



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-2341-CJ
BROKERAGE SERVICES TO PURCHASE CYBER RISK INSURANCE

DATE: November 30, 2012

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

Vendor Questions and Answers

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 QUESTIONS WAS RECVEIVED FROM VENDOR A:

QUESTION 1: Can you provide the proper form for a submittal letter or provide an example?

ANSWER: No, unfortunately not. Normally, the Submittal Letter of a proposal is on the Offeror's letterhead. The only thing we are asking you to do in the Submittal Letter is to identify the individual authorized to sign contracts on behalf of the Offeror. Besides identifying the individual authorized to sign contracts on behalf of the Offeror, the format and contents of the submittal letter are of your choosing.

QUESTION NO 2: How do I merge the following two form requests:

1. On page 10, CONTENTS OF OFFER – RFP, Your offer should address each of the areas outlined below... 1.0 to 3.8
2. On page 14, PROPOSAL CONTENT: Offerors should restate each of the items listed below and provide their response to that item immediately thereafter.

In other words, should 1. be merged into the exact question/answer format of 2. or should 1. also be addressed in an exact question/answer format? Many of the issues addressed in 1. don't seem to apply to this RFP but those that do could be merged into 2.

ANSWER: The purpose of the Contents of Offer – RFP – Solutions Based clause in Section II. Instructions to Offerors – B. Special Instructions of the solicitation (pages 10-12) is to make the reader aware that this solicitation is a Solutions Based RFP type of solicitation where the University has defined a problem it is facing and interested vendors are asked to provide solutions to the problem in the proposals they submit. The outline in the Contents of Offer – RFP – Solutions Based clause is provided solely to acquaint the reader with the type of detailed information offerors may be required to include in their responses (proposals) to the solicitation. In the clause, we say “The following outline may be helpful in preparing your proposal. Your offer should address each of the areas outlined below (as applicable) and provide the information requested.” In the clause, we also say “As your offer will be evaluated based on the information you provide, failure to provide a complete and comprehensive presentation of your solution could negatively effect our evaluation of your offer.” Item 1. through 3.8 of the outline in the Contents of Offer – RFP – Solutions Based clause are to be treated simply as a “sample” of the type of information offerors may be asked to include in the proposals they submit; this is not the information we are asking offerors to include in their proposals.

In the Proposal Content clause in Section IV. Information for Offerors to Submit of the solicitation (pages 14-16), we describe in detail the information the University is requesting offerors to include in their proposals in an effort to facilitate the University's evaluation of their proposals. Offeror's failure to include the information listed in the Proposal Content clause in Section IV. Information for Offerors to Submit of the solicitation in the proposal it submits may result in the offeror's proposal being deemed “non responsive” and removed from further consideration. Therefore, in preparing their proposals, offerors should use the information listed in the Proposal Content clause in Section IV. Information for Offerors to Submit of the solicitation as the guide they follow for information to include in the proposals they submit.

THE CONTENTS OF OFFER – RFP - SOLUTIONS BASED CLAUSE IN SECTION II. INSTRUCTIONS TO OFFERORS – B. SPECIAL INSTRUCTIONS OF THE SOLICITATION HAS BEEN DELETED FROM THE SOLICITATION.