



UNIVERSITY OF  
**SOUTH CAROLINA**

**AMENDMENT NO.1**

**TO: ALL VENDORS**

**FROM: William (Dennis) Gallman**

**SUBJECT: USC-FPB-2933-DG/ Provide Transcription Services for the University of South Carolina Columbia Campus.**

**DATE: MAY 2, 2016**

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This Amendment No. 1 modifies the FPB only in the manner and to the extent as stated herein.

**ITEM ONE: CLARIFICATIONS TO QUESTIONS PRESENTED BY VARIOUS VENDORS**

1. In Section VI, Award Criteria it states that "Award will be made to all responsive and responsible Offerors", how many contracts will be awarded?

Answer: Award will be made to all contractors that meet the bid requirements

2. If there are multiple awards how will the work be distributed among the awarded vendors?

Answer: There's no requirement to distribute work to all vendors....However, all vendors on the contract have the possibility to receive work

3. Who is the current vendor, and what is their pricing?

Answer: Donna Hollis

Amount: \$1.70/minute for one person interviewed, multiple people (focus group)  
\$2.00/minute (See the Attached Revised Bid Schedule)

4. Is the vendor required to have a place of business in SC?

Answer: Contractor from any state can bid, however the work will be performed in South Carolina

5. Is this solicitation for typing the interviews or for recording them?

Answer: Typing of interviews from recording, we would provide them with recording electronically

6. The Unit of measure is per copy? Please clarify.

Answer: The price is the charge per minute. (See Attached Revised Bid Schedule)

**7. Replace Section VIII. BIDDING SCHEDULE/PRICE-BUSINESS PROPOSAL AND INCORPORATE, Section VIII. BIDDING SCHEDULE/PRICE-BUSINESS PROPOSAL (REVISION 1)**

BIIDDER SHALL ACKNOWLEDGE RECEIPT OF ADMENDMENT NO. 1 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

# **VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL (REVISION 1)**

## **SERVICE CONTRACT**

### **Year 1**

Item	Unit of Measure	Description	Maximum Per Minute RATE	OFFEROR'S CONTRACT COST PER MINUTE RATE
1	Per Minute	Provide Transcription Services for the University of South Carolina Columbia Campus For One Person Interviewed	\$2.50	\$ _____

Resident Contractor Preference \_\_\_\_\_

Resident Sub-Contractor Preference (2%) \_\_\_\_\_

Resident Sub-Contractor Preference (4%) \_\_\_\_\_

Number of Sub-Contractors \_\_\_\_\_

Number of Sub-Contractors \_\_\_\_\_

Item	Unit of Measure	Description	Maximum Per Minute RATE	OFFEROR'S CONTRACT COST PER MINUTE RATE
2	Per Minute	Provide Transcription Services for the University of South Carolina Columbia Campus For Multiple People Interviewed	\$2.50	\$ _____

Resident Contractor Preference \_\_\_\_\_

Resident Sub-Contractor Preference (2%) \_\_\_\_\_

Resident Sub-Contractor Preference (4%) \_\_\_\_\_

Number of Sub-Contractors \_\_\_\_\_

Number of Sub-Contractors \_\_\_\_\_

### **Year 2**

Item	Unit of Measure	Description	Maximum Per Minute RATE	OFFEROR'S CONTRACT COST PER MINUTE RATE
3	Per Minute	Provide Transcription Services for the University of South Carolina Columbia Campus For One Person Interviewed	\$2.50	\$ _____

Resident Contractor Preference \_\_\_\_\_

Resident Sub-Contractor Preference (2%) \_\_\_\_\_

Resident Sub-Contractor Preference (4%) \_\_\_\_\_

Number of Sub-Contractors \_\_\_\_\_

Number of Sub-Contractors \_\_\_\_\_

Item	Unit of Measure	Description	Maximum Per Minute RATE	OFFEROR'S CONTRACT COST PER MINUTE RATE
4	Per Minute	Provide Transcription Services for the University of South Carolina Columbia Campus For Multiple People Interviewed	\$2.50	\$ _____

Resident Contractor Preference \_\_\_\_\_  
 Resident Sub-Contractor Preference (2%) \_\_\_\_\_ Number of Sub-Contractors \_\_\_\_\_  
 Resident Sub-Contractor Preference (4%) \_\_\_\_\_ Number of Sub-Contractors \_\_\_\_\_

### Year 3

Item	Unit of Measure	Description	Maximum Per Minute RATE	OFFEROR'S CONTRACT COST PER MINUTE RATE
5	Per Minute	Provide Transcription Services for the University of South Carolina Columbia Campus For One Person Interviewed	\$2.50	\$ _____

Resident Contractor Preference \_\_\_\_\_  
 Resident Sub-Contractor Preference (2%) \_\_\_\_\_ Number of Sub-Contractors \_\_\_\_\_  
 Resident Sub-Contractor Preference (4%) \_\_\_\_\_ Number of Sub-Contractors \_\_\_\_\_

Item	Unit of Measure	Description	Maximum Per Minute RATE	OFFEROR'S CONTRACT COST PER MINUTE RATE
6	Per Minute	Provide Transcription Services for the University of South Carolina Columbia Campus For Multiple People Interviewed	\$2.50	\$ _____

Resident Contractor Preference \_\_\_\_\_  
 Resident Sub-Contractor Preference (2%) \_\_\_\_\_ Number of Sub-Contractors \_\_\_\_\_  
 Resident Sub-Contractor Preference (4%) \_\_\_\_\_ Number of Sub-Contractors \_\_\_\_\_

### Year 4

Item	Unit of Measure	Description	Maximum Per Minute RATE	OFFEROR'S CONTRACT COST PER MINUTE RATE
7	Per Minute	Provide Transcription Services for the University of South Carolina Columbia Campus For One Person Interviewed	\$2.50	\$ _____

Resident Contractor Preference \_\_\_\_\_  
 Resident Sub-Contractor Preference (2%) \_\_\_\_\_ Number of Sub-Contractors \_\_\_\_\_  
 Resident Sub-Contractor Preference (4%) \_\_\_\_\_ Number of Sub-Contractors \_\_\_\_\_

Item	Unit of Measure	Description	Maximum Per Minute RATE	OFFEROR'S CONTRACT COST PER MINUTE RATE
8	Per Minute	Provide Transcription Services for the University of South Carolina Columbia Campus For Multiple People Interviewed	\$2.50	\$ _____

Resident Contractor Preference \_\_\_\_\_

Resident Sub-Contractor Preference (2%) \_\_\_\_\_

Resident Sub-Contractor Preference (4%) \_\_\_\_\_

Number of Sub-Contractors \_\_\_\_\_

Number of Sub-Contractors \_\_\_\_\_

### Year 5

Item	Unit of Measure	Description	Maximum Per Minute RATE	OFFEROR'S CONTRACT COST PER MINUTE RATE
9	Per Minute	Provide Transcription Services for the University of South Carolina Columbia Campus For One Person Interviewed	\$2.50	\$ _____

Resident Contractor Preference \_\_\_\_\_

Resident Sub-Contractor Preference (2%) \_\_\_\_\_

Resident Sub-Contractor Preference (4%) \_\_\_\_\_

Number of Sub-Contractors \_\_\_\_\_

Number of Sub-Contractors \_\_\_\_\_

Item	Unit of Measure	Description	Maximum Per Minute RATE	OFFEROR'S CONTRACT COST PER MINUTE RATE
10	Per Minute	Provide Transcription Services for the University of South Carolina Columbia Campus For Multiple People Interviewed	\$2.50	\$ _____

Resident Contractor Preference \_\_\_\_\_

Resident Sub-Contractor Preference (2%) \_\_\_\_\_

Resident Sub-Contractor Preference (4%) \_\_\_\_\_

Number of Sub-Contractors \_\_\_\_\_

Number of Sub-Contractors \_\_\_\_\_

**Note:** The service preferences do not apply to a bid for an item of work by the bidder if the annual price of the bidder's work exceeds \$50,000 or the total potential price of the bidder's work exceeds \$500,000. [11-35-1524(E)(3)]

Please refer to the preference clauses listed in the terms and conditions of this solicitation to ensure that you qualify to select the above preferences.

Bidder is to submit the following for preferences requested above:

- 1) Identify the subcontractor to perform the work:
- 2) Identify the work the subcontractor is to perform:
- 3) Bidder's factual basis for concluding that the subcontractor's work constitutes the required percentage of the work to be performed in the procurement.