



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-2370-CJ  
**CONSULTING SERVICES**

DATE: April 9, 2013

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

Vendor Questions and Answers

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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.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name of Offeror

\_\_\_\_\_  
Date

## **THE FOLLOWING QUESTION WAS RECEIVED FROM VENDOR A:**

**QUESTION:** Based on the findings from this audit, is USC considering engaging an outside partner for the future development of new communications...or will the University's internal marketing team take the consultant's final recommendations and develop new materials in-house?

Vendor A offered the following clarification of its question:

**CLARIFICATION:** to clarify further, my question is:

*"Can USC comment on what precipitated the need for this RFP to be issued and what are USC expectations for the final project deliverable? Does USC expect a final report or document of some nature or will the actual deliverables be determined in consultation between USC and the awarded firm for these services? Any additional insights in this regard that the committee can provide would be most appreciated."*

**ANSWER:** The University has identified a need to use consultants on an occasional basis to provide project related strategic advice on a wide range of initiatives. To ensure that consultants with the appropriate background and expertise are available to assist with these issues as they arise, and on a time basis that will be effective, the University is seeking a term contract that will enable the services to be provided as the need arises. Each project will be separately defined with differing deliverables dependent on the nature of the subject matter. This is being handled in this fashion to ensure that all procurement requirements and associated time frames are met with each project regardless of its cost.

## **THE FOLLOWING QUESTION WAS RECEIVED FROM VENDOR B:**

**QUESTION:** will you please provide more detail about the following statement found on page 12 under Section B. Proposed Solution:

“... submit the forms, questionnaires, and instruments proposed for use in this assessment.”

Does this mean offerors should submit written questionnaires with their proposals or are you looking for offerors to provide initial recommendations on objectives, topics and target audiences?

**ANSWER:** If offeror is planning to use any forms, questionnaires, or instruments in performing assessments that it may do in providing its services if it is awarded a contract from the solicitation, then it should submit the forms, questionnaires, and/or instruments with its proposal. The primary requirement of this portion of the response is to provide a description of the processes the offerors will use in performing assessments to determine the approach and technique that will be employed in identifying and evaluating information.