



## Amendment # 1

Solicitation Number: USC-RFP-3596-CJ  
Date Issued: January 27, 2020  
Procurement Officer: Charles Johnson  
Phone: (803) 777-4115  
E-Mail Address: Charles.Johnson@sc.edu  
Mailing Address: 1600 Hampton Street; Ste 606  
Columbia, SC 29208

**DESCRIPTION: SEARCH FIRM TO PROVIDE ASSISTANCE IN NATIONAL SEARCHES FOR THE SELECTION OF VARIOUS EXECUTIVE LEVEL POSITIONS FOR THE UNIVERSITY OF SOUTH CAROLINA SYSTEM**

**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:**

**MAILING ADDRESS:**

University of South Carolina – Purchasing Department  
1600 Hampton Street, Suite 606  
Columbia SC 29208

**PHYSICAL ADDRESS:**

University of South Carolina – Purchasing Department  
1600 Hampton Street, Suite 606  
Columbia SC 29208

**SUBMIT OFFER BY (Opening Date/Time): February 4, 2020 at 2:30 PM (EST)** (See "Deadline For Submission Of Offer" provision)

**QUESTIONS MUST BE RECEIVED BY: January 24, 2020 at 11:00 AM (EST)** (See "Questions From Offerors" provision)

**NUMBER OF COPIES TO BE SUBMITTED: One (1) Original Hard Copy each of Technical & Price Proposals and Five (5) Hard Copies of Technical and Price Proposals marked "COPY"; One (1) Digital version of the Technical and Price Proposals on separate USB drives; and One (1) Digital version(s) of Redacted Technical & Price proposals on separate USB drives (Original Hardcopy Shall Prevail)**

**CONFERENCE TYPE: Not Applicable**

**DATE & TIME:**

(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)

**LOCATION: Not Applicable**

**AWARD &  
AMENDMENTS**

Award will be posted on **2/21/20**. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: <http://www.procurement.sc.gov>

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 ninety (90) calendar days after the Opening Date. (See "Signing Your Offer" provision.)

**NAME OF OFFEROR**

(full legal name of business submitting the offer)

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.

**AUTHORIZED SIGNATURE**

(Person must be authorized to submit binding offer to contract on behalf of Offeror.)

**DATE SIGNED**

**TITLE**

(business title of person signing above)

**STATE VENDOR NO.**

(Register to Obtain S.C. Vendor No. at [www.procurement.sc.gov](http://www.procurement.sc.gov))

**PRINTED NAME**

(printed name of person signing above)

**STATE OF INCORPORATION**

(If you are a corporation, identify the state of incorporation.)

**OFFEROR'S TYPE OF ENTITY: (Check one)**

(See "Signing Your Offer" provision.)

☐ Sole Proprietorship

☐ Partnership

☐ Other \_\_\_\_\_

☐ Corporate entity (not tax-exempt)

☐ Corporation (tax-exempt)

☐ Government entity (federal, state, or local)

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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)
	<div style="display: flex; justify-content: space-between;"> <span>Area Code - Number - Extension</span> <span>Facsimile</span> </div>
	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	____ Order Address same as Home Office Address
____ Payment Address same as Notice Address <b>(check only one)</b>	____ Order Address same as Notice Address <b>(check only one)</b>

**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](http://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)**

## **QUESTIONS FROM OFFERORS - AMENDMENT (JUN 2017)**

The solicitation is amended as provided herein. Information or changes resulting from questions will be shown in a question-and-answer format. All questions received have been reprinted below. The “state’s response” should be read without reference to the questions. The questions are included solely to provide a cross-reference to the potential offeror that submitted the question. Questions do not form a part of the contract; the “state’s response” does. Any restatement of part or all of an existing provision of the solicitation in an answer does not modify the original provision except as follows: underlined text is added to the original provision. Stricken text is deleted. [02-2A097-1]

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

**QUESTION 1:** Your RFP appears to be seeking full-service comprehensive executive search services only. Our firm offers three tiers of service – one is comprehensive, and the other two are streamlined (sourcing-based) models. The sourcing models offer menus of services at discounted rates. We have been selected as a preferred vendor by several state university systems because they appreciate using the sourcing-based options for positions below a certain level. Is the University of South Carolina interested in these other options or only in the proposal outlining the comprehensive scope as your “Scope of Work items 1-21” would suggest? Please elaborate.

**ANSWER:** While we value the expertise a search firm brings to an institution in conducting a comprehensive executive search, we would be open to considering a model that contains both a comprehensive approach as we outlined in the RFP and a streamlined (sourcing) approach. We have used only comprehensive services in the past when using a firm. We have conducted many successful in-house searches ourselves with positive results. As a state institution with public dollars, we must be a steward of our resources; therefore, we would consider firms who can bring different tiers of services to us which would be discounted from the full service search.

### **THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR B:**

**QUESTION 1:** Has the University of South Carolina previously retained a search firm?

**ANSWER:** Yes.

**QUESTION 2:** Will out-of-state vendors be considered?

**ANSWER:** Yes.

**QUESTION 3:** Do you have a current vendor for recruiting services?

**ANSWER:** No.

**QUESTION 4:** Will firms with successful executive placements (CEO, COO, CFO) without experience in higher education be considered?

**ANSWER: Yes, but higher education experience is preferred.**

**QUESTION 5:** Are any of the positions currently vacant? If so, why are they vacant and how long have they been vacant?

**ANSWER: Yes. Chief Development Officer – retirement; August, 2019. USC Upstate Chancellor will be vacant March 1, 2020.**