



# Amendment #1

Solicitation Number **RFP-2385**  
 Date Issued **05/17/2022**  
 Purchasing Officer **Leslie Shupp**  
 Phone **(843) 661-1161**  
 E-Mail Address **leslie.shupp@fmarion.edu**  
 Amendment Date **06/02/2022**

DESCRIPTION: **Provide Box Office Software and Services for Francis Marion University.**

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

SUBMIT OFFER BY (Opening Date/Time): **06/20/2022 at 2:00 PM EST** See "Deadline For Submission Of Offer" provision

~~QUESTIONS MUST BE RECEIVED BY: 06/02/2022 @ 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: <b>Francis Marion University Purchasing Office P.O. Box 100547 Florence, SC 29502-0547</b>	EXPRESS SHIPPING ADDRESS: <b>Francis Marion University Central Receiving 4822 E. Palmetto Street Florence, SC 29506</b>	HAND-DELIVERY: <b>Francis Marion University Purchasing Office (Room 102) Stokes Administration Building 4822 E. Palmetto Street Florence, SC 29506</b>
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CONFERENCE TYPE: <b>N/A</b> DATE & TIME: <b>N/A</b> <b>As appropriate, see "Conferences - Pre-Bid/Proposal" &amp; "Site Visit" provisions</b>	LOCATION: <b>N/A</b>  <b>(Note: Demonstrations will be remote/online)</b>
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AWARD & AMENDMENTS	A <b>Notice of Intent to Award</b> will be posted at the Physical Address stated above on <b>06/29/2022</b> . The award, this solicitation, and any amendments will be posted at the following web address: <a href="http://www.fmarion.edu/procurement/solicitationsawards/">http://www.fmarion.edu/procurement/solicitationsawards/</a>
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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.)
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TAXPAYER IDENTIFICATION NO.  (See "Taxpayer Identification Number" provision)
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**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 <span style="float: right;">Facsimile</span>
	<a href="#">E-mail Address</a>

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 ( <b>check only one</b> )	___ Order Address same as Home Office Address ___ 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	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date
1	6/2/2022						

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 procurements conducted pursuant to Section 11-35-1530 of the South Carolina Consolidated Procurement Code.**

**NOTE: A [remote/online](#) demonstration for each responsible and responsive Offeror (as determined by evaluating the Offeror's proposal) will be scheduled for 06/23/2022 between 8:30am and 1:30pm EST and on 06/28/2022 at times between 8:30am and 1:30pm EST daily. Each Offeror will be required to provide their remote demonstration on June 23 or June 28. No other dates will be available for [remote](#) demonstrations.**

# Amendment 1

## RFP-2385 – Provide Box Office Software and Services for Francis Marion University

### 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.

### QUESTIONS FROM OFFERORS - AMENDMENT (FMU - JUN 2022)

The solicitation is amended as provided herein. Information or changes resulting from questions will be shown in a “Question-and-Answer” format. All questions received have been reprinted below. The “University’s Response” should be read without reference to the questions. The questions are included solely to provide a cross-reference to the potential offeror that submitted the question. Questions do not form a part of the contract; the “University’s Response” does. Any restatement of part or all of an existing provision of the solicitation in an answer does not modify the original provision except as follows: underlined text is ADDED to the Original Provision. Text in red font is changed. Stricken text is REMOVED/DELETED.

### Modifications

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

#### **REMOVED** from Cover Page:

~~QUESTIONS MUST BE RECEIVED BY: **06/02/2022 at 2:00 PM EST** — See "Questions From Offerors" provision~~

#### **ADDED** to pg. 49, “Attachment 7 – Offeror’s Checklist”:

- ✓ **UNLESS EXPRESSLY REQUIRED,** DO NOT INCLUDE ANY OF YOUR STANDARD CONTRACT FORMS!

### Vendor Questions and Answers

Question 1	May vendors please have a Microsoft Word version of the RFP so we can respond in line with the questions and fill in the boxes?
Answer	For a Microsoft Word version of the original solicitation, visit the Francis Marion University Procurement – Solicitations & Awards webpage and download “Attachment A.” This webpage’s URL is: ( <a href="http://www.fmarion.edu/procurement/solicitationsawards/">http://www.fmarion.edu/procurement/solicitationsawards/</a> ).
Question 2	Will the University accept a bid submitted via email or do you require hard documents delivered?
Answer	No change – As specified on the Cover Page of the original solicitation: “NUMBER OF COPIES TO BE SUBMITTED: <b>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.</b> ”

Question 3	Page 19, IV. Software License Agreement. The RFP asks for us to submit our current copy of the software license agreement, yet page 49, second item, reads "DO NOT INCLUDE ANY OF YOUR STANDARD CONTRACT FORMS!" Can you please clarify?
Answer	See the Modifications section above for the addition to pg. 49, "Attachment 7 - Offeror's Checklist." For this solicitation, the University does expressly require a copy of the Offeror's current Software License Agreement for their solution.

**Vendor:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

**END OF AMENDMENT 1**