



**Francis Marion University
Amendment #1**

Solicitation Number	RFP-2372
Date Issued	11/18/2021
Purchasing Officer	Paul MacDonald
Phone	(843) 661-1161
E-Mail Address	pmacdonald@fmarion.edu
Amendment Date	12/10/2021

DESCRIPTION: **Provide Perkins Loan Billing Services for Francis Marion University**

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

SUBMIT OFFER BY (Opening Date/Time): **01/04/2022 at 2:00 PM EST** See "Deadline For Submission Of Offer" provision

QUESTIONS MUST BE RECEIVED BY: **12/10/2021 at 2:00 PM EST** See "Questions From Offerors" provision

NUMBER OF COPIES TO BE SUBMITTED: **One (1) original in hard copy, four (4) 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
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AWARD & AMENDMENTS	An Award will be posted at the Physical Address stated above on 01/11/2022-01/19/2022 . The award, this solicitation, and any amendments will be posted at the following web address: http://www.fmarion.edu/about/solicitationsawards
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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)	
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COVER PAGE MMO (JAN. 2006)

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)
<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> 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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PREFERENCES DO NOT APPLY WITH THIS SOLICITATION: Per Section 11-35-1524(E)(5) preferences do not apply to to procurements conducted pursuant to Section 11-35-1530 of the South Carolina Consolidated Procurement Code.

Amendment 1

RFP-2372 – Provide Perkins Loan Billing Services for Francis Marion

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.

Modifications

The following have been **added** or **changed/removed**:

Cover page, Page 1

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Vendor Questions and Answers

Question 1	Is it mandatory for the prospective vendors/contractors to register in order to participate in this Bid? If so, how and where?
Answer	It is mandatory to register as a vendor in the State of South Carolina. Registration can be initiated at https://procurement.sc.gov/vendor/registration
Question 2	Does Francis Marion University (FMU) already have a vendor/contractor in place assisting with your Perkins Loan Billing program currently?
Answer	The existing vendor is Heartland Payment Solutions.
Question 3	Does FMU have a particular budget for the Perkins Loan Billing Service RFP project?
Answer	The University will review all proposals based upon the criteria identified in the solicitation. Please also see Section 9 Additional Information, Cost Proposal in Section IV – Information for Offerors to Submit.
Question 4	Would FMU need the new vendor/contractor to conduct each student's entrance and exit counseling sessions?
Answer	No. FMU conducts student's entrance and exit counseling.
Question 5	For FMU Perkins Loan Billing Support, would the vendor/contractor deal with current, graduated, or all students?
Answer	Contractor will be required to handle all Perkins and Nurse Faculty Students.
Question 6	Is the vendor/contractor required to provide any collections or accounting certification or license?
Answer	The contractor is required to provide all documents as required in the solicitation.

See Next Page

Question 7	FMU requires the vendor/contractor to have a secure site for borrowers to access their information for the collection services. Therefore, would FMU need the vendor to provide services related to CRM software features, including the billing services requested?
Answer	Yes this is a requirement. FMU accepts payments from students and then the payment information is added into the current billing services software. FMU requires the capability to also access letters sent to students, cancellation letters, paid in full etc. as provided by the contractor.
Question 8	Is the vendor/contractor required to conduct/perform all services for the Perkins Loan Billing project onsite for the FMU students and staff, or can it be done through a virtual platform? Could the vendor do both?
Answer	The contractor will not be required to conduct services for this contract onsite. The University does not desire this as part of the contract.
Question 9	Ideally, how many individuals would you need to operate this project?
Answer	The University will review all proposals based upon the criteria identified in the solicitation.

Vendor: _____

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

Date: _____

END OF AMENDMENT 1