



# UNIVERSITY OF SOUTH CAROLINA

AMENDMENT NO. 2 TO SOLICITATION

TO: ALL VENDORS  
FROM: Caleisha Hayes, Procurement Manager  
SUBJECT: SOLICITATION NUMBER: USC-FPB-3206-CH  
DESCRIPTION: PROVIDE TEMPORARY PATIENT NAVIGATION SERVICES  
DATE: October 5, 2018

---

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

Cover Page – Number of Copies to be Submitted

Vendor Questions & Answers

The Award Posting Date has been extended.

---

OFFERORS SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT NO. 2 IN THE SPACE PROVIDED BELOW AND RETURN IT WITH THEIR RESPONSE TO THE SOLICITATION. FAILURE TO DO SO MAY SUBJECT THE RESPONSE TO THIS REQUEST FOR PROPOSALS TO REJECTION.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name of Offeror

\_\_\_\_\_  
Date

## **USC-FPB-3206-CH**

The Cover Page is amended as follows:

Interested candidates only need to submit ONE original of their documentation. You do not need to submit any copies. Submission of an additional copy on a USB flash drive is OPTIONAL.

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

1. Will there be one person per position?

**ANSWER:** *Based on our need, we will recruit more than one person per position listed in the solicitation, based upon the candidate's qualifications and experience to do the duties for a position.*

2. If multiple people have qualifications for a position, will they be considered?

**ANSWER:** *See response to Question #1.*

3. If we apply for a higher position, will our bid/resume be considered for other positions?

**ANSWER:** *Once we receive your documentation, you will be placed on the list for all position(s) that you are qualified for. In the event that a candidate applies for a position that requires more qualifications and experience than that candidate has, and the candidate is qualified for another position with lower qualifications and experience requirements, we will contact you to let you know.*

4. I have never been assigned a state vendor number. Do I need to request and have this to send my resume/bid?

**ANSWER:** *No, you are not required to have a vendor number for this contract.*

5. If I apply for one position and it is felt another is more suited, do I have to start the process again?

**ANSWER:** *See response to Question #3.*

6. What do I select for “Offeror’s type of entity”?

**ANSWER:** *If you are an individual (not a company), you can select “Sole Proprietorship”.*

7. Fixed price bid, do we complete that form as well?

**ANSWER:** *You must complete Pages 1, 2 and 40 of the Solicitation (Fixed Price Bid) and submit with your documentation.*

*Page 1 - If you are an individual (not with a company), you only need to complete these sections: “Name of Offeror”, “Authorized Signature”, “Date Signed”, “Printed Name” and “Offeror’s Type of Entity”.*

*Page 2 – If you are an individual (not with a company), you only need to complete these sections: “Home Office Address”, “Notice Address” and “Acknowledgment of Amendments”.*

*Page 40 – Sign, Date and Print Name as Indicated*

8. In all, do we FedEx 1 original resume with cover letter along with 3 paper copies and 1 USB with the offer?

**ANSWER:** *You only need to send (mail, ship, or hand-deliver) an original of (1) Completed/ signed/dated pages 1, 2 and 40 of the bid; (2) Cover letter; (3) Resume; and (4) References. An additional copy on a USB flash drive is OPTIONAL. PLEASE DO NOT SEND A COPY OF THE ENTIRE BID.*

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

9. On the solicitation, it asks for a vendor number. Do we need to apply for a vendor’s license?

**ANSWER:** *See response to Question #4.*

10. What type of offeror are we considered?

**ANSWER:** *See response to Question #6.*

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

11.If we apply for a position we are qualified for and it is filled by someone else, will we be offered another position?

**ANSWER:** *See response to Question #1.*

12.Do we need to apply to multiple positions?

**ANSWER:** *See response to Question #3.*

13.Do we send only page 1,2, and 40 of the BID? (Along with cover letter, resume, and references- original, plus 3 copies and a USB drive copy)?

**ANSWER:** *See response to Question #8.*

**THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR D:**

14. Am I to send only pages 1, 2, & 40 of the document? Additionally, the entire application packet should include: cover letter, resume, professional reference sheet, signed bidding schedule (pg. 40)?

**ANSWER:** *See response to Question #8.*

15. Am I to submit 1 original, 3 copies, and 1 copy on an USB drive of the packet: will the USB drive be returned?

**ANSWER:** *With this Amendment, you are only required to submit an ORIGINAL copy of the required documentation. Submission of an additional copy on a USB flash drive is now OPTIONAL. However, if you choose to submit a copy of your documentation on a USB flash drive, it will not be returned, as it will become a part of the permanent procurement file.*

16.If the applicant is overqualified for a position they applied to, will they be offered the position level above that? Similarly, if the hiring committee believes an applicant is under-qualified for a position applied for, will the applicant be offered the position level below that, or be denied altogether?

**ANSWER:** *See response to Question #3.*

17. Can I hand-deliver this application packet to the physical address? If so, who do I hand it to?

**ANSWER:** *You must either mail, ship, or hand-deliver your documentation to the address on the front (page 1) of the Solicitation. Please be sure your documentation is in a sealed package (unopened) with the Solicitation # on the outside of the package. If hand-delivered, it must be received at the Reception Desk in the Purchasing Department.*

**THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR D:**

18. I just recently got married almost 1 year ago and was wondering if I need to put my married or maiden name? It stated legal name and I have not changed anything yet.

**ANSWER:** *Your legal name would be whatever is on your Social Security card. If you intend to change your name, you may want to hyphenate it for this solicitation to avoid confusion later.*

**THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR E:**

19. If I have been with the program for 2 years do I have to put in for level 4 or can I put in for level 5 or lead navigator?

**ANSWER:** *See response to Question #3.*

20. To my understanding a patient navigator is a person who helps guide a patient through the healthcare system. With that being said, can I include the 5 years that I was a medical assistant in determining the patient level navigator that I would be?

**ANSWER:** *We will evaluate every candidate's resume, qualifications and experience to determine the appropriate position/level for each candidate.*

**THE AWARD POSTING DATE HAS BEEN EXTENDED TO OCTOBER 26, 2018.**