



UNIVERSITY OF
SOUTH CAROLINA

AMENDMENT NO.1 TO SOLICITATION

TO: ALL VENDORS

FROM: Michelle Robinson, CPPB, Procurement Manager

SUBJECT: SOLICITATION NUMBER: USC-FPB-3003-MR
Provide Integrated Marketing Communications and Public Relations Services

DATE: August 2, 2016

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

Vendor Questions and Answers

BIDDER SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT 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

Name of Offeror

Date

QUESTIONS RECEIVED FROM VENDOR A

Question #1: Can Companies from Outside USA (like India or Canada) apply for this?

Answer: Yes

Question #2: Do we need to come over there for meetings?

Answer: Yes. Establishing a trusted partnership will require face-to-face interaction.

Question #3: Can we perform the tasks (related to the IFB) outside the USA?

Answer: In some instances, yes. It depends on the individual lot, the specifics of the project, whether or not trust in the partnership has already been established, and the individual client.

Question #4: Can we submit the proposals via email?

Answer: No, see page one of the solicitation *“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 A Paper Offer or Modification” provision.*

Offers must be submitted in a sealed package. Solicitation Number and Opening Date must appear on package exterior. Paper Offers are required.

QUESTION RECEIVED FROM VENDOR B

Question: In your recent bid for integrated marketing you state that the agency must show samples of educational work from the last five years. My agency is less than five years old and our educational background is previous to the formation of my agency. Is this mandatory?

Answer: If the principals in the firm have previous higher education experience, you may choose to demonstrate that in your response. Please indicate the individuals, their current roles and the roles they played with samples of educational work provided.

QUESTIONS RECEIVED FROM VENDOR C

Question #1: Do vendors need to respond to all eight scope areas?

Answer: You may respond to as many areas as you can provide the requested services for. There is no minimum or maximum number to which a qualified bidder can respond to.

Question #2: Do vendors need to provide a corporate history and staffing plan for all scope areas or will one do for all areas and the entire response?

Answer: One response that indicates history and staffing for all relevant lots will suffice.

QUESTIONS RECEIVED FROM VENDOR D

Question #1: The intent of the RFP is to qualify potential suppliers for services per the service areas as noted in the RFP. The proposal response required is per Section IV – sub-section Bid Contents – and does not relate to any specific requirement, project, etc. other than what is specified in the service area description as included in Section III Scope of Work. Please confirm or correct this understanding.

Answer: This is correct. Section III of the Fixed Price Bid describes the Scope of Services for each Lot. Section IV asks for information that will validate the bidder as being qualified to perform the services he/she is submitting a bid for.

Question #2: Is confirmation that services can be delivered at or less than the maximum hourly rate as specified in Section VIII satisfactory or do you need additional detail?

Answer: Bidder's price at or lower than the maximum amount listed on Bidding Schedule in Section VIII that the bidder provides for the service along with the requested documentation will be confirmation that the service can be delivered.

Question #3: Is it possible to submit a proposal addressing one or several sub-service areas within one of the eight specified service areas as outlined in Section III Scope of Work? For example, under Marketing Strategy Services there are 9 sub-service areas. Is it possible to submit a proposal focusing on one or several of the sub-service areas as opposed to all nine?

Answer: Yes

QUESTIONS RECEIVED FROM VENDOR E

Question #1: Can I apply for more than one, and if so do I make separate bids (with full separate packets), or compile in one submission?

Answer: You may apply for more than one Lot and include all information in one packet for submission.

Question #2: In section V--QUALIFICATIONS--it states...

(b) Information reflecting the current financial position. Include the most current financial statement and financial statements for the last two fiscal years. Does this mean I need to include two years of tax returns (because I hadn't had to do that with previous state bids)?

Answer: No tax returns are required. We are looking for verification that the company will be financially qualified to performed services they are bidding on.