



Amendment One

DATE: March 6, 2019
TO: ALL VENDORS
FROM: Juaquana Brookins, Procurement Officer
SUBJECT: USC-RFP-3440-JB
DESCRIPTION: Commencement Photography for USC Columbia Campus

This Amendment modifies the solicitation only in the manner and to the extent as stated herein.

Questions and Answers

OFFERORS SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT 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

Questions and Answers

1. Contractor must provide a minimum of five (5) percent of generated revenue from orders to the University to support the contractor. Statement of sales orders shall be provided to the Office of the University Registrar on a quarterly basis.

Is 5% the current commission that the University receives from their vendor(s)? Do you currently receive a rebate from all commencement photography vendor(s)?

Currently, there is not a contract in place for commencement photography, this will be a new standard going forward for this type of contract.

2. The ordering process shall be fully online. The student shall only be able to view their individual photography information using login in credentials provided by the Contractor.

While we offer the ability to order exclusively online, for the convenience of graduates and their families, we also allow them to order by phone or by mail. Does this clause require online ordering to be the only method, or simply that the ability to order online is fully enabled?

The ability to order online is a requirement as long as this requirement is met, then any other option is up to the graduate and/or family of the graduate.

3. Offers will be evaluated using only the factors stated below. Evaluation factors are stated in the relative order of importance, with the first factor being the most important. Once evaluation is complete, all responsive offerors will be ranked from most advantageous to least advantageous.

1. Methodology
2. Examples/Past Projects and References
3. Rebate to the University

The Request states that these factors are in order of importance. Can the University provide any insight into the prioritization/weighted value of each?

- 1. Methodology 70%**
- 2. Examples/Past Projects and References 25%**
- 3. Rebate to the University 5%**