



University of South Carolina
 Purchasing Department
 1600 Hampton Street, 6th floor
 Columbia, SC 29208
 Telephone: (803) 777-4115

Request for Quotation
Page One
THIS IS NOT AN ORDER

Quotation must be received No Later Than: 9:00 AM			Send quotation to above address Attention of: Dennis Gallman			Quotation Number: USC-RFQ-2418-Re-Bid			Date 5 27 2013		
6	4	2013									

Print company name and address:

Please quote your lowest delivered price of the items(s) listed below. The Purchasing Department reserves the right to reject any or all quotes and to waive any or all technicalities.

1. If an item cannot be furnished, indicate by **NO QUOTE**.
2. All quotes must be signed by the vendor's representative and terms noted, failure to comply with this instruction may result in disqualification of the quote.
3. **FAXED QUOTES ACCEPTABLE. FAX # (803) 777-2032**

Federal I.D. or Social Security No. _____ SC Minority Certification Number (If Applicable) _____

Submitted By (Print Name) _____ Signature _____ Telephone _____

Item No.	Quantity and Unit	Description of Commodity or Services	Unit Price	Total Price
001	1each	On-Line Survey for 700-800 Atlanta respondents Bid as Specified AWARD WILL BE MADE TO ONE VENDOR Point of Contact: Dennis Gallman/803-777-4115 E-MAIL: gallmand@mailbox.sc.edu (SEE ATTACHED SPECIFICATIONS) Quotes can be Faxed or emailed Vendor e-mail address: _____ Note: The Attached Addendum 2 are questions and answers from the original Request for Quotation		\$ _____

GENERAL CONDITIONS

DEFAULT: In case or default by the Contractor, the University of South Carolina reserves the right to purchase any or all items in default in the open market, charging the Contractor with any additional costs. The defaulting Contractor shall not be considered a responsible bidder until the assessed charge has been satisfied.

All amendments to and interpretation of this RFQ shall be in writing. The procurement officer shall not be legally bound by any amendment or interpretation that is not in writing.

Any contract entered into by the University of South Carolina or its agencies resulting from this quotation shall be subject to cancellation at the end of any fiscal or appropriated year unless otherwise provided by law.

Payment will be made in accordance with Section 11-35-45 of the South Carolina Consolidated procurement Code and Disbursement Regulations. Delay in receiving invoices, as well as errors and omissions on the invoices, will be considered just cause for withholding payment without losing discount privileges. The University reserves the right to withhold payment or make such deductions as may be necessary to protect the University from loss or damage because of defective work, claims, damages or to pay for repair of correction of materials furnished hereunder.

Quoted prices must remain firm for a period of thirty days beyond the Request for Quotation deadline. Unit prices will govern over extended prices unless otherwise stated.

The University of South Carolina shall consider payment discounts in the award of this contract when such discounts are for thirty days or more after final inspection and acceptance of contract requirements. Payment discounts for less than thirty days are encouraged but shall not be a factor in award determination. Please state your discount terms using the above referenced information as the University's position on the matter.

All materials and products offered must be guaranteed to meet and comply with the requirements all the specifications, terms and conditions indicated or referred to.

The award will be made in accordance with Section 11-35-1520 of the South Carolina Consolidated Procurement Code.

The University reserves the right to reject any and all quotations and to cancel the solicitation; waive any and all technicalities; the University reserves the right to reject any quotation in which the delivery time indicated to be of substantial length to cause disruption and/or delay in operation for which the item(s) is/are intended; ambiguous quotations which are uncertain as to terms, delivery, quantity or compliance with specifications may be rejected.

The contractor assumes sole responsibility and shall hold harmless the University of South Carolina, its directors, officers, employees and agents from and against any and all claims, actions or liabilities of any nature which may be asserted against them by third parties in connection with the performance of the bidder, its directors, officers, employees and agents under this agreement. The University of South Carolina agrees to accept responsibility for claims, actions or liabilities resulting from negligent acts of its employees occurring within the scope of their employment which may be asserted against them by third parties in connection with the performance of the University of South Carolina, its members, directors, officers, employees and agents under this agreement.

Contractor agrees not to refer to award of this contract in commercial advertising in such a manner to state or imply that the products or service provided are endorsed or preferred by the user.

Upon award of a contract under this quotation, the person, partnership, association or corporation to whom the award is made must comply with the laws of South Carolina that require such person or entity to be authorized and/or licensed to do business in this State. Notwithstanding the fact that applicable statutes may be exempt or exclude the successful quoter from requirements that it be authorized and/or licensed to do business in this State, by submission of this signed quote, the quoter agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses or fees levied by the State.

Termination: Subject to the provisions below, the contractor may be terminated for any reason by the University providing a thirty-day advance notice in writing is given to the contractor.

Termination for Convenience: In the event that this contract is terminated or cancelled upon request and for the convenience of the University may negotiate reasonable termination costs, if applicable.

Termination for Cause: Termination by the University for cause, default, or negligence on the part of the Contractor shall be excluded from the foregoing provisions; termination costs, if any, shall not apply. The thirty day advance notice requirement is waived and the default provision in this bid shall apply.

HIPAA Law: The Contractor agrees that to the extent that some or all of the activities within the scope of this Contract are subject to the Health Insurance Portability Accountability Act of 1996, P.L. 104-91, as amended ("HIPAA"), or its implementing regulations, it will comply with the HIPAA requirements and will execute such agreements and practices as the University of South Carolina may require to ensure compliance. Additional information may be viewed at: <http://www.sc.edu/hipaa/>

SPECIAL CONDITIONS

LICENSES, PERMITS, INSURANCE: All costs for required licenses, permits and insurance shall be borne by the Bidder.

The University of South Carolina requires all contractual activities to be performed in a manner that is consistent with all applicable federal, state and local laws, regulations, rules, rulings and ordinances. These include, but are not limited to: the Occupational Safety and Health Act, The Environmental Protection Act, The South Carolina Hazardous Waste Management Act.

IMPORTANT – Please Note – Vendors, we MUST have your Federal ID # (company) or Social Security # (individual) before processing any invoices for payment. Failure to provide this information will result in delay of payments until this information is received. Please include this information with your quote.

MINORITY PARTICIPATION (JAN 2006)

Is the bidder a South Carolina Certified Minority Business? Yes NO

Is the bidder a Minority Business certified by another governmental entity? Yes NO

If so, please list the certifying governmental entity: _____

Will any of the work under this contract be performed by a SC certified Minority Business as a subcontractor? Yes NO

If so, what percentage of the total value of the contract will be performed by a SC certified Minority Business as a subcontractor? Yes NO

Will any of the work under this contract be performed by a minority business certified by another governmental entity as a subcontractor? Yes NO

If so, what percentage of the total value of the contract will be performed by a minority business certified by another governmental entity as a subcontractor? Yes NO

If a certified Minority Business is participating in this contract, please indicate all categories for which the Business is certified:

- Traditional minority
- Traditional minority, but female
- Women (Caucasian females)
- Hispanic minorities
- DOT referral (Traditional minority)
- DOT referral (Caucasian female)
- Temporary certification
- SBA 8 (a) certification referral
- Other minorities (Native American, Asian, etc.)

(If more than one minority contractor will be utilized in the performance of this contract, please provide the information above for each minority business.)

Project Specifications:

We seek to collect a statistically representative, stratified random sample of 700 to 800 respondents, 18-years old or older, in metropolitan Atlanta, Georgia, with an over-sample of African Americans in the range of 500 respondents. Each respondent will be asked to complete a 30 minute on-line survey and will be given a modest incentive to complete the survey; provided this incentive meets Human Subjects guidelines and does not constitute a form of coercion. The purpose of this study is to help us better understand how residents of U.S. metropolitan areas interact with and participate in their neighborhoods of residence, centers of commerce and employment, and other geographic and non-geographic communities. We are interested in how the interactions between an individual and her or his communities impact: political participation, neighborhood attachment, social capital, and health. Our intent is to explore how these vary geographically by place of residence within a metropolitan area and thus we will ask questions related to a respondent's geographic location such as she or he providing a home and work addresses; although we will reassure each respondent of complete confidentiality in she or he providing this information.

Checklist:

Along with firms who can fulfill the project specifications at the lowest price, we seek firms that can ensure the following:

- 1) Access to a representative stratified sample from a clearly specified sampling frame;
- 2) Into the field within one week of contract ratification;
- 3) Clean data collected within 10 days of entering the field;
- 4) Proven track record of scientific data collection using an urban panel design; and
- 5) Online reporting and data summary interface to monitor sample characteristics using frequency measures during data collection.



U N I V E R S I T Y O F
SOUTH CAROLINA

ADDENDUM NO.2

TO: ALL VENDORS

FROM: William (Dennis) Gallman

SUBJECT: USC-IFB-2418-DG
On-Line Survey for 700-800 Atlanta respondents

OPENING DATE AND TIME: See Item One

DATE: May 2, 2013

This Addendum No. 2 modifies the IFB only in the manner and to the extent as stated herein.

ITEM ONE: NO CHANGE

ITEM TWO: CLARIFICATIONS TO QUESTIONS PRESENTED BY VARIOUS VENDORS

Question 1:

Do you provide the database or send people to the website to take the survey or are we responsible for obtaining a database for this survey? It appears that we will need to provide this but I want to verify this.

Answer: WE EXPECT THE FIRM TO PROVIDE US WITH A REPRESENTATIVE/STRATIFIED SAMPLE, WHICH SHOULD COME FROM THEIR ON-LINE POOL OF RESPONDENTS

Question 2:

When I went to view your requirements for HIPAA compliance the link is down and being redesigned. Can you email me the information to review prior to submitting a quote?

Answer: DO YOU MEAN HIPPA COMPLIANCE OR IRB COMPLIANCE? HERE ARE BOTH:

<http://orc.research.sc.edu/hipaa.shtml>

http://orc.research.sc.edu/hs_faq.shtml

Question 3:

How many completes are you looking to receive? 700-800

Answer: YES

Question 4:

Targeting: 2) *What is the target of the Survey? (ex Walmart shoppers, students, full-time employees, etc)*
Country respondents need to come from? People in Atlanta, Georgia that are 18 yrs. or older –

Answer: YES ALTHOUGH WE REALIZE IT MAY BE NECESSARY TO EXPAND THE SAMPLE TO INCLUDE THE ATLANTA-SMSA (METRO AREA) IN ORDER TO HAVE A LARGE ENOUGH SAMPLE OF AFRICAN AMERICANS.

Question 5:

Will there be any additional screen out questions? If so, what would they be? (ex. When was the last time you received treatment in a dental office?) It looks like you're hoping for a representative/stratified sample. Do you need hard quotas for different demographics or will a best efforts basis suffice?

Answer: – BEST EFFORT BUT WE HOPE TO HAVE AN AFRICAN AMERICAN OVERSAMPLE AROUND 400-500 IN ORDER TO ENSURE WE CAN DO ANALYSIS ON JUST THE AFRICAN AMERICAN SUBSAMPLE AND HAVE LARGE ENOUGH A LARGE ENOUGH SAMPLE (N) FOR OUR RESULTS TO BE VALID.

Question 6:

Average time it might take for a normal respondent to complete your survey? 15 min or less? (On average a respondent can answer 5 multiple choice questions per minute) 25 min.

Answer: Yes.

Question 7:

What's the timeline for implementation of this project? How long for budget approval? –

Answer: WE SAID THAT 10 DAYS FOLLOWING THE APPROVAL OF THE CONTRACT BECAUSE WE WANT TO GET THIS INSTRUMENT INTO THE FIELD AS SOON AS POSSIBLE.

BIDDER SHALL ACKNOWLEDGE RECEIPT OF ADDENDUM NO. 2 IN THE SPACE PROVIDED BELOW AND RETURN IT **WITH THEIR BID RESPONSE**. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION.

Authorized Signature

Firm

Date