

 <p>UNIVERSITY OF SOUTH CAROLINA</p>	<p>AMENDMENT 1</p>	<p>Solicitation Number: USC-RFP-3582-CH Date Issued: December 20, 2019 Procurement Officer: Caleisha Hayes Phone: 803-777-4115 E-Mail Address: caleisha@mailbox.sc.edu Mailing Address: 1600 Hampton Street, Ste 606 Columbia, SC 29208</p>
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DESCRIPTION: **Box Office Ticketing System – Koger Center for the Arts**

USING GOVERNMENTAL UNIT: **University of South Carolina**

The Term "Offer" Means Your "Bid" or "Proposal". Your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Paper Offer or Modification" provision.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:	
<p>MAILING ADDRESS: University of South Carolina 1600 Hampton Street, Suite 606 Columbia SC 29208</p>	<p>PHYSICAL ADDRESS: University of South Carolina 1600 Hampton Street, Suite 606 Columbia SC 29208</p>

SUBMIT OFFER BY (Opening Date/Time): **January 13, 2020 at 11:00 AM (EST)** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **December 19, 2019 at 11:00 AM (EST)** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original and Three (3) Hard Copies marked "Copy" (separate Technical and Business proposals); One (1) Electronic Copy on USB Drive; plus One (1) Redacted Copy on USB Drive**

<p>CONFERENCE TYPE: Not Applicable DATE & TIME: (As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)</p>	<p>LOCATION: Not Applicable</p>
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<p>AWARD & AMENDMENTS</p>	<p>Award will be posted on 1/22/2020. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: http://www.purchasing.sc.edu</p>
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You must submit a signed copy of this form with Your Offer. By signing, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.
(See "Signing Your Offer" provision.)

<p>NAME OF OFFEROR (full legal name of business submitting the offer)</p>	<p>Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.</p>
<p>AUTHORIZED SIGNATURE (Person must be authorized to submit binding offer to contract on behalf of Offeror.)</p>	<p>DATE SIGNED</p>
<p>TITLE (business title of person signing above)</p>	<p>STATE VENDOR NO. (Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)</p>
<p>PRINTED NAME (printed name of person signing above)</p>	<p>STATE OF INCORPORATION (If you are a corporation, identify the state of incorporation.)</p>

<p>OFFEROR'S TYPE OF ENTITY: (Check one) (See "Signing Your Offer" provision.)</p>		
<p><input type="checkbox"/> Sole Proprietorship</p>	<p><input type="checkbox"/> Partnership</p>	<p><input type="checkbox"/> Other _____</p>
<p><input type="checkbox"/> Corporate entity (not tax-exempt)</p>	<p><input type="checkbox"/> Corporation (tax-exempt)</p>	<p><input type="checkbox"/> Government entity (federal, state, or local)</p>

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(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	_____ Area Code - Number - Extension Facsimile _____ E-mail Address

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
_____ Payment Address same as Home Office Address _____ Payment Address same as Notice Address (check only one)	_____ Order Address same as Home Office Address _____ Order Address same as Notice Address (check only one)

ACKNOWLEDGMENT OF AMENDMENTS
 Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences. ***ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.*** [11-35-1524(E)(4)&(6)]

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).

_____ In-State Office Address same as Home Office Address
 _____ In-State Office Address same as Notice Address (check only one)

USC-RFP-3582-CH

Please note the time for receipt of proposals has been revised. Proposals must be received by 11:00AM (EST) on January 13, 2020.

THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR A:

1. Whether companies from Outside USA can apply for this (like from India or Canada)?

ANSWER: Yes.

2. Whether we need to come over there for meetings?

ANSWER: No, in-person meetings are not required. Emails and conference calls are acceptable.

3. Can we perform the tasks (related to RFP) outside USA (like from India or Canada)?

ANSWER: Yes, as long as the Contractor complies with all U.S. and SC laws and can fulfill all duties and obligations under the Contract as outlined in the Solicitation.

4. Can we submit the proposals via email?

ANSWER: Please see page 1 and "Submitting a Paper Offer or Modification" on page 10 of the Solicitation.

THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR B:

5. Can you please confirm dates referenced in subsections of the RFP are unrelated to solicitation USC-RFP-3582-CH? For example, under I. SCOPE OF SOLICITATION is references Acquire Services (Jan 2006).

ANSWER: All deadlines for the Solicitation are on the Cover Page/Page 1.

6. III.B.11 Fundraising – Can you please explain the fundraising and membership operations Koger uses today?

ANSWER: Currently the Koger Center does not have a membership operation. We are looking to begin this process in FY 2020-21 and want to use the new ticketing system to track members and member perks. Donations are receipted through EverTrue currently as a part of the University of South Carolina Education Foundation.

7. III.B.12 Campus Card Integration – Is this a requirement or a "nice to have"?

ANSWER: While this is not an absolute requirement, this would be something significant we are looking for in a ticketing system. As a part of the University of South Carolina we want to be able to integrate the campus Carolina Card system into the ticketing system as it will allow the University student population to use this mode of payment to buy tickets to our venue. We currently have this payment integration in our current ticketing system.

8. When does the agreement with your current provider end?

ANSWER: We are on a yearly schedule with our current provider that follows the July 1 – June 30 Fiscal Year. Our goal is to continue to use our current provider with the events already on sale through June 30, 2020 and to begin with the new system for events that happen after July 1, 2020.

9. What is the desired date to “go live” on a new ticketing system?

ANSWER: We would like to schedule an initial onsite training with only the Box Office Managers the week of March 9 – 13, 2020. They would like to start building subscription shows into the system as a part of that training and would like to start processing subscription renewals in the new system the week of March 16, 2020. A second onsite training for the box office sellers would be scheduled the week of April 20, 2020. The system would go live to the public around May 4, 2020.

10. Will there be an opportunity for the selected vendor to negotiate final contract terms?

ANSWER: Please see “Discussions and Negotiations - Optional” on page 17 of the Solicitation.

*****THIS CONCLUDES AMENDMENT #1.*****