



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: **SOLICITATION NUMBER: USC-RFP-1249-CJ**
PROVIDE STUDENT LOAN BILLING AND ACCOUNTING SERVICES

DEADLINE FOR RECEIPT OF PROPOSALS / BID OPENING: DATE HAS BEEN EXTENDED TO MAY 21, 2008; OPENING TIME REMAINS UNCHANGED

DATE: May 5, 2008

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

**THE DEADLINE FOR RECEIPT OF PROPOSALS / BID
OPENING HAS BEEN EXTENDED TO MAY 21, 2008 AT
3:00 PM.**

**THE SCOPE OF PROPOSAL CLAUSE IN SECTION III. SCOPE OF
WORK / SPECIFICATIONS HAS BEEN REVISED/MODIFIED AND
NOW READS AS FOLLOWS:**

It is the intent of the University of South Carolina to solicit proposals to provide Student Loan Billing and Accounting Services for the University in accordance with all requirements stated herein.

**THE FOLLOWING QUESTIONS WERE RECEIVED FROM
VENDOR A:**

QUESTION 1: I have a question I would like to submit for clarification.

11. Contractor will provide the University with One (1) hard copy of requested reports, one (1) CD ROM and on-line file transfer of all monthly journals and reports.

Please clarify what is meant by "on-line file transfer" of reports.

ANSWER:

ON-LINE TRANSFER OF REPORTS

All reports submitted by the Contractor must have the ability to be downloaded for use by various departments within the university as needed. These reports must be in a format that can be run on a personal computer, in a format such as Microsoft Word and Microsoft Excel. All accounting type reports must be able to be transmitted in Excel format, or be able to be imported into Excel.

Some examples of the reports are:

- **Daily, weekly and monthly cash transaction reports**
- **Daily, weekly, and monthly non-cash transaction reports**
- **National Student Clearinghouse transactions**
- **Loans assigned to collection agencies**
- **Deferment requests/approvals**
- **Enrolled and grace borrower report**
- **FISCOP reports**
- **Loans assigned to/accepted by the U. S. Department of Education**
- **Tax offset reports**

- **Paid out and credit balances report**
- **Past Due loans report**
- **Interest paid on loans**
- **Electronic File Transfer of new loans and advances as needed**
- **Any report deemed as necessary by university officials**

QUESTION 2: Does the University want the pricing proposal submitted in a separate, sealed envelope, or is it ok to submit with the RFP response?

ANSWER: In proposals submitted to this RFP, Offeror's price-business proposal consisting of its completed Cost Schedule from Section VIII. Bidding Schedule / Price-Business Proposal of the solicitation and its separate pages (for any other associated costs (itemized) for additional services, including any conversion costs, and any optional services and related costs) should be bound separately from Offeror's technical proposal. Offeror's price-business proposal and its technical proposal should be submitted together in a single sealed envelope or package.

QUESTION 3: Can the University tell us if you are currently using a loan service provider and if so, who that is, or if you manage your portfolio in-house? If in-house, please provide some details regarding the system you are using.

ANSWER: Our loan portfolio is currently being serviced by Campus Partners of Winston-Salem, NC.

QUESTION 4: Page 15, item A under PROPOSAL CONTENTS and OFFEROR QUALIFICATIONS at the bottom of page 16 are essentially identical. Should we simply repeat our response, or will the University change or remove one of those items?

ANSWER: The Offeror Qualifications clause in Section V. Qualification of the solicitation has been removed.

QUESTION 5: On page 10 under number of accounts, it shows 2,335 enrolled accounts. Under the Cost Schedule, it shows 2,399 enrolled accounts. Similarly, page 10 shows Billing Accounts (current and past due) totaling 3,317, but the Cost Schedule shows 3,666. We just need to know which counts to go by in putting together our cost proposal.

ANSWER: See revised/modified Section VIII. Bidding Schedule / Price-Business Proposal below.

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

VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL

COST SCHEDULE

All offerors must complete and return this cost schedule with their proposal response. Submit a cost per student on a per loan basis and complete the schedule as follows:

<u>MONTHLY SERVICING FEES</u>	<u>PER LOAN COST</u>
Enrolled Accounts:	\$ x 2,335 = \$
Billing Accounts (in repayment):	\$ x 3,317 = \$
Referred/Assigned Accounts:	\$ x 6 = \$

Provide the monthly cost for the following services:

Database (on-line access) per month: \$
 Credit Bureau Reporting per month: \$
 NSLDS Reporting per month: \$

TOTAL MONTHLY COST: \$ _____

X 12 months

*TOTAL YEARLY COST: \$ _____

***Note: This figure to be used for evaluation purposes only.**

Offerors must also provide and state any other associated costs for additional services, including any conversion costs, and any optional services and related costs. All costs shall be itemized. This can be provided on a separate sheet(s).