



U N I V E R S I T Y O F
SOUTH CAROLINA

AMENDMENT NO. 1 TO SOLICITATION

TO: ALL VENDORS

FROM: Charles Johnson, Procurement Manager

SUBJECT: SUBJECT: SOLICITATION NUMBER: USC-FPB-2078-CJ
PROVIDE PROFESSIONAL SERVICES TO ASSIST THE UNIVERSITY TECHNOLOGY SERVICES
(UTS) IN THE NEXT PHASE OF ITS SUNGARD BANNER ERP IMPLEMENTATION PROJECT

DATE: October 28, 2011

This Amendment **No.1** modifies the Request for Proposals only in the manner and to the extent as stated herein.

BIDDER SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT **NO. 1** IN THE SPACE PROVIDED BELOW AND RETURN IT WITH THEIR BID RESPONSE. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION.

Authorized Signature

Name of Offeror

Date

USE THE REVISED SECTION VIII BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL IN THIS AMENDMENT IN THE PREPARATION OF YOUR BID.

THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR A:

QUESTION #1: Is the University looking for both remote and on-site people for each lot? For example, if Connie Consultant is available both remotely or on-site, should she be listed in both spots? If we do not have someone available for remote but they are willing to do on-site do we need to find someone else who IS available remote?

ANSWER: Bidders do not have to bid a specific person to perform the work at this time in responding to items in a lot. Needs will be identified based upon a specific task order. At that time, qualified providers would be asked to specify qualified resources to meet the identified needs. There may be instances where on site work is requested. Other times remote work would be acceptable.

QUESTION #2: When the University chooses the team - is it going to be by company, or pieced together, perhaps a DBA from one company and an architect from another?

ANSWER: Specific needs and teams have not been scoped at this time. When the University determines the resources needed for a particular scope of work, qualified resources may be sourced from one or multiple organizations. That will depend on the project needs and staff availability of qualified providers to perform the necessary work at the time of the project.

QUESTION #3: What will the pay terms be? Net 30 invoiced monthly is how we usually operate, and we don't see specifics listed, other than mention that it will specify in the purchase order.

ANSWER: The payment terms will be Net 30. This will be stated on purchase orders cut under the contract. Please refer to Section 11-35-45(B) of the South Carolina Consolidated Procurement Code – Payment for Goods and Services.

THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR B:

QUESTION #1: Notes section on page 35 of the RFP states that the rates listed are the maximum allowed per the “bidding schedule”: If rates higher than those listed are proposed are they acceptable?

ANSWER: No. Vendors can't bid rates higher than the Fixed Hourly Labor & Travel Rate shown for Items of a Lot on the Bidding Schedule of the solicitation. If a vendor bids more than Fixed Hourly Labor & Travel Rate shown on the Bidding Schedule of the solicitation for item(s) of a Lot, then the vendor's bid for that Lot will not be considered for award.

QUESTION #2: Term of contract – Option to Renew on page 30 of the RFP: If awarded the contract and if the University would exercise its option to renew, would we have the opportunity to increase our hourly rate for services for the additional terms?

ANSWER: No. For this Fixed Price Bid solicitation, if vendor is awarded contract from the solicitation and the University exercises its option to renew the contract (at either the end of the initial contract term or at the end of a renewal term), then contractor is not allowed to request increases to their contractual hourly labor and travel rates for services they were awarded for the renewal terms.

THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR C:

QUESTION #1: Can we choose to respond to one, two, three or all for lots?

ANSWER: Vendors can respond to one or all or any combination of the lots that it wishes. See Offering by Lot clause in Section II. Instructions to Offerors – B. Special Instructions of the solicitation.

QUESTION #2: Do we assume that even if the contractor puts in more than 40 hours/week, he/she will not be paid any overtime – even at the regular hourly bill rate?

ANSWER: Contractors will be paid for hours worked and approved based upon rates negotiated in the final notice of award.

QUESTION #3: We are a Minority/Small Business certified organization from State of NJ. Do we qualify for this opportunity under the MBE set-aside?

ANSWER: No, the MBE set-aside does not apply to this solicitation. But please take a look at the Tax Credit For Subcontracting With Disadvantaged Small Businesses clause in Section II. Instructions to Offerors – A. General Instructions of the solicitation.

QUESTION #4: Do we still have to subcontract any work with SC based Minority Organizations?

ANSWER: No, bidders are not required to subcontract any contract work with SC based Minority Organizations in order to be able to respond to this solicitation.

QUESTION #5: If the proposed consultant is locally (SC) based but the proposing organization is not, do we still qualify for the resident contractor preference?

ANSWER: Refer to the Preferences – Resident Contractor Preference clause and the Preferences – Resident Subcontractor Preference clause in Section II. Instructions to Offerors – B. Special Instructions of the solicitation.

QUESTION #6: For the Remote DB Admin (Lot C, Item # 2) & Remote Banner Developer (Lot B, Item # 2), Remote Cognos Developer (Lot D, Item # 2) positions, Can the consultants be based out of our development center(s) based out of the US?

ANSWER: The University would prefer the use of US based contractors. But that is not a requirement of the solicitation.

ADD ON TO QUESTION #6: Pls. confirm that Cognos Developer - Lot D (item #2) whether is an onsite or a remote position. Also, for all the remote positions, can we assume 100% work to be done remotely? Will there be any need for onsite visits? If so, how often? Would just one visit suffice. Please comment.

All of this will have a bearing on the hourly bill rate.

ANSWER: At the time a need is identified, we will set a scope of work and the qualified providers will charge the negotiated rate for the type of service (on-site or off-site).

QUESTION #7: We do not have any offices in SC, nor are we registered with Secy of State or Dept of Rev. in SC – Can we still respond?

ANSWER: Before an award from the solicitation can be made to a responsive and responsible bidder who is located out-of-state (i.e. has no office in the State of South Carolina), the bidder must first complete and sign the I-312 form in Section IX Attachments of the solicitation. Item #6 on the Form I-312 asks the bidder to certify that it is either registered with the South Carolina Department of Revenue or the South Carolina Secretary of State's Office and the date of registration. Please see Important Tax Notice – Nonresidents Only (page 37 of the solicitation) for phone numbers to the License and Registration section and the Withholding section of the South Carolina Department of Revenue.

QUESTION #8: If so, How do we fill-in the form I-312?

ANSWER: Please see answer to Question #7 above.

QUESTION #9: The 3 requested references – Should it be the organization responding or should it be the proposed consultant's?

ANSWER: References should be Universities that your organization has provided resources for the services described in each Lot.

QUESTION #10: The bid says "Fixed Bid" – but we are quoting only the hourly bill rate – Pls. explain which one is correct?

ANSWER: Fixed Price Bid refers to a solicitation type where the University has set the maximum price it is willing to pay for a good or service it is trying to procure (i.e. fixed price). Please refer to the second paragraph under Notes at the bottom of Page 35 of the solicitation.

THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR D:

QUESTION #1: For the services listed where a remote rate is not requested, will a remote rate be considered for those services i.e. Lot A items 1 & 2.

ANSWER: No. These services will be requested as on site. Given the nature of their roles, they will be required to be on site.

QUESTION #2: For remote services, the contractor is expected to use his own equipment, correct?

ANSWER: Yes.

QUESTION #3: For onsite services, will the contractor be expected to use his own equipment, or will the university supply the equipment?

ANSWER: Contractor is expected to use his own equipment.

QUESTION #4: For Lot D services Item 2 – is this an onsite or remote rate?

ANSWER: Lot D – Item 2 is an onsite rate.

QUESTION #5: Is there any preference or weight given to offerors who respond to all the services vs those who respond to a sub set of services?

ANSWER: No.

SECTION VIII BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL HAS BEEN REVISED/MODIFIED AND NOW READS AS FOLLOWS:

VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL

Bidder is to provide the hourly rate(s) to be charged to the University for performing the services described in Section III – Scope of Work / Specifications of the solicitation. Note that hourly rates should be provided for each position, as appropriate. Hourly Labor & Travel Rate represents an all-inclusive hourly rate for labor and travel and related expenses. This represents the maximum rate that would be billed for performance of services. Bidder is to complete and return the following cost schedule with its bid:

Lot A – Technical Architect and Senior Banner Developer

Item	Qty	U/M	Description	FIXED HOURLY LABOR & TRAVEL RATE	BIDDER'S HOURLY LABOR & TRAVEL RATE
1	1	HR	Technical Architect on site Hourly Rate per laborer that is all inclusive of costs (travel, meals, lodging, equipment, tools, all expenses, etc...) to perform work pursuant to this contract	\$140	
2	1	HR	Senior Banner Developer on site Hourly Rate per laborer that is all inclusive of costs (travel, meals, lodging, equipment, tools, all expenses, etc...) to perform work pursuant to this contract	\$95	

Resident Contractor Preference _____
 Resident Sub-Contractor Preference (2%) _____ Number of Sub-Contractors _____
 Resident Sub-Contractor Preference (4%) _____ Number of Sub-Contractors _____

Note: The service preferences do not apply to a bid for an item of work by the bidder if the annual price of the bidder’s work exceeds \$50,000 or the total potential price of the bidder’s work exceeds \$500,000. [11-35-1524(E)(3)]

Please refer to the preference clauses listed in the additional conditions of this solicitation to ensure that you qualify to select the above preferences.

Bidder is to submit the following for preferences requested above:

1) Identify the subcontractor to perform the work:

- 2) Identify the work the subcontractor is to perform:
- 3) Bidder's factual basis for concluding that the subcontractor's work constitutes the required percentage of the work to be performed in the procurement.

Lot B –Banner Developer

Item	Qty	U/M	Description	FIXED HOURLY LABOR & TRAVEL RATE	BIDDER'S HOURLY LABOR & TRAVEL RATE
1	1	HR	Banner Developer on site Hourly Rate per laborer that is all inclusive of costs (travel, meals, lodging, equipment, tools, all expenses, etc...) to perform work pursuant to this contract	\$95	
2	1	HR	Remote Banner Developer Hourly Rate per laborer that is all inclusive of costs to perform work pursuant to this contract	\$75	

Resident Contractor Preference _____
 Resident Sub-Contractor Preference (2%) _____ Number of Sub-Contractors _____
 Resident Sub-Contractor Preference (4%) _____ Number of Sub-Contractors _____

Note: The service preferences do not apply to a bid for an item of work by the bidder if the annual price of the bidder's work exceeds \$50,000 or the total potential price of the bidder's work exceeds \$500,000. [11-35-1524(E)(3)]

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- 2) Identify the work the subcontractor is to perform:
- 3) Bidder's factual basis for concluding that the subcontractor's work constitutes the required percentage of the work to be performed in the procurement.

Lot C – Banner Database Administrator

Item	Qty	U/M	Description	FIXED HOURLY LABOR & TRAVEL RATE	BIDDER'S HOURLY LABOR & TRAVEL RATE
1	1	HR	Banner Database Administrator on site Hourly Rate per laborer that is all inclusive of costs (travel, meals, lodging, equipment, tools, all expenses, etc...) to perform work pursuant to this contract	\$130	
2	1	HR	Remote Banner Database Administrator Hourly Rate per laborer that is all inclusive of costs to perform work pursuant to this contract	\$105	

Resident Contractor Preference _____
Resident Sub-Contractor Preference (2%) _____ **Number of Sub-Contractors** _____
Resident Sub-Contractor Preference (4%) _____ **Number of Sub-Contractors** _____

Note: The service preferences do not apply to a bid for an item of work by the bidder if the annual price of the bidder’s work exceeds \$50,000 or the total potential price of the bidder’s work exceeds \$500,000. [11-35-1524(E)(3)]

Please refer to the preference clauses listed in the additional conditions of this solicitation to ensure that you qualify to select the above preferences.

Bidder is to submit the following for preferences requested above:

- 1) Identify the subcontractor to perform the work:**
- 2) Identify the work the subcontractor is to perform:**
- 3) Bidder’s factual basis for concluding that the subcontractor’s work constitutes the required percentage of the work to be performed in the procurement.**

Lot D – ODS / EDW Technical Architect & Cognos Developer

Item	Qty	U/M	Description	FIXED HOURLY LABOR & TRAVEL RATE	BIDDER'S HOURLY LABOR & TRAVEL RATE
1	1	HR	ODS/EDW Technical Architect on site Hourly Rate per laborer that is all inclusive of costs (travel, meals, lodging, equipment, tools, all expenses, etc...) to perform work pursuant to this contract	\$140	
2	1	HR	Cognos Developer Hourly Rate on site per laborer that is all inclusive of costs (travel, meals, lodging, equipment, tools, all expenses, etc...) to perform work pursuant to this contract	\$95	

Resident Contractor Preference _____
Resident Sub-Contractor Preference (2%) _____ **Number of Sub-Contractors** _____
Resident Sub-Contractor Preference (4%) _____ **Number of Sub-Contractors** _____

Note: The service preferences do not apply to a bid for an item of work by the bidder if the annual price of the bidder’s work exceeds \$50,000 or the total potential price of the bidder’s work exceeds \$500,000. [11-35-1524(E)(3)]

Please refer to the preference clauses listed in the additional conditions of this solicitation to ensure that you qualify to select the above preferences.

Bidder is to submit the following for preferences requested above:

- 1) Identify the subcontractor to perform the work:**
- 2) Identify the work the subcontractor is to perform:**
- 3) Bidder’s factual basis for concluding that the subcontractor’s work constitutes the required percentage of the work to be performed in the procurement.**

Notes:

The University has listed above a maximum rate for each service in the bidding schedule. Bidder is to insert a rate for each item that the bidder can provide and return the **completed** bidding schedule with its bid. Item(s) that bidder cannot provide are to be left blank, bidders are encouraged to respond to all items that they are capable of performing.

Prices under this contract are "not to exceed" prices and are fixed for the term of the contract. The University is not authorized to pay more than the "not to exceed" rates listed on the contractor's bid at any time during the term of the contract. Contractor may offer and the University may accept prices below those listed on the contractor's bid at any time during the term of the contract. The University may request services from the Contractor on a short notice.