



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: SUBJECT: SOLICITATION NUMBER: USC-RFP-1987-CJ  
PROVIDE CONSULTING SERVICES TO THE UNIVERSITY OF SOUTH CAROLINA

DATE: June 15, 2011

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This Amendment **No.1** modifies the Request for Proposals only in the manner and to the extent as stated herein.

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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.

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Authorized Signature

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Name of Offeror

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Date

**THE FOLLOWING CLAUSE HAS BEEN ADDED TO SECTION II. INSTRUCTIONS TO OFFERS-A. GENERAL INSTRUCTIONS OF THE SOLICITATION:**

**DISCLOSURE OF CONFLICTS OF INTEREST OR UNFAIR COMPETITIVE**

**ADVANTAGE (MAY 2011):** You warrant and represent that your offer identifies and explains any unfair competitive advantage you may have in competing for the proposed contract and any actual or potential conflicts of interest that may arise from your participation in this competition or your receipt of an award. The two underlying principles are (a) preventing the existence of conflicting roles that might bias a contractor's judgment, and (b) preventing an unfair competitive advantage. If you have an unfair competitive advantage or a conflict of interest, the state may withhold award. Before withholding award on these grounds, an offeror will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered.

**THE PAYMENT CLAUSE IN SECTION VII. TERMS AND CONDITIONS-A. GENERAL OF THE SOLICITATION HAS BEEN REMOVED FROM THE SOLICITATION AND HAS BEEN REPLACED WITH THE FOLLOWING CLAUSE:**

**PAYMENT & INTEREST (MAY 2011):** (a) Unless otherwise provided in this Solicitation, the State shall pay the Contractor, after the submission of proper invoices or vouchers, the prices stipulated in this contract for supplies delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified herein, including the purchase order, payment shall not be made on partial deliveries accepted by the Government. (b) Unless otherwise provided herein, including the purchase order, payment will be made by check. (c) Notwithstanding any other provision, payment shall be made in accordance with S.C. Code Section 11-35-45, which provides the Contractor's exclusive means of recovering any type of interest from the Owner. Contractor waives imposition of an interest penalty unless the invoice submitted specifies that the late penalty is applicable. Except as set forth in this paragraph, the State shall not be liable for the payment of interest on any debt or claim arising out of or related to this contract for any reason. (d) Amounts due to the State shall bear interest at the rate of interest established by the South Carolina Comptroller General pursuant to Section 11-35-45 ("an amount not to exceed fifteen percent each year"), as amended. (e) Any other basis for interest, including but not limited to general (pre- and post-judgment) or specific interest statutes, including S.C. Code Ann. § 34-31-20, are expressly waived by both parties. If a court, despite this agreement and waiver, requires that interest be paid on any debt by either party other than as provided by items (c) and (d) above, the parties further agree that the applicable interest rate for any given calendar year shall be the lowest prime rate as listed in the first edition of the Wall Street Journal published for each year, applied as simple interest without compounding.

**THE PROTEST – CPO – MMO ADDRESS CLAUSE HAS BEEN REVISED AND NOW READS AS FOLLOWS:**

PROTEST - CPO - MMO ADDRESS (JUNE 2006)

Any protest must be addressed to the Chief Procurement Officer, Materials Management Office, and submitted in writing (a) by email to protest-mmo@mmo.state.sc.us, (b) by facsimile at 803-737-0639, or (c) by post or delivery to 1201 Main Street, Suite 600, Columbia, SC 29201. [02-2B122-1]

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

**QUESTION 1:** Is there a universal transfer policy in place between all regional campuses and senior campuses? If not, what are the differences between campuses?

**ANSWER:** Students changing campuses anywhere in the System follow the same procedures. They complete a change of campus form (not another admissions application) and submit it to the designated office, college/school, or campus.

**QUESTION 2:** Is there detailed data available on system transfer activity between regional and senior campuses? If so, will this information be available to the selected consultant?

**ANSWER:** Transfer data between campuses are available through the system and the SC Commission of Higher Education. However, it is not a standard practice to generate a summary of such data on a regular basis and the selected consultants will have to do so if they determine that such a summary is needed.

**QUESTION 3:** What level of coordination do regional campuses have with technical colleges within their service areas?

**ANSWER:** The level of coordination varies from campus to campus.

**QUESTION 4:** What is the anticipated budget for this project?

**ANSWER:** The University has decided not to reveal the anticipated budget for the procurement at this time.

**QUESTION 5:** What percentage of points is allocated for each of the Evaluation Factors (A. Offeror's experience, B. Offeror's methodology, C. Costs of Services)?

**ANSWER:** While the University has stated the three evaluation criteria in the relative order of importance, with the first factor being the most important, in Section VI. Award Criteria of the solicitation, it has chosen not to release the percentage of points allocated to each of the evaluation criteria at this time.

**QUESTION 6:** Is it okay to email the electronic copy of the proposal to the identified procurement officer? If not what is the preferred method to provide an electronic copy (ex. pdf file on cd)?

**ANSWER:** No, it is not okay to email the electronic copy of the proposal to the identified procurement officer. The electronic copy of offeror's proposal must be on compact disk (CD) and accompany the one (1) original hardcopy and five (5) hardcopies marked "COPY" of the proposal submitted by offeror. Please refer to the Magnetic Media – Required Format clause in Section II Instructions to Offeror – B. Special Instruction of the solicitation.

**QUESTION 7:** Will there be a steering committee formed for this project? If so, how many members and what campuses/departments will be represented?

**ANSWER:** An evaluation committee will be formed to evaluate the responsive offers received to the solicitation. The number of evaluation committee members that will be evaluating the responsive proposals is five (5). Which campuses/departments will be represented on the evaluation committee has not been decided yet.

**QUESTION 8:** If a nonresident taxpayer, should we include a completed copy of the form I-312 included as an attachment with the RFP or can this be completed upon award of contract?

**ANSWER:** If the offeror is a nonresident taxpayer, then the offeror should include a completed and properly signed Form I-312 (included in Section IX. Attachments of the solicitation) with its proposal.