



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-2275-CJ
PROVIDE ASSISTANCE IN NATIONAL SEARCH FOR THE SELECTION OF THE CHANCELLOR
FOR THE UNIVERSITY OF SOUTH CAROLINA'S PALMETTO COLLEGE AND FOR THE DEANS
OF THE USC UNION AND USC SUMTER CAMPUSES

DATE: July 9, 2012

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 FOLLOWING QUESTION WAS RECEIVED FROM VENDOR A REGARDING THE SOLICITATION:

QUESTION: ***** does intend to respond, although we are concerned that the proposed time line may not lend itself to recruiting the caliber of candidate the system requires. We would want to discuss that with the search committees or chairs prior to an engagement.

ANSWER: We would welcome input from the selected offeror to the solicitation on the time frame(s) that would be conducive to a successful search.

THE FOLLOWING QUESTION WAS RECEIVED FROM VENDOR B REGARDING THE SOLICITATION:

QUESTION: Can you tell me what the compensation parameters are for the Palmetto College president and the two regional campus deans?

ANSWER: The approximate salary range for the Chancellor of Palmetto College is \$152,000 to \$228,000. The approximate salary range for the Deans for USC Sumter and USC Union positions is \$105,000 to \$157,000.

THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR C REGARDING THE SOLICITATION:

QUESTION #1: What is the total budget for this project?

ANSWER: The University prefers not to reveal its total budget at this time. We ask all vendors who choose to respond to the solicitation to be very competitive in the pricing of their proposed solutions. Remember, Cost is the second most important of the six evaluation criteria for the solicitation.

QUESTION #2: What is the cost allotted for each job position?)

ANSWER: The approximate salary range for the Chancellor of Palmetto College is \$152,000 to \$228,000. The approximate salary range for the Deans for USC Sumter and USC Union positions is \$105,000 to \$157,000.

QUESTION #3: What is the normal expense 'range' that USC has paid in the past for individual search fees?

ANSWER: The University prefers not to reveal its past expenses for individual searches. We ask all vendors who choose to respond to the solicitation to be very competitive in the pricing of their proposed solutions. Remember, Cost is the second most important of the six evaluation criteria for the solicitation.

QUESTION #4: What recruitment programs are currently set to bring in candidates for each of the jobs?

ANSWER: In addition to recruitment efforts of the vendor, the University will advertise the positions internally and through its USC Jobs page at (<https://uscjobs.sc.edu>).

QUESTION #5: What is the current screening process?

ANSWER: Applicants for the position should be screened / evaluated in accordance with the criteria the contractor and the search committee agree upon.

QUESTION #6: Who conducts the screening process and what were some of the past downfalls of former screening processes?

ANSWER: The contractor should screen the candidates based on the criteria the contractor and search committee agree upon. The University expects the contractor to thoroughly and accurately screen the candidates based on the agreed-upon criteria.

QUESTION #7: What is meant by coordinate candidate's participation in the interviews?

ANSWER: The contractor should coordinate the interview process by working with the Search Committee Chair to schedule the interviews, the mode of the interview (e.g., in person, by phone, through video conferencing), candidate travel (which will be reimbursed by the University), and other communications with the candidates regarding the interview process.

QUESTION #8: What is the current debriefing process with search committee members?

ANSWER: The contractor should plan to coordinate with the Search Committee Chair to discuss with the committee members all elements of the process (e.g., advertising, screening, evaluating, interviewing, deliberating regarding candidates' strengths and weaknesses, extending offer, and acceptance of offer) as needed, before, during, and after the search.

QUESTION #9: Who currently conducts the compliance checks?

ANSWER: The University conducts employee criminal background checks, employee credit history checks (where appropriate), terminal degree verification, E-verify, and I-9 compliance checks. The contractor will be expected to conduct criminal background checks (scope to be determined), employee credit history checks, and terminal degree verification.

QUESTION #10: How are salary ‘elements’ currently negotiated for final applicants?

ANSWER: The University will negotiate the final salary with the final candidates.

QUESTION #11: Does the one-time additional search for free if new hire leaves within one year of placement requirement include causes beyond the candidate’s control (i.e., unavoidable personal issues, natural disasters, acts of nature)?

ANSWER: The one-time additional executive search, which would be conducted in accordance with the specifications set forth in the solicitation, at absolutely no cost/fees to USC, would be required regardless of the successful candidate's reason given (i.e., cause) for leaving employment of USC-Columbia, USC-Sumter, or USC-Union within one year of placement.

QUESTION #12: In regards to contractors being required to perform additional searches, under what circumstances would this be necessary and how often?

ANSWER: In the event of other vacancies of key administrative or academic personnel, the University would have the option of engaging the contractor to assist with the additional searches based on the identified cost structure that the contractor outlines in its response to the solicitation.

QUESTION #13: What are the advertising costs / media costs allotted for these three positions?

ANSWER: The advertising costs / media costs would be the responsibility of the contractor and must be adequate to ensure a wide advertisement of the position(s) that would produce a diverse pool of highly qualified candidates.

QUESTION #14: How many people are on each of the positions’ steering committees?

ANSWER: The search committee for the Palmetto College Chancellor has thirteen (13) members, and the search committee for the Dean of USC Union has ten (10) members. The search committee for the Dean of USC Sumter has not yet been formed.