



# State of South Carolina

Amendment No. One

Solicitation: 5400012431  
 Date Issued: 12/01/2016  
 Procurement Officer: AMBER KERR  
 Phone: (803) 898-3484  
 E-Mail Address: KERRAL@dhec.sc.gov

DESCRIPTION: **Legislative Monitoring Services for DHEC**

USING GOVERNMENTAL UNIT: **SC Dept of Health & Environmental Control**

*The Term "Offer" Means Your "Bid" or "Proposal". See "Submitting Your Paper Offer or Modification" provision.*

**SUBMIT YOUR OFFER ON-LINE AT THE FOLLOWING URL: <http://www.procurement.sc.gov>**  
(see page 3 and 4 for instructions)

**SUBMIT YOUR SEALED (if submitting paper) OFFER TO EITHER OF THE FOLLOWING ADDRESSES:**

**MAILING ADDRESS:**

SC DHEC – Division of Procurement Services  
Bureau of Business Management  
Columbia Mills Building, 301 Gervais Street  
Columbia, S.C. 29201

**OPENING / PHYSICAL ADDRESS:**

SCDHEC - Division of Procurement Services - Bureau of Business Management  
Columbia Mills Building – 4<sup>th</sup> Floor  
301 Gervais Street  
Columbia, S.C. 29201

**Please call the procurement officer listed above or call information at (803) 898-3501 prior to delivery of a bid.**

SUBMIT OFFER BY (Opening Date/Time): **12/08/2016 2:30 pm** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **Closed** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: **SEE INSTRUCTIONS ON PAGE THREE (3)**

CONFERENCE TYPE: **Not Applicable**

LOCATION: **Not Applicable**

DATE & TIME:

(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)

**AWARD & AMENDMENTS**

Award will be posted on **12/21/2016**. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: <http://www.procurement.sc.gov>

You must submit a signed copy of this form with Your Offer. By signing, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date. (See "Signing Your Offer" provision.)

NAME OF OFFEROR

(full legal name of business submitting the offer)

Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

AUTHORIZED SIGNATURE

(Person must be authorized to submit binding offer to contract on behalf of Offeror.)

DATE SIGNED

TITLE

(business title of person signing above)

STATE VENDOR NO.

(Register to Obtain S.C. Vendor No. at [www.procurement.sc.gov](http://www.procurement.sc.gov))

PRINTED NAME

(printed name of person signing above)

STATE OF INCORPORATION

(If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one)

(See "Signing Your Offer" provision.)

Sole Proprietorship

Partnership

Other \_\_\_\_\_

Corporate entity (not tax-exempt)

Corporation (tax-exempt)

Government entity (federal, state, or local)

**PAGE TWO**

**(Return Page Two with Your Offer)**

<b>HOME OFFICE ADDRESS</b> (Address for offeror's home office / principal place of business)	<b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	Area Code - Number - Extension <span style="float: right;">Facsimile</span>
	E-mail Address

<b>PAYMENT ADDRESS</b> (Address to which payments will be sent.) (See "Payment" clause)	<b>ORDER ADDRESS</b> (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
<input type="checkbox"/> Payment Address same as Home Office Address	<input type="checkbox"/> Order Address same as Home Office Address
<input type="checkbox"/> Payment Address same as Notice Address <b>(check only one)</b>	<input type="checkbox"/> Order Address same as Notice Address <b>(check only one)</b>

**ACKNOWLEDGMENT OF AMENDMENTS**  
 Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

Amendment No.	Amendment Issue Date						

<b>DISCOUNT FOR PROMPT PAYMENT</b> (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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**PREFERENCES - A NOTICE TO VENDORS (SEP. 2009):** On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at [www.procurement.sc.gov/preferences](http://www.procurement.sc.gov/preferences). ***ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.*** [11-35-1524(E)(4)&(6)]

**PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE:** Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).

**\*\*PREFERENCES DO NOT APPLY TO REQUEST FOR PROPOSALS PER SOUTH CAROLINA PROCUREMENT CODE SECTION [§11-35-1524(E)(5)]\*\***

In-State Office Address same as Home Office Address   
  In-State Office Address same as Notice Address   
 (check only one)

Amendment No. One  
Request For Proposal 5400012431

Description: **Legislative Monitoring Services for DHEC**

**AMENDMENTS TO SOLICITATION (JAN 2004)**

(a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: [www.procurement.sc.gov](http://www.procurement.sc.gov) (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. [02-2A005-1]

The following prospective offeror questions and agency response is hereby incorporated into the solicitation.

**Question 1:** Regarding the price, accomplishing your deliverables may require our cost proposal to be in excess of your estimated budget of \$8,000 per year. We note you include an estimated budget and that offers in excess may be considered. By what criteria would you assess or consider offers that exceed your budget estimate?

Response: The estimated budget for this project is \$40,000, (estimated at \$8,000/year). Offers in excess of this amount may be considered. See VI. Award Criteria / Evaluation Factors page 22 of the RFP, the cost will be evaluated at 25% of the total score.

**Question 2:** Regarding the daily action reports (3.1.1), by daily, do you mean all actions must be reported within twenty-four hours or within the same business day?

Response: "Daily" refers to each legislative day that the House or Senate meets in the chambers or in committees. For example, if a committee meets on Sunday morning to discuss the budget, that is considered a legislative day. "Action Reports" are reports detailing the actions that occurred on each legislative day. For example, if House and Senate committees and subcommittees and House and Senate Chambers meet on Tuesday, we would anticipate receiving the action reports on Wednesday morning.

These daily action reports must be emailed to designated agency staff as soon as practicable and preferably by the morning on the next day, but no later than twenty-four hours. If, for example, all actions on the legislative day end by 3pm on Tuesday, we would anticipate receiving the action reports Wednesday morning, but no later than 3pm on Wednesday. If all actions that begin on Tuesday end at 3am on Wednesday, we would anticipate receiving the action reports on Wednesday, but no later than Thursday at 3am. If these desired times are not possible on any given day, we anticipate receiving notice that the action reports will be delayed. If the bidder anticipates that it cannot meet these timelines, please explain in the bid the reasons why the timeline cannot be met.

**Question 3:** You request documentation that the offeror has at least five years of experience providing

monitoring services to a large company and/or state agency (4.2.2.2). What documentation is required?  
Could you provide an example?

Response: Some examples of documents to be provided are:

- References from large companies and/or state agencies that used the bidder's legislative monitoring service during the past five years.
- Copies of the bidder's deliverables provided to clients during the past five years. Please note that current samples deliverables are required by section 4.2.1.4 of the RFP.
- The Principal's resume or CV demonstrating continuous experience providing legislative monitoring services to large companies and/or state agencies for the past five years.

**END AMENDMENT NO. ONE**