



**Francis Marion University
Request for Proposal
Amendment 1**

Solicitation Number **RFP-2292**
 Date Issued **12/8/2017**
 Purchasing Officer **Paul J. MacDonald**
 Phone **(843) 661-1161**
 E-Mail Address **pmacdonald@fmarion.edu**
 Amendment Date **01/12/2018**

DESCRIPTION: **Provide Default Management and Default Aversion Services for Francis Marion University**

The Term "Offer" Means Your "Bid" or "Proposal".

SUBMIT OFFER BY (Opening Date/Time): ~~01/18/2018 at 2:00 PM EST~~ **01/31/2017 at 2:00pm** See "Deadline For Submission Of Offer" provision

QUESTIONS MUST BE RECEIVED BY: ~~01/03/2018 at 2:00 PM EST~~ See "Questions From Offerors" provision

NUMBER OF COPIES TO BE SUBMITTED: **One (1) original in hard copy, three (3) copies in hard copy clearly marked "COPY," one Magnetic Media as Specified and One (1) Redacted Copy as Specified.**

SUBMIT YOUR OFFER TO ONE OF THE FOLLOWING ADDRESSES IN A SEALED PACKAGE.

MAILING ADDRESS: Francis Marion University Purchasing Office P.O. Box 100547 Florence, SC 29502-0547	EXPRESS SHIPPING ADDRESS: Francis Marion University Central Receiving 4822 E. Palmetto Street Florence, SC 29506	HAND-DELIVERY: Francis Marion University Purchasing Office (Room 102) Stokes Administration Building 4822 E. Palmetto Street Florence, SC 29506
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CONFERENCE TYPE: **N/A**
 DATE & TIME: **N/A**
 As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions

LOCATION:
**Francis Marion University
Stokes Administration Building
Board Room
4822 East Palmetto Street
Florence, SC 29506**

AWARD & AMENDMENTS
 An **Award** will be posted at the Physical Address stated above on or around **01/25/2018 02/06/2018**.
 The award, this solicitation, and any amendments will be posted at the following web address:
<http://www.fmarion.edu/about/solicitationsandawards> <http://www.fmarion.edu/about/solicitationsawards>

You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, 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.

NAME OF OFFEROR (Full legal name of business submitting the offer)	OFFEROR'S TYPE OF ENTITY: (Check one)
AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____
TITLE (Business title of person signing above)	
PRINTED NAME (Printed name of person signing above) DATE SIGNED	

(See "Signing Your Offer" provision.)

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. 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.

STATE OF INCORPORATION
 (If Offeror is a corporation, identify the state of Incorporation.)

TAXPAYER IDENTIFICATION NO.
 (See "Taxpayer Identification Number" provision)

PAGE TWO

(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)	
	_____ Address	
	_____ Area Code - Number - Extension	_____ Facsimile
	_____ E-mail Address	

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
_____ Payment Address same as Home Office Address _____ Payment Address same as Notice Address (check only one)	_____ Order Address same as Home Office Address _____ Order Address same as Notice Address (check only one)

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	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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Amendment 1

RFP-2292 Provide Default Management and Default Aversion Services

AMENDMENTS TO SOLICITATION

- (a) The Solicitation may be amended at any time prior to opening.
- (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.

Information

The University is continuing to seek out thorough answers to offeror questions. At present, the University is still working to get these questions answered. A second amendment will be provided at a later date to address questions from vendors. The second amendment will also include confirmed Submittal Due Date and Anticipated Award Date.

Modifications

1. Please see change to the Submittal Due Date, and Anticipated Award Date on page 1 of this document. These are the minimum postponements of dates for RFP-2292.
2. Note the correction to the Awards and Amendments section on page 1 of this document. The correct web address is <http://www.fmarion.edu/about/solicitationsawards>

Vendor: _____

Authorized Signature: _____
(Same signature as individual who signed cover page of the solicitation)

Date: _____

END OF AMENDMENT 1