

	Francis Marion University Request for Proposal Amendment 1	Solicitation Number:	RFP-2426
		Date Issued:	09/12/2023
		Amendment Date:	09/27/2023
		Procurement Officer:	Paul MacDonald
		Phone:	843-661-1134
		E-Mail Address:	pmacdonald@fmarion.edu

DESCRIPTION: **Provide Government Liaison Services**

USING GOVERNMENTAL UNIT: **Francis Marion University**

The Term "Offer" Means Your "Bid" or "Proposal". Your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Paper Offer or Modification" provision.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

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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SUBMIT OFFER BY (Opening Date/Time): **10/12/2023 at 2:00pm** (See "Deadline For Submission Of Offer" provision)

~~QUESTIONS MUST BE RECEIVED BY: **09/27/2023 at 2:00pm**~~ (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: **One (1) original in hard copy, one (1) electronic copy, three (3) copies in hard copy clearly marked "COPY", one (1) redacted copy in hard copy and one (1) redacted electronic copy. Price/Business Proposal must be submitted in one separate, sealed envelope and included as a separate file on the electronic media (USB drive).**

CONFERENCE TYPE: N/A DATE & TIME: N/A <small>(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)</small>		LOCATION: N/A	
AWARD & AMENDMENTS		A <u>Notice of Intent to Award</u> will be posted on 10/23/2023 . The award, this solicitation, any amendments, and any related notices will be posted at the following web address: http://www.fmarion.edu/procurement/solicitationsawards/	
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. <small>(See "Signing Your Offer" provision.)</small>			
NAME OF OFFEROR <small>(full legal name of business submitting the offer)</small>		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 <small>(Person must be authorized to submit binding offer to contract on behalf of Offeror.)</small>		DATE SIGNED	
TITLE <small>(business title of person signing above)</small>		STATE VENDOR NO. <small>(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)</small>	
PRINTED NAME <small>(printed name of person signing above)</small>		STATE OF INCORPORATION <small>(If you are a corporation, identify the state of incorporation.)</small>	
OFFEROR'S TYPE OF ENTITY: (Check one) <small>(See "Signing Your Offer" provision.)</small> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Other _____ <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local)			

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	_____ Order Address same as Home Office Address
_____ Payment Address same as Notice Address (check only one)	_____ 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 – A NOTICE TO VENDORS: 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.~~

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.

~~PREFERENCES – ADDRESS AND PHONE OF IN-STATE OFFICE:~~

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.

Amendment #1

RFP 2426 – Provide Government Liaison 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.

Modifications

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

Added to Scope of Work:

- Contractor and assigned liaison shall comply with the South Carolina Code of Laws, including Title 2 – Chapter 17 – Lobbyists and Lobbying of the South Carolina Code of Laws.
- Contractor and assigned liaison shall comply with the South Carolina State Fiscal Accountability Authority regulations, including section 19-445.2127 Organizational Conflicts of Interest.

Questions Asked

Question 1	Does a conflict of interest only need to be disclosed if it's the legislative liaison or do we need to disclose conflicts of interests for anyone on staff at McGuireWoods consulting?
Answer	Potential conflicts of interest should be disclosed for anyone on staff at McGuire Woods and for the specified legislative liaison. See also answer to Question 3.
Question 2	If the staff member is not included in the proposal and does not intend to work on any matters regarding Francis Marion University, do we still need to disclose the relationship?
Answer	A staff member relationship should be disclosed regardless of the offeror's intent to involve that staff member in matters regarding the work related to this contract. See also answer to Question 3.
Question 3	Is a familial relationship considered a conflict of interest?
Answer	Per State Fiscal Accountability Authority regulation 19-445.2127 A. regarding Organizational Conflicts of Interest: "Organizational conflict of interest" occurs when, because of other activities or relationships with the State or with other businesses: (a) a business is unable or potentially unable to render impartial assistance or advice to the State, or (b) the business' objectivity in performing the contract work is or might be otherwise impaired, or (c) a business has an unfair competitive advantage

Vendor: _____

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

Date: _____

END OF AMENDMENT 1