



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-2176-CJ
PROVIDE ASSISTANCE TO THE ADMINISTRATION IN NATIONAL SEARCH EFFORTS FOR
THE SELECTION OF SENIOR POSITION IN THE SMARTSTATE PROGRAM

DATE: April 5, 2012

This Amendment **No.1** modifies the Fixed Price Bid 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 LIST OF UNIVERSITY OF SOUTH CAROLINA'S LEAD CENTER IN THE SMARTSTATE PROGRAM SUBSECTION OF SECTION III SCOPE OF WORK / SPECIFICATIONS OF THE SOLICITATION HAS BEEN MODIFIED AND NOW READS AS FOLLOWS:

The University of South Carolina's lead centers include:

- Nanostructures
- Brain Imaging (with MUSC)
- Polymer Nanocomposites
- Hydrogen Economy
- Catalysis for Renewable Fuels
- Tourism and Economic Development (with Coastal Carolina University)
- Solid Oxide Fuel Cells
- Childhood Neurotherapeutics (with MUSC)
- Healthcare Quality (with Clemson and MUSC)
- Rehabilitation and Reconstruction Sciences
- Strategic Approaches to the Generation of Electricity
- SeniorSMART™ (with Clemson)
- Nanoenvironmental Research and Risk Assessment
- Nuclear Science and Energy
- Data Analysis, Simulation, Imaging, and Visualization
- Healthful Lifestyles (with MUSC)
- General Atomics Center for the Development of Translational Nuclear Technology

THE LIST OF REQUIREMENTS IN THE ENDOWED CHAIR IN CLINICAL EFFECTIVENESS IN RECONSTRUCTION AND REHABILITATION SCIENCES SUBSECTION OF SECTION III SCOPE OF WORK / SPECIFICATIONS OF THE SOLICITATION HAS BEEN MODIFIED/REVISED AND NOW READS AS FOLLOWS:

Requirements

The Search Firm (contractor) should be experienced in recruitment of academic researchers with executive level leadership and economic development experience, preferably within an educational environment. To be eligible to respond to this solicitation, the proposing firm (offeror) must demonstrate that it, or the principal(s) assigned to the project, **has/have** successfully completed services similar to those specified in Section III Scope of Work / Specifications of this solicitation, with institutions similar in size and complexity to the University of South Carolina.

The Search Firm (Contractor) will provide the following services:

1. Upon commencement of the contract between the Search Firm (**Contractor**) and USC, set meetings with the respective Search Committees and other stakeholders to ascertain required information regarding ideal candidates for the position.
2. Develop a candidate profile, including the knowledge, skills and abilities required to become a successful candidate for each position. Coordinate with the respective Search **Committee(s)** to ensure the list meets its requirements/desires.
3. Assist the Search **Committee(s)** in developing a strategy for carrying out the recruitment of the respective Endowed Chair including outreach to encourage applicants from diverse backgrounds to apply.
4. Identify potential contacts and conduct personal outreach recruiting, including posting the position through national channels. With the approval of the respective Search Committee, prepare and place advertisements for the position in appropriate journals and publications.
5. Review resumes of each applicant, determine those meeting minimum qualifications and follow up with telephone interviews to clarify each applicant's experience.
6. Prepare a written summary of five (5) to twenty (20) candidates with the most promising qualifications for each position.
7. Evaluate candidates for serious consideration (three to five candidates) by conducting in-depth reference checks with individuals who are or have been in a position to evaluate the candidates' performance on the job. Through these reference checks, ascertain the candidates' strengths and personal dimensions that would qualify him or her for the position. Include areas in which the respective Search Committee should delve deeper during its interview process.
8. With input and final approval from the respective Search Committee, design and finalize the interview process, interview questions, panel makeup, etc. Coordinate candidates' participation in interviews.
9. Debrief with the respective Search Committee following interviews, and identify additional candidates if necessary.
10. Verify selected candidates' educational background, conduct criminal and financial background checks.
11. Notify applicants who are not selected.
12. Assist the respective Search Committee with compensation negotiations.
13. Re-initiate a one-time additional executive search in accordance with the specification(s) set forth above, at no fee to USC, if the successful candidate leaves the employment of USC within one year of placement.

NOTE: During the term of the contract, the University reserves the right to add one or two additional searches for similar SmartState positions to the contract. Therefore, bidders must be sure to include two all-inclusive cost proposals (the first for items 1-6 above and the second for items 1-13 above) to perform additional searches for up to two similar SmartState positions as needed by the University during contract term.