP 2009)**

To qualify for the RVP, you must maintain an office in this state. An office is a nonmobile place for the regular transaction of business or performance of a particular service which has been operated as such by the bidder for at least one year before the bid opening and during that year the place has been staffed for at least fifty weeks by at least two employees for at least thirty five hours a week each. In addition, you must either: (1) maintain at a location in South Carolina at the time of the bid an inventory of expendable items which are representative of the general type of commodities for which the award will be made and which have a minimum total value, based on the bid price, equal to the lesser of fifty thousand dollars [\$50,000] or the annual amount of the contract; or (2) be a manufacturer headquartered and having an annual payroll of at least one million dollars in South Carolina and the end product being sold is either made or processed from raw materials into a finished end product by that manufacturer or its affiliate (as defined in Section 1563 of the Internal Revenue Code).

**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)
  
  - Resident Vendor Preference
  - SC End Product Preference
  - US End Product Preference

**PREFERENCES – SC/US END PRODUCT (SEP 2009)**

Section 11-35-1524(B)(4) provides a preference to vendors offering South Carolina end-products or US end products, if those products are made, manufactured, or grown in SC or the US, respectively. An end product is the tangible project identified for acquisition in this solicitation, including all component parts in final form and ready for the use intended. The terms "made," "manufactured," and "grown" are defined by Section 11-35-1524(A). By signing your offer and checking the appropriate space(s) provided and identified on the bid schedule, you certify that the end-product(s) is either made, manufactured or grown in South Carolina, or other states of the United States, as applicable. Preference will be applied as required by law. Post award substitutions are prohibited. See "Substitutions Prohibited - End Product Preferences (Sep 2009)" provision.

**MINORITY PARTICIPATION (DEC 2015):**

Is the bidder a South Carolina Certified Minority Business?  Yes  No

Is the bidder a Minority Business certified by another governmental entity?  Yes  No

If so, please list the certifying governmental entity: \_\_\_\_\_

Will any of the work under this contract be performed by a SC certified Minority Business as a subcontractor?  Yes  No

If so, what percentage of the total value of the contract will be performed by a SC certified Minority Business as a subcontractor? \_\_\_\_\_

Will any of the work under this contract be performed by a minority business certified by another governmental entity as a subcontractor?  Yes  No

If so, what percentage of the total value of the contract will be performed by a minority business certified by another governmental entity as a subcontractor? \_\_\_\_\_

If a certified Minority Business is participating in this contract, please indicate all categories for which the Business is certified:

Traditional minority

Traditional minority, but female

Women (Caucasian females)

Hispanic minorities

DOT referral (Traditional minority)

DOT referral (Caucasian female)

Temporary certification

SBA 8 (a) certification referral

Other minorities (Native American, Asian, etc.)

(If more than one minority contractor will be utilized in the performance of this contract, please provide the information above for each minority business.)

The Department of Administration, Division of Small and Minority Business Contracting and Certification, publishes a list of certified minority firms. The Minority Business Directory is available at the following URL: <http://osmba.sc.gov/directory.html>

[04-4015-3]