



## Amendment 2

Solicitation Number: **USC-RFP-3652-CH**  
 Date Issued: **September 14, 2020**  
 Procurement Officer: **Caleisha Hayes**  
 Phone: **803-777-4115**  
 E-Mail Address: [caleisha@mailbox.sc.edu](mailto:caleisha@mailbox.sc.edu)  
 Mailing Address: **1600 Hampton Street; Ste 606  
 Columbia, SC 29208**

DESCRIPTION: **Media Monitoring (Clipping) Services**

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 800-765-1965/Access code 777 7162**

SUBMIT OFFER BY (Opening Date/Time): **Tuesday, September 22, 2020 at 11:00 AM (local)** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **September 4, 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 Drives 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

<b>CONFERENCE TYPE: Not Applicable</b> <b>DATE &amp; TIME:</b> <small>(As appropriate, see "Conferences - Pre-Bid/Proposal" &amp; "Site Visit" provisions)</small>	<b>LOCATION: Not Applicable</b>
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<b>AWARD &amp; AMENDMENTS</b>	Award will be posted on <b>10/6/2020</b> . The award, this solicitation, any amendments, and any related notices will be posted at the following web address: <a href="http://purchasing.sc.edu">http://purchasing.sc.edu</a>
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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.)

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

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

**PAGE TWO**  
**(Return Page Two with Your Offer)**

<p>HOME OFFICE ADDRESS (Address for Offeror's home office / principal place of business)</p>	<p>NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)</p>
	<p>Area Code - Number - Extension <span style="float: right;">Facsimile</span></p>
	<p>E-mail Address</p>

<p>PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)</p>	<p>ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)</p>
<p><input type="checkbox"/> Payment Address same as Home Office Address</p> <p><input type="checkbox"/> Payment Address same as Notice Address <b>(check only one)</b></p>	<p><input type="checkbox"/> Order Address same as Home Office Address</p> <p><input type="checkbox"/> Order Address same as Notice Address <b>(check only one)</b></p>

**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)**

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](http://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:**

1. Would you consider changing this requirement to an electronic submission only?

**ANSWER: *Unfortunately, the University cannot receive proposals electronically. 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.***

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

2. Would the Department be willing to consider modifying the proposal submission instructions to allow bids to be submitted via email only?

**ANSWER: *Please see Question #1.***

3. Please identify where in the Technical or the Business proposal responses Offeror’s are to provide the TIN of the company.

**ANSWER: *If applicable, Offerors should provide the Taxpayer Identification Number (referenced on p.11 of the RFP) within the Technical proposal with the Company information.***

4. Heading B. File 2 (Evaluation Criteria 3) Price Proposal appears to be in white font and is not showing in the solicitation.

**ANSWER: *In Section IV. “Information for Offerors to Submit” on page 16 of the Solicitation, the following heading:***

**B. File 2 (Evaluation Criteria 3) Price Proposal**

*should appear above the section*

An original and also redacted copy of the Price Proposal shall be submitted separately from the Technical proposals.

- The Price Proposal shall be a separate file. No information shall be placed in the Technical Proposal.
  - The original Price Proposal shall be labeled “Price Proposal” and shall include Page 1 of this solicitation.
5. Please identify where in Offeror’s proposal response, a summary of the insurance policies is to be provided.

**ANSWER: Please refer to Section IV. Subsection A. Technical Proposal and “Information for Offerors to Submit - General” on page 16 of the Solicitation.**

6. Section V. Qualifications – Qualifications of Offeror (Mar 2015) Please confirm this paragraph is for information purposes only and that during this RFP phase, a commitment from a satisfactory source that will provide Offeror’s capability to perform fully the contract requirements is not required at this time and therefore no response is required to this paragraph of the solicitation.

**ANSWER: Please refer to “Qualifications – Required Information” on page 19 of the Solicitation.**

7. The solicitation states: *“The State may also elect to conduct negotiations, beginning with the highest ranked Offeror, or seek best and final offers, as provided in Section 11-35-1530(8). Negotiations may involve both price and matters affecting the scope of the contract, so long as changes are within the general scope of the request for proposals.”* As many Offeror’s have developed their own confidential and proprietary agreements, containing potentially similar provisions that are included in RFP Section VII. Terms and Conditions, with additional of clauses designed and tailored specifically for the type of Media Monitoring (Clipping) Services requested in the solicitation, as well as the laws and regulations relevant to such software, please confirm that the State shall commit to negotiations prior to award and that Offerors are not to include their standard contract terms in Offeror’s proposal response to this solicitation. Please consider revising the clause titled, **“DISCUSSIONS AND NEGOTIATIONS - OPTIONAL (FEB 2015)”** by deleting in its entirety and replacing it with the clause titled, **“DISCUSSIONS AND NEGOTIATIONS – REQUIRED (FEB 2015)”**

**ANSWER: No. This provision will not be revised. However, the RFP is revised to add the following clause:**

**LEGAL AGREEMENTS INCLUDED WITH BIDS MUST BE CLEARLY LABELLED “SAMPLE”**

**Every page of legal agreement(s) that Offeror expects the University to sign in order to do business with Offeror, Offeror’s terms and conditions, and/or similar type legal documents pursuant to potential contract award that Offeror chooses to include with its proposal must be clearly labelled “SAMPLE”. If Offeror’s proposal is the highest ranked offer from the evaluation process for the solicitation, then the University will consider the legal documents pursuant to potential contract award that the Offeror included with its proposal and clearly labelled “SAMPLE”.**

8. Attachment B – Important Tax Notice – NonResidents Only: The 2<sup>nd</sup> to last paragraph states *“This notice is for informational purposes only.”* However, the Nonresident Taxpayer Registration Affidavit Income Tax Withholding Form has been included within the RFP. Please confirm that the Nonresident Taxpayer Registration Affidavit Income Tax Withholding Form is not to be completed and is not required to be returned with Offeror’s proposal response.

**ANSWER: This form is included for Offerors not located in South Carolina that may be required to complete it. If required, the form must be submitted to the SC Department of Revenue.**

9. Attachment D – Services Provider Security Assessment Questionnaire: Please identify where in the Technical or the Business proposal responses Offeror’s are to provide the completed Attachment D – Services Provider Security Assessment Questionnaire.

**ANSWER: Please see Question #5.**

10. Attachment E – Contract Addendum for External Data & Systems Service Providers: Please confirm that Attachment E is for informational purposes only and is not to be returned with Offeror’s responses.

**ANSWER: Please review the italicized language at the top of Attachment E.**

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

11. When the bid refers to “print” sources, does the University mean online newspaper websites, or articles clipped from traditional newspapers?

**ANSWER: Online newspaper sources.**

12. Does the University want newspapers that are accessible in both print and online omitted from print monitoring? Furthermore, does the University want advertisements, legal notices, sports scores, and wedding announcements omitted from print monitoring?

**ANSWER: The University does not want duplicate reports of the same news hit in the same publication. Yes, the University does not need print monitoring of advertisements, legal notices, sports scores and wedding announcements.**

13. Does the University have a budget amount that potential vendors should be aware of?

**ANSWER: Offerors should present their best price in the Business/Price Proposal.**

14. Scope of Work Section B, Item 4: Could you please elaborate on the phrasing “customizable tiers for media markets and outlets”?

**ANSWER: Tiering outlets refers to a top tier like Wall Street Journal, Washington Post, New York Times and subsequent tiers from there. Furthermore, we require breakouts by: in-state outlets (South Carolina), national (U.S., non-SC) outlets, and international outlets (non-US). We want a way to classify top-tier news hits in publications with a wide readership from those that are essentially local/low readership.**

15. Scope of Work Section C, Item 1: Are the 30 additional users viewing the reports in the platform, or can the reports be exported for their viewing?

**ANSWER: Preferably they can access and view within the platform, but reports that can be exported and shared would be sufficient.**

16. Technical Section Support: Is the requirement that support queries must be answered 24/7, or during normal business hours (8am-6pm EST, M-F)?

**ANSWER: 24/7 is preferred, but normal business hours is sufficient.**

17. Training Section: Will the communications staff require in person training, or is web-based training sufficient?

**ANSWER: *Web-based is sufficient.***

18. Does the University have a current solution in place? If so, who is your current provider?

**ANSWER: *Yes, the current contract was awarded to Meltwater.***

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

**\*\*\* END OF AMENDMENT \*\*\***