



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

AMENDMENT **NO. 3** TO SOLICITATION

TO: ALL VENDORS

FROM: Mary L. Sims, Procurement Manager

SUBJECT: SOLICITATION NUMBER: USC-RFP-1950-MLS
Child Care Resource and Referral Services

DATE: May 10, 2011

This Amendment **No.3** modifies the above referenced Request for Proposal (RFP) only in the manner and to the extent as stated herein.

See attachment for responses to questions received prior to deadline (5/10/11, 12:00 pm) for receipt of questions.

BIDDER SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT **NO. 3** 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

Questions and Responses

Vendor #1

Question: In reviewing the recently posted RFP for Child Care Resource and Referral Services (solicitation # USC-RFP-1950-MLS) I am unable to locate Attachments A & B referenced in the RFP, page 19, under D. Cost Proposal. I also cannot find Attachment C referenced in Amendment #1 that begins "Add the following terms and conditions"?

Response: Attachments A, A-1 & B are included as attachments to this amendment. Attachment C is at the end of Amendment 1 (also included as an attachment to this amendment).

Vendor #2

Question: 1) Page 18 & 19, D. Cost Proposal. The RFP states: "Offeror's budget must include total cost anticipated with detailed narrative and calculations to include the following:

- a. Operational Budget--Operational Budget Form (Attachment A).
- b. Budget Narrative Form (Attachment A-1).
- c. Personnel Schedule (Attachment B).

I am unable to find the attachments.

I also cannot find Attachment C referenced in Amendment #1, under #4 "Add Attachment C – TA Final (Attached)".

Response: Attachments A, A-1 & B are included as attachments to this amendment. Attachment C is at the end of Amendment 1. Clicking on the first page should reveal the entire document. Attachment C is also included as an attachment to this amendment.

Question: 1) Pg. 17 B. Experience, Education, and Qualifications #2 RFP states: "Provide a copy of each staff person's resume". I know all direct CCR&R staff members need to provide a copy of their resumes. Do I need to submit the Office Manager and the Administrator Assistant's resumes?

Response: Include resumes for personnel providing direct services. A resume for the administrative assistant is not required. A resume for the office manager, depending on the duties assigned, would be helpful. If the duties are mission critical, a resume should be included in your proposal.

Vendor #3

Question: On page 19 the RFP refers to attachment A, A-1 and B. However, they were not included in the amendment nor were they included in the RFP package. Will we receive them or do we refer to section VIII on page 23 and omit them?

Response: Yes, the attachments are included in this Amendment (3).

Question:

On the amendment No.1 notice, #4 Add Appendix C- TA final (attached). Should we have received the entire TA document or just the one page including the solicitation number? If, so do we need to attach the entire document to the RFP upon submitting it?

Response: Yes, the TA document with located at the end of Amendment #1. Clicking on the first page should reveal the entire document. Attachment C is also attached to this Amendment. There is no need to attach the entire document upon submission your proposal.