



**Invitation for Bid  
Amendment 1**

Solicitation Number: USC-IFB-3668-AS  
 Date Issued: December 8, 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 Name Pronunciation Software for Commencement Ceremonies

USING GOVERNMENTAL UNIT: **UNIVERSITY OF SOUTH CAROLINA COLUMBIA**

*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 Department  
 1600 Hampton Street, Suite 606  
 Columbia SC 29208

PHYSICAL ADDRESS:  
 University of South Carolina – Purchasing Department  
 1600 Hampton Street, Suite 606  
 Columbia SC 29208

SUBMIT OFFER BY (Opening Date/Time): Tuesday, **December 22, 2020 at 11:00 PM (EST)** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **December 04, 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:

LOCATION: **Not Applicable**

(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)

AWARD &  
 AMENDMENTS

Award will be posted on **01/08/2021**. 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](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 forty (40) 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)

STATE VENDOR NO.  
 (Register to Obtain S.C. Vendor No. at [www.procurement.sc.gov](http://www.procurement.sc.gov))

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)

**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 <span style="float: right;">Facsimile</span>
	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)
<input type="checkbox"/> Payment Address same as Home Office Address	<input type="checkbox"/> Order Address same as Home Office Address
<input type="checkbox"/> Payment Address same as Notice Address <b>(check only one)</b>	<input type="checkbox"/> Order Address same as Notice Address <b>(check only one)</b>

<b>ACKNOWLEDGMENT OF AMENDMENTS</b>							
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

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](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 PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU MUST PROVIDE THE INFORMATION THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE MAY HAVE SERIOUS CONSEQUENCES.** [11-35-1524(E)(4)&(6)]

PREFERENCES DO NOT APPLY

PREFERENCES - ADDRESS AND PHONE NUMBER 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 required 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)**

## PURPOSE OF AMENDMENT

The purpose of the amendment is to answer to bidder questions.

## 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]

<b>Answers to Bidder Questions</b>	
<b>1</b>	<b>On page 13, you list us as the current vendor and technical requirements. To our knowledge, we are sole source providers of this technology and service. Are you able to share the other companies that have submitted interest in submitting a proposal for this RFP?</b>
	<ul style="list-style-type: none"><li>The source selection method for this solicitation is an Invitation for Bids so proposals are not required. At this time, the interested bidders cannot be disclosed.</li></ul>
<b>2</b>	<b>Whether companies from Outside USA can apply for this? (like,from India or Canada)</b>
	<ul style="list-style-type: none"><li>The answer to this question can be found in the solicitation, VII. TERMS AND CONDITIONS -- B. SPECIAL, OFFSHORE CONTRACTING PROHIBITED (FEB 2015), page 38.</li></ul>
<b>3</b>	<b>Whether we need to come over there for meetings?</b>
	<ul style="list-style-type: none"><li>In person meetings are not required.</li></ul>
<b>4</b>	<b>Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)</b>
	<ul style="list-style-type: none"><li>The source selection method for this solicitation is an Invitation for Bids not Request for Proposals. The answer to this question can be found in the solicitation, VII. TERMS AND CONDITIONS -- B. SPECIAL, OFFSHORE CONTRACTING PROHIBITED (FEB 2015), page 38.</li></ul>
<b>5</b>	<b>Can we submit the proposals via email?</b>
	<ul style="list-style-type: none"><li>The source selection method for this solicitation is an Invitation for Bids so proposals are not required. The answer to this question can be found in the solicitation, II. INSTRUCTIONS TO OFFERORS - A. GENERAL INSTRUCTIONS, SUBMITTING A PAPER OFFER OR MODIFICATION, page 12.</li></ul>