



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

**AMENDMENT #1**

**TO:** ALL OFFERORS

**FROM:** Mary L. Sims, Procurement Manager

**SUBJECT:** USC-RFP-1646-MS, Install, Operate, and Maintain Automated Teller Machines (ATM) on the USC Columbia Campus

**DATE:** March 12, 2010

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Amendment #1 Modifies the Request for Proposal (RFP) only in the manner and to the extent as stated herein.

1. Page 11, Item P, delete the requirement to Install ATMs on May 15, 2010.
2. Page 11, Item 3, delete in its entirety. Replace with the following statement: **If the successful offeror is not the incumbent contractor, all ATMs for the new contract must be installed within 90 days of contract award.**
3. Page 11, under Item 5, USC Responsibilities, Item d, delete the requirement to install ATMS on May 15, 2010.
4. Page 11, under USC/Contractor, add the following: **USC and the successful contractor shall mutually agree to any additional ATMs or new locations of current ATMs. To the extent possible, either party shall provide a minimum of 90 calendar days prior notice. The contractor shall remove or add the ATM on mutually agreed upon date. The cost of any addition or relocation shall be borne solely by the contractor.**
5. **ATTACHED - ANSWERS TO QUESTIONS RECEIVED PRIOR TO MARCH 11.**

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**OFFEROR SHALL SIGN AND RETURN THIS AMENDMENT WITH YOUR PROPOSAL. FAILURE TO DO SO MAY RESULT IN REJECTION OF PROPOSAL.**

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Authorized Signature

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Firm

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Date

**AMENDMENT #1 - Solicitation USC-RFP-1646-MS - ATM Services  
Questions and Answers**

1. **Question:** There is currently no surcharge on any ATM machine? That is stated on page 9 item d. Also on page 12 under payment schedule it says that revenue generated by contract to include transaction history from previous month to be received by the 15th of each month for prior month. This conflicts with the first item I mentioned, surcharge? If there is no surcharge, how do you expect to generate revenue?

**Answer:** The University expects the successful offeror to operate no surcharge ATM's on campus and pay the University on either a per transaction basis or a monthly fee for the right to have their ATM's on the Columbia Campus.

2. **Question:** Just as an FYI, if an institution does not have ATM units in stock and available for deployment (which may be our circumstance under these economic conditions), ordering the hardware, data circuits, and other supporting equipment after the award date of April 23, 2010, and a required installation date of May 15, 2010 may not be possible. Typical manufacture and delivery time frames are 60 days as well as data circuit order and install time frames, which would not be possible with the current award to install time allotment.

**Answer:** Refer to Items 2 and 3 on cover of this Amendment (#1).

3. **Question:** Are we allowed to contact Carolina Collegiate regarding bid?

**Answer:** Specific questions regarding this Request for Proposals (RFP) solicitation should be directed to the appropriate USC procurement officer, Mary Sims. Her contact information is referenced on the Cover Page of the solicitation document.

4. **Question:** Since it could take two months from the date of order to receive ATMs (unless we can find another alternative), would that just be part of our proposal?

**Answer:** Refer to Items 2 and 3 on cover of this Amendment (#1).

5. **Question:** Can you better explain what justifications, considerations and notifications are involved in additional ATM deployments (in addition to the 6). Is it at the financial institutions option as to whether they agree to place an additional ATM, or could consideration be given to relocating a low volume machine? Or is that also part of the proposal?

**Answer:** Refer to Item 5 on cover of this Amendment (#1).

6. **Question:** Could a Financial Institution only bid to place 5 machines based on volume and or exposure?

**Answer:** No. This would not be responsive to future needs for ATMs in new locations. Refer to Item #5 on cover of this Amendment (#1).