



AMENDMENT TO SOLICITATION

Amendment No. 1

DATE: January 9, 2019
TO: ALL VENDORS
FROM: Leann DeLoach, Procurement Specialist
SOLICITATION: USC-RFP-3393-LD
DESCRIPTION: Provide Workforce Behavioral Assessment Software for USC Upstate Campus web hosted, SaaS (Software-as-a-Service)

Amendment No. 1 modifies this Request for Proposals only in the manner and to the extent as stated herein.

Vendor Questions and Answers See Below

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 delay award of contract.

Authorized Signature

Name of Offeror

Date

Vendor Question & Answers

1. Whether companies from Outside USA can apply for this?
No.
2. Whether we need to come over there for meetings?
Yes, we need someone on Campus for meetings
3. Can we perform the tasks (related to RFP) outside USA?
No, we need in person meetings and training
4. Can we submit the proposals via email?
Please refer to the instructions on the cover page of the solicitation
5. Offeror's Price- Offeror should complete the Bidding Schedule in Section VIII of the solicitation and include it with its proposal. **Offeror's price must be separately bound from the remainder of its proposal.** What does separately bound mean?
Offerors should complete the bidding schedule and include it in a separate document (Business Proposal) which will accompany the Technical Proposal to comprise the total proposal submitted by the offeror. Separately bound means that the Business Proposal (i.e. pricing) is not part of the Technical Proposal. Therefore, there is no need for the Procurement Officer to have to edit the Technical Proposal to remove the offeror's pricing before distributing it to the Evaluation Committee for evaluation.
6. **Software access for at least 500 users-** does this mean approximately 500 assessment takers, or does this mean 500 recruiters/leaders/managers that would all have access to the data (not just the assessment)?
We will need at least 500 takers or more per year. Users depends on how the information is shared with the taker and their supervisor.
7. **Offeror must provide a timeline or workshops/training.** We would schedule for a consultant to come out to facilitate the training programs at a mutually agreed time frame. This can be done the same month as the signed agreement or the following. Would that suffice? Do you need specific dates? If so, is this the section that says Conference Type: Need to be, Date & Time, Location for the workshop or is this section not relevant? If relevant, we come to your location...should we enter a training room on your campus?
We do not need specific dates at this time.
8. **API Integration-**should the estimated cost of integration work be included with quote? Or separate since it is not required to purchase and start utilizing the system?
Separate
9. Do all of the references need to be Universities/Colleges?
No
10. Acknowledgement of Amendments to Solicitation-I looked on the website and I do not currently see any amendments, but I want to confirm that I am looking in the correct place. Can you confirm that there are no amendments to the solicitation at this time?
Yes, this is the first amendment. All amendments will be posted at the following website: https://sc.edu/about/offices_and_divisions/purchasing/solicitations_awards/goods_services_procurements/index.php
Please be sure to look under the appropriate solicitation number.
11. What is the significance of the dates in parens after each term (e.g. AWARD NOTIFICATION (JAN 2004))?

These dates in parentheses indicate the versions of the Compendium clauses crafted by the State of South Carolina Fiscal Accountability Authority Procurement Services.

12. Submission Deadline. I know we need to mail the original and copies as well as an electronic copy, but do you need to receive the mailed originals by January 15th or post marked by the 15th (as long as the email copy is sent on the 15th)? I ask only because we just found out about the RFP and time is tight before the deadline.

RFP (Request for Proposals) here at the University of South Carolina WILL NOT accept electronic copies of the proposals in email format.

Please refer to Section II-B of the solicitation for the ELECTRONIC COPIES-REQUIRED MEDIA AND FORMAT (MAR 2015) clause.

Please refer to the Cover Page for the Deadline of Submission with the location of where offers should be submitted and by post marked date; also refer to Section II-A of the solicitation for the DEADLINE FOR SUBMISSION OF OFFER (JAN 2004) clause.

13. I see a request for any University/College clients who have used our assessment for hiring. We have many clients, large and small that have/are using our software for hiring and can provide those case studies. Furthermore, we have some universities that have used our assessment, but not for recruiting. Given that information would you recommend that we don't even apply? My preference would be to submit as I really think you and your colleagues will be impressed with our assessment and recruiting platform, but I don't want to waste your time if there is a requirement that we have worked with College/University clients for recruiting.

We do not pre-evaluate proposals; proposals will be evaluated after the bid opening. Please read the solicitation and amendment(s) to see if your company meets the University's requirements.

14. Is there an assessment in use today? If so, which assessment tool and for what positions?

USC Upstate currently uses a combination of Emergentics and DISC. Emergentics has only been used for directors and above. DISC is used for employees who sign up for training. The plan will be to do all employees with the new assessment tool including applicants. We want one price for the bundle rather than paying a price per person.

15. Why is USC Upstate looking at assessments? What are you looking to accomplish?

USC Upstate wants to add additional dimensions to our assessment of applicants and for use with supervisors and employees to understand ability and preferences in the work environment in an effort to strengthen teams and be more efficient and effective.

16. For which positions are you considering using an assessment?

All

17. Are there any talent challenges with those positions? For example: employee retention, performance, development, or succession?

No, we plan to do all positions.

18. How many employees are employed at the University? Can you break this down by faculty, staff, etc.?

Current numbers for USC Upstate in the system:

Faculty (FTE & temp) – 335 *please note, not all adjuncts for Spring semester are entered into the system yet.

Staff (FTE & temp) – 364

Total Employees (FTE & temp) - 699