



Amendment 4

Solicitation Number: **USC-RFP-3651-CH**
 Date Issued: **August 25, 2020**
 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**

DESCRIPTION: Provide Employee Voluntary Benefits Program

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 Dept
 1600 Hampton Street, Suite 606, Attention: Bid Clerks
 Columbia SC 29208

PHYSICAL ADDRESS:
 University of South Carolina – Purchasing Dept
 1600 Hampton Street, Suite 606, Attention: Bid Clerks
 Columbia SC 29208

Solicitation openings and closings will be limited to teleconference only: Telephone 800-753-1965/Access code 777 7162

SUBMIT OFFER BY (Opening Date/Time): Tuesday, September 1, 2020 at 11:00 AM (local) (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: August 6, 2020 at 11:00 AM (local) (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: 1 (One) Original Hard Copy;
 1 (One) USB Drive with Digital version of Technical Proposal;
 1 (One) USB Drive with Digital version of Price Proposal; and
 1 (One) USB Drive with Digital version of redacted Technical & Price proposal

CONFERENCE TYPE: Not Applicable DATE & TIME: <small>(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)</small>	LOCATION: Not Applicable
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AWARD & AMENDMENTS	Award will be posted on 9/14/2020 . The award, this solicitation, any amendments, and any related notices will be posted at the following web address: http://purchasing.sc.edu
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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 forty-five (45) calendar days after the Opening Date. (See "Signing Your Offer" provision.)

NAME OF OFFEROR <small>(full legal name of business submitting the offer)</small>	<p style="background-color: yellow;">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>
AUTHORIZED SIGNATURE <small>(Person must be authorized to submit binding offer to contract on behalf of Offeror.)</small>	DATE SIGNED
TITLE <small>(business title of person signing above)</small>	STATE VENDOR NO. <small>(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)</small>
PRINTED NAME <small>(printed name of person signing above)</small>	STATE OF INCORPORATION <small>(If you are a corporation, identify the state of incorporation.)</small>

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

PAGE TWO
(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)
<input type="checkbox"/> Payment Address same as Home Office Address	<input type="checkbox"/> Order Address same as Home Office Address
<input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> 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
1	8/13/2020	3	8/20/2020				
2	8/14/2020	4	8/25/2020				

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 NUMBER 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)**

PURPOSE OF AMENDMENT The Purpose of the amendment is to provide answers to bidder questions following the closing of the question and answer period.

AMENDMENTS TO SOLICITATION (JAN 2004) (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: www.procurement.sc.gov(b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. [02-2A005-1]

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 on the following pages. The “University’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 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 QUESTIONS WERE RECEIVED FROM VENDOR A:

Please refer to Amendment #3 for Questions 1 – 11.

THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR B:

12. We understand Keenan Suggs/Hub International was awarded the contract in 2018. Is there a reason this contract is up for bid so soon? Were new programs implemented with their new contract or are there issues with the new contract?

ANSWER: No contract was put in place, so new programs were implemented. The University cancelled the previous solicitation on October 2, 2018, before the Intent to Award Statement became final, with plans to re-solicit in the future.

13. During initial enrollment, can USC require employees to go online or call in, confirming they are aware of the programs offered and choose to enroll or waive coverage?

ANSWER: The University would like to give employees an option to go online and/or call in.

THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR C:

14. Considering the COVID environment, is the University open to accepting, or allowing carriers to provide proposals electronically?

ANSWER: Unfortunately, the University cannot receive proposals via email. Please submit proposals as instructed on Cover Page 1. See also "Submitting a Paper Offer or Modification" on page 10; and "Electronic Copies – Required Media and Format" on page 12 of the Solicitation.

15. The RFP noted the University is currently closed due to COVID and the procurement team is working virtually. Is there an alternative address proposals should be sent to?

ANSWER: The University is now open. Proposals must be submitted as instructed in the RFP.

16. Is there a broker for the University who is assisting with this RFP or who may receive commissions?

ANSWER: No.

17. To help facilitate the review process, does the University request specific formatting for responses in the technical proposal, section 2 (e.g. excel, word document, etc.?)

ANSWER: Please refer to Subsection A. of Section IV. Information for Offerors to Submit in the RFP.

18. Does the University have a requirement or preference as to where (or format) the requirements under B. Scope of Work are included in the response?

ANSWER: Please see Question #17.

19. If a form is not applicable, for example, the Minority Participation form, do you prefer it to be submitted and "not applicable" indicated or can the document be left out of the response?

ANSWER: If a form is not applicable, please reference the form and indicate "Not Applicable" in the response.

20. If there are deviations/ suggestions to the Terms and Conditions/ Scope of work, how and where should those be noted/included?

ANSWER: Please carefully review the following Sections of the RFP: "Bid/Proposal as Offer to Contract" on page 3; "Contents of Offer"(d) on page 12; LEGAL AGREEMENTS INCLUDED WITH BIDS MUST BE CLEARLY LABELLED "SAMPLE" on page 12; and "Discussions and Negotiations – OPTIONAL" on page 22

THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR D:

21. On the cover page under NUMBER OF COPIES TO BE SUBMITTED, the University request 1 (One) Original Hard Copy. Can you please confirm that the University is requesting one original hard copy of each version of the proposal requested.

ANSWER: The Offeror should provide One (1) Original hardcopy of the entire proposal (to include the Technical and Business/Price Proposal). The Offeror should also provide Three (3) USB drives as specified on Cover Page 1 of the RFP.

***** THIS CONCLUDES THE VENDOR QUESTIONS & ANSWERS *****