



AMENDMENT NO. 1 TO SOLICITATION

DATE: June 3, 2015
TO: ALL OFFERORS
FROM: Venis Manigo, Director of Purchasing
DESCRIPTION: Provide Comprehensive Range of Program Management Consulting Services and Other Related Services (USC-FPB-2820-VM)

This Amendment No.1 modifies the Fixed Price Bid only in the manner and to the extent as stated herein.

ATTACHED ARE ANSWERS TO QUESTIONS SUBMITTED.

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

Authorized Signature

Name of Offeror

Date

AMENDMENT 1

ANSWERS TO QUESTIONS SUBMITTED

Question: The solicitation document on USC's website is formatted as a PDF. Certain items within it are to be completed by offerors and returned with their submittals – cover page and page 2; Minority Participation entries, page 13; and (if appropriate) form I-312, State of South Carolina Department of Revenue form. When we copy the pdf-formatted forms into Word documents, for inclusion in our offer submittal, the format and layout breaks down and is not retained from how they appear in the original solicitation. Are these forms/document sections available as Word documents that can be completed by offerors? Otherwise, we need to print the forms and make hand entries into them before inserting them into our offer document. Please advise on how offerors are expected to complete these submittal forms/documents.

ANSWER: **The University requires the documents to be submitted with an authorized signature and other pertinent information. Offerors are expected to print the documents and any required information may be handwritten into the forms.**

Question: In section IX, Attachments to Solicitation, a tax notice regarding nonresidents appears, along with State of South Carolina form I-312, Nonresident Taxpayer - Registration Affidavit – Income Tax Withholding. Our careful and multiple reads of the notice and form I-312 seem to indicate that the form does not need to be submitted by offerors responding to the solicitation. Rather, it appears that form I-312 would be required of offerors chosen through this process and with which The Citadel enters into consulting services contracts. Can you confirm this interpretation of the nonresident taxpayer notice in section IX is correct and we do not need to submit with our offer a completed form I-312?

ANSWER: **The I-312 form will only be required if a payment which meets the criteria outlined in the form is made to a selected contractor.**