



# UNIVERSITY OF SOUTH CAROLINA

AMENDMENT NO. 1 TO SOLICITATION

TO: ALL VENDORS

FROM: Charles Johnson, Procurement Manager

SOLICITATION NUMBER: USC-RFP-3535-CJ

DESCRIPTION: Provide Assistance in National Search for the Selection of the Executive Vice President for Academic Affairs and Provost for the University of South Carolina

DATE: August 16, 2019

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 WERE RECEIVED FROM VENDOR A:**

**QUESTION 1:** The RFP states, "Offerors should restate each item below and provide their response to that item immediately thereafter." Does the University intend for us to include the bolded heading only (e.g., "**Offeror's Qualifications**") or the bolded heading and the entire section that follows (e.g., "**Offeror's Qualifications** – Describe the background, public sector experience, and executive search capabilities of your firm. Please give specific information regarding your firm's qualifications to conduct searches for positions similar to the Executive Vice President for Academic Affairs and Provost position for organizations of similar size and complexity to the University of South Carolina. In particular, you should highlight any experience your firm has with placements in higher education and in Executive Vice President for Academic Affairs and Provost positions at universities and colleges of similar size institutions during the last five years.")?

**ANSWER:** Offerors are to restate each item in its entirety (bolded heading and the text that follows) and provide their response to that item immediately thereafter.

**QUESTION 2:** We assume the University wants Offerors to populate and include the form on page 14 titled, "**MINORITY PARTICIPATION (DEC 2015)**." Please confirm where in the proposal response this form should be included.

**ANSWER:** Your assumption is correct. The University wants Offerors to populate and include the completed form on page 14 titled, "**MINORITY PARTICIPATION (DEC 2015)**." in their proposals. It is the offeror's decision where in its proposal response to include the completed Minority Participation form. Normally, offerors place the completed Minority Participation form after their responses to the Proposal Contents items or as an appendix to the proposal.