**DESCRIPTION:** Travel Management Services  
**USING GOVERNMENTAL UNIT:** Medical University of South Carolina

**NUMBER OF COPIES TO BE SUBMITTED:** Solicitation response should be submitted online.

**SUBMIT YOUR OFFER ON-LINE AT THE FOLLOWING URL:** [http://www.procurement.sc.gov](http://www.procurement.sc.gov)

**SUBMIT OFFER BY (Opening Date/Time):** 05/31/2018 5:00:00PM(EST) (See "Deadline For Submission Of Offeror" provision)

**QUESTIONS MUST BE RECEIVED BY:** 05/21/2018 2:00:00PM(EST) (See "Questions From Offerors" provision)

**NAME OF OFFEROR**  
(full legal name of business submitting the offer)  

**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 (no tax-exempt) ___Corporation (tax-exempt) ___Government entity (federal, state, or local)
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)

__________________________________________
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)

<table>
<thead>
<tr>
<th>Amendment No.</th>
<th>Amendment Issue Date</th>
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</table>

DISCOUNT FOR PROMPT PAYMENT
(See "Discount for Prompt Payment" clause)

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<tr>
<th>10Calendar Days (%)</th>
<th>20Calendar Days (%)</th>
<th>30Calendar Days (%)</th>
<th>__ Calendar Days (%)</th>
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</thead>
</table>

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. ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINEITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORECLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFERQUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTINGA PREFERENCE CAN HAVE SERIOUS CONSEQUENCES. [11-35-1524(E)(4)&(6)] PREFERENCES DO NOT APPLY TO THIS RFQ

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 THIS RFQ

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

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A. DEFINITIONS, CAPITALIZATION, AND HEADINGS (MODIFIED)

CLAUSE HEADINGS USED IN THIS SOLICITATION ARE FOR CONVENIENCE ONLY AND SHALL NOT BE USED TO CONSTRUE MEANING OR INTENT. EVEN IF NOT CAPITALIZED, THE FOLLOWING DEFINITIONS ARE APPLICABLE TO ALL PARTS OF THE SOLICITATION, UNLESS EXPRESSLY PROVIDED OTHERWISE.

AMENDMENT means a document issued to supplement the original solicitation document.
BOARD means the South Carolina Budget & Control Board or its successor in interest. BUSINESS means any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other legal entity. [11-35-310(3)]
CHANGE ORDER means any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual agreement of the parties to the contract. [11-35-310(4)] CONTRACT See clause entitled Contract Documents & Order of Precedence.
CONTRACT MODIFICATION means a written order signed by the procurement officer, directing the contractor to make changes which the clause of the contract titled “Changes,” if included herein, authorizes the Procurement Officer to order without the consent of the contractor. [11-35-310(9)]
CONTRACTOR means the Offeror receiving an award as a result of this solicitation.
COVER PAGE means the top page of the original solicitation on which the solicitation is identified by number. Offerors are cautioned that Amendments may modify information provided on the Cover Page.
OFFER means the bid or proposal submitted in response this solicitation. The terms Bid and Proposal are used interchangeably with the term Offer.
OFFEROR means the single legal entity submitting the offer. The term Bidder is used interchangeably with the term Offeror. See bidding provisions entitled Signing Your Offer and Bid/Proposal As Offer To Contract.
PAGE TWO means the second page of the original solicitation, which is labeled Page Two.
PROCUREMENT OFFICER means the person, or his successor, identified as such on either the Cover Page, an amendment, or an award notice.
YOU and YOUR means Offeror.
SOLICITATION means this document, including all its parts, attachments, and any Amendments.
STATE means the Using Governmental Unit(s) identified on the Cover Page. SUBCONTRACTOR means any person you contract with to perform or provide any part of the work.
US or WE means the using governmental unit.
USING GOVERNMENTAL UNIT means the unit(s) of government identified as such on the Cover Page. If the Cover Page identifies the Using Governmental Unit as “Statewide Term Contract,” the phrase “Using Governmental Unit” means any South Carolina Public Procurement Unit [11-35-4610(5)] that has submitted a Purchase Order to you pursuant to the contract resulting from this solicitation. Reference the clauses titled “Purchase Orders” and “Statewide Term Contract.”

UPD means University Purchasing Department
Section I: Introduction

This is a Request for Qualification (RFQ) issued under Section 11-35-1530(4) of the South Carolina Consolidated Procurement Code. Prospective Offerors are encouraged to submit the requested information, demonstrating their qualifications and ability to perform the project described herein. Qualified Offerors will receive a subsequent Request for Proposal (RFP) describing the specific requirements of the State.

The University Procurement Department (UPD) of the Medical University of South Carolina will conduct Offeror evaluation and selection in a two-step process. The first step requires Offerors to respond to this RFQ. In the second step, the selected offerors will submit responses to the Request for Proposal.

Step I: Request for Qualification (RFQ)

UPD will conduct an evaluation of all submitted Offeror qualifications by a designated evaluation team. The required information will focus on qualifications, experience, and the ability to perform the requirements of the contract. The evaluation will rank the prospective Offerors from most qualified to least qualified on the basis of the information provided. A Proposal will then be solicited from at least the top two prospective offerors by means of a Request for Proposal (RFP).

UPD may elect to communicate with Offerors after statements of qualifications are opened to resolve ambiguities or other questions about either the statement of qualifications or the scope of the RFQ. If UPD has communications with any Offeror, it will afford all Offerors responding to this RFQ a like opportunity to respond, where appropriate. All such communications will be documented in writing and included with the statement of qualifications. Communications may not be used to revise the RFQ.

The UPD, at its sole discretion, may elect to conduct interviews of Offerors responding to this RFQ. If the UPD elects to interview, it will interview all Offerors responding to the RFQ.

While the intent of the statement of qualifications is to assist UPD in determining the most qualified offerors prior to soliciting proposal, offerors selected for Step II are still subject to the state's standards of responsibility.

UPD will notify individually each Offeror responding to the RFQ whether they have been selected for the Step II RFP solicitation. Subsequently, UPD will invite these Offerors to respond to a (RFP).

Step II: Request for Proposal (RFP)

Instructions regarding Step II will be published in the Request for Proposal. Conceptually, the RFP will include a thorough statement of needs as well as applicable terms and conditions. Only Qualified Offerors will receive the RFP. Participating Offerors must submit a detailed written proposal and make a formal presentation to UPD.

UPD will evaluate and rank proposals based on criteria stated in the RFP. UPD expects to conduct negotiations thereafter with the highest ranked responsive offeror. Notwithstanding the foregoing, UPD reserves the right to proceed in any manner authorized by law.
Section II: Project Description

The purpose of this RFQ is to evaluate and select a pool of travel management companies (TMC) to submit an enterprise wide solution to a Request for Proposal (RFP), and ultimately award a contract to a company with an online booking capability. The enterprise is comprised of Medical University of South Carolina (the University), the Medical University Hospital Authority (MUHA, or the Medical Center), and MUSC Physicians (MUSC-P) [formerly University Medical Associates (UMA)], collectively referred to in this RFQ as MUSC. MUSC seeks significant improvements in travel service, airline ticket costs, communication, data analysis and value for the traveler and planners.

The contract award resulting from this effort shall result in a travel management solution that is owned, hosted, and operated by a commercial supplier and provided to MUSC via a secure web portal and mobile application. Various functions of official travel and travel management shall be provided online using process and procedures consistent with MUSC travel policies and South Carolina regulations and statutes. Travel functions may include, but not limited to, the following:

- Travel planning and cost estimation
- Creation of travel authorizations and approval workflow
- Reservation and fulfillment services (to include Duty of Care functions)
- Interface with University and Hospital business systems; and Reporting/Data exchange

The services rendered by the Contractor shall include, but are not be limited to the following:

- University and Hospital travel processes and travel management expertise
- App and/or web-based reservation service
- Training
- Implementation and integration planning and support
- Travel workflow creation with protected user roles
- Customer support including functional and technical support for related integration issues, as well as assistance with travel arrangement (en-route, emergency support); and MUSC-specific requirement and objective

Background Information

The Medical University of South Carolina is South Carolina’s only comprehensive academic health science center. MUSC considers its purpose to preserve and optimize the lives of the residents of South Carolina through a vision to lead health innovation for the lives touched by MUSC. MUSC provides an inter-professional environment for learning, discovery and healing through its tripartite mission of education, research and patient care.

Founded in 1824 as the first medical institution in the southern United States, MUSC’s main campus is located on more than 81 acres in the City of Charleston. Since its founding, the university has awarded more than 36,000 degrees and grown from a small medical school to an academic health science center comprised of six colleges with more than 1,700 faculty educating approximately 3,000 students annually. As the largest non-federal employer in Charleston, the university and its affiliates have collective annual budgets in excess of $2.3 billion, with an annual economic impact of more than $3.8 billion and annual research funding of approximately $259 million.

The University Medical Center is a 700-bed referral and teaching hospital (the “University Hospital”) and related facilities (together, the “University Medical Center”) located on the MUSC campus. Since June of 2000, the University Medical Center has been owned and operated by the Medical University Hospital Authority (“MUHA”), which was created by the State Legislature in 1999 with the same Board of Trustees as MUSC.
Research

MUSC leads the state in biomedical research funding with more than $259 million in extramural grant funding and 589 principal investigators and is home to one of only 62 Clinical and Translational Science Award (“CTSA”) hubs in the nation and home to the state’s only NCI-designated cancer center. In fiscal year 2016, MUSC was awarded $109 million in funding from the National Institutes of Health (“NIH”). Another point of pride is the ranking of three College of Medicine departments among the top 10 in the nation for NIH funding: Neurosciences (8th); Otolaryngology (8th); and Psychiatry (8th).

The CTSA program aims to advance clinical and translational science to catalyze innovation and increase the speed at which new treatments become available to patients and reshape biomedical research in South Carolina. During fiscal year 2016, MUSC was involved in approximately 1,330 clinical trials. Key areas of research at MUSC include cancer, community health, drug discovery, health disparities, inflammation and fibrosis, neuroscience, oral health, rehabilitation, and stroke.

Recent Research Highlights

MUSC has recently been awarded several major research grants, including the following:

- Hollings Cancer Center leads $15 million studies in tobacco policies, e-cigarette use.
- $44 million Hollings Cancer Center annual research portfolio.
- $8.9 million grant funds for research on treatment of liver cancer.
- $8 million grant to improve cancer outcomes in minority men.
- $7 million from the NIH for alcohol research center funds innovative treatments.
- $11.1 million NIH aphasia study to help stroke patients.
- MUSC launched the first clinical trial combining two powerful drugs for lung cancer.
- $3.8 million to test transplant drug.
- 1.68 million in NIH funding research to help patients with pancreatitis and diabetes.
- $1.11 million from the NIH to study how mobile technology can help kidney transplant patients.

For a detailed description of MUSC’s academic divisions and organization visit [http://www.musc.edu](http://www.musc.edu)

Overview of Current MUSC Travel Environment

Currently, MUSC Enterprise does not contract with a travel agency or management company; does not possess a booking or expense management tool; and does not issue travel cards to its travelers.

The staff of each department is generally responsible for the selection of travel arrangements, making reservations (usually via commercially online outlets) and forwarding Microsoft Excel spreadsheet expense reports with requisite attached receipts; once approved culminating in an Automated Clearing House (ACH) payment into the traveler’s chosen banking account. Using this open market for selection, each of the academic colleges, project groups and administrative organizations travelers have developed independent sources for travel reservation services.

Each traveler must utilize their own personal credit card for hotel arrangements, car rental/fueling, and meals while airline, rental vehicles and conference fees may be placed on the no-interest, University or Hospital-issued Procurement card (P-card) contracted through Bank of America NA. This open market flexibility has put the emphasis on the service necessary to satisfy unique individual, department or group needs but sometimes exposes those same departments to unissued or restricted tickets, expensive itinerary change fees and no travel partnerships (i.e. airlines, hotel chains, etc.) as well as very limited travel data analysis.
MUSC now plans to aggressively move forward with a continued focus on service by teaming with a travel management company with an online booking tool capable of handling our international/domestic, faculty/staff, student and group travel requirements via best industry practices. Serving the diverse requirements of MUSC’s travelers is the #1 priority within the policy and laws of the State of South Carolina.

MUSC’S incurred travel expenses as exhibited below:

<table>
<thead>
<tr>
<th>MUSC Travel Totals</th>
<th>FY 17</th>
<th>FY 16</th>
<th>FY 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate</td>
<td>$12,517,180.00</td>
<td>$13,093,376.00</td>
<td>$12,000,108.00</td>
</tr>
</tbody>
</table>

These totals represent employee travel expenses associated with lodging, airfare, mileage, meals, registration and miscellaneous.

Section III: Required Qualification Information

The following qualifications should be used as an outline for responding to this request for Qualification. Your response to each of these items will be used to determine those Offerors who are most qualified to meet the requirements of the University and Hospital for this future contract.

1. Provide a brief overview of your company highlighting size, location(s), business objectives, certifications, accolades, disadvantaged/minority owned or partnership, years of experience with higher education travel management services.

2. Identify your online booking tool and/or mobile app and illustrate its/their capabilities and safeguards, in particular, protection of traveler profiles and data access.

3. Represent your company’s practice and/or ability to manage clinical and research faculty and students traveling internationally.

4. Explain your Duty of Care program with respect to the traveler, their department and the University and Hospital.

5. Describe your direct billing capabilities in handling traveling staff/faculty, special guests, and faculty/staff candidates.


7. Explain your experience with implementing a travel program, where one formerly didn’t exist. Describe your marketing and/or campaign philosophy in garnering and encouraging traveler adoption.

8. Describe your reporting mechanisms and data sharing programs. In addition, describe your role(s) in negotiations with airlines, accommodations, vehicle rentals, airport or off-airport parking, limo/taxi & rail services and in client policy consultation.
9. Is your company Airline Reporting Corporation (ARC) certified?

10. Describe your company’s Global Distribution System (GDS) relationships.

11. In limited detail, address the following regarding your company:
   - Ability to train/educate your staff and turnover rate of frontline customer/reservation agents
   - Account and provide listing of outsourced services (i.e. call center, accounts receivable, collections, server hosting, IT support, web and mobile apps booking tools)
   - Indicate experience serving clients remotely & via on-site engagement
   - Open booking philosophy
   - Experience with geographically disparate clients
   - Experience with non-mandated policy with preferred TMC
   - Describe your organization’s security and data integrity practices.

12. Include at least 5 references for the scope of travel management services indicated within this RFQ. The reference information should include:
   - Name of the reference, company name
   - Status: Current or a former client
   - The name, telephone number and email address of a contact that is specifically knowledgeable of the products, services and results of your travel services
   - A template of your master service agreement and any local/regional addenda
   - A brief summary of the scope of each project

Section IV: Submittal Format

The Offerors will submit their RFQ to University Purchasing Department and include the following information in the order specified and endeavor to limit the information to the quantity of pages indicated for each section. If the Offeror fails to provide any of the following information, UPD may, at its sole option ask the Offeror to provide missing information. If UPD allows Offeror to provide missing information, it will afford all Offerors a like opportunity to provide missing information, where appropriate.

The number of pages are estimated; more or less pages can be submitted.

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Table of Contents</td>
<td>(one page)</td>
</tr>
<tr>
<td>2</td>
<td>Corporate Overview</td>
<td>(four pages)</td>
</tr>
<tr>
<td>3</td>
<td>Product Description</td>
<td>(four pages)</td>
</tr>
<tr>
<td>4</td>
<td>Support Services Offered</td>
<td>(two pages)</td>
</tr>
<tr>
<td>5</td>
<td>Data Security</td>
<td>(four pages)</td>
</tr>
<tr>
<td>6</td>
<td>Experience on three similar projects &amp; prior performance</td>
<td>(ten pages)</td>
</tr>
<tr>
<td>7</td>
<td>Recent Past References</td>
<td>(two pages)</td>
</tr>
<tr>
<td>8</td>
<td>Project Management</td>
<td>(ten pages)</td>
</tr>
<tr>
<td>9</td>
<td>Subcontractors</td>
<td>(four pages)</td>
</tr>
<tr>
<td>10</td>
<td>Request for Information</td>
<td>(as needed)</td>
</tr>
</tbody>
</table>
Section V: Instructions to Offerors

1. Additional Provisions. The following terms reproduced below, are part of this Request for Qualifications.

A. AUTHORIZED AGENT (FEB 2015):

All authority regarding this procurement is vested solely with the responsible Procurement Officer. Unless specifically delegated in writing, the Procurement Officer is the only government official authorized to bind the government with regard to this procurement or the resulting contract.

[02-2A007-1]

B. CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS (JAN 2004):

(a) (1) By submitting an Offer, Offeror certifies, to the best of its knowledge and belief, that-

(i) Offeror and/or any of its Principals-

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency;
(B) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.
(ii) Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

(b) “Principals,” for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

(b) Offeror shall provide immediate written notice to the Procurement Officer if, at any time prior to contract award, Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) If Offeror is unable to certify the representations stated in paragraphs (a)(1), Offer must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Offeror’s responsibility. Failure of the Offeror to furnish additional information as requested by the Procurement Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to the State, the Procurement Officer may terminate the contract resulting from this solicitation for default.

[02-2A035-1]
C. DISCLOSURE OF CONFLICTS OF INTEREST OR UNFAIR COMPETITIVE ADVANTAGE (FEB 2015):

You warrant and represent that your offer identifies and explains any unfair competitive advantage you may have in competing for the proposed contract and any actual or potential conflicts of interest that may arise from your participation in this competition or your receipt of an award. The two underlying principles are (a) preventing the existence of conflicting roles that might bias a contractor's judgment, and (b) preventing an unfair competitive advantage. If you have an unfair competitive advantage or a conflict of interest, the state may withhold award. Before withholding award on these grounds, an offeror will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered. Without limiting the foregoing, you represent that your offer identifies any services that relate to either this solicitation or the work and that has already been performed by you, a proposed subcontractor, or an affiliated business of either. [02-2A047-2]

D. ETHICS CERTIFICATE (MAY 2008):

By submitting an offer, the offeror certifies that the offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the procurement officer at the same time the law requires the statement to be filed. [02-2A075-2]

E. IRAN DIVESTMENT ACT - CERTIFICATION (JAN 2015):

(a) The Iran Divestment Act List is a list published by the Board pursuant to Section 11-57-310 that identifies persons engaged in investment activities in Iran. Currently, the list is available at the following URL: http://procurement.sc.gov/PS/PS-iran-divestment.phtm. Section 11-57-310 requires the government to provide a person ninety days written notice before he is included on the list. The following representation, which is required by Section 11-57-330(A), is a material inducement for the State to award a contract to you. (b) By signing your Offer, you certify that, as of the date you sign, you are not on the then-current version of the Iran Divestment Act List. (c) You must notify the Procurement Officer immediately if, at any time before posting of a final statement of award, you are added to the Iran Divestment Act List. [02-2A077-1]

F. PROTESTS (JUN 2006):

Any prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the solicitation of a contract shall protest within fifteen days of the date of issuance of the applicable solicitation document at issue. Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest within ten days of the date notification of award is posted in accordance with this code. A protest shall be in writing, shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided, and must be received by the appropriate Chief Procurement Officer within the time provided. See clause entitled “Protest-CPO”. [Section 11-35-4210] [02-2A085-1]
G. PROHIBITED COMMUNICATIONS AND DONATIONS (FEB 2015):

Violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of law.

(a) During the period between publication of the solicitation and final award, you must not communicate, directly or indirectly, with the Using Governmental Unit or its employees, agents or officials regarding any aspect of this procurement activity, unless otherwise approved in writing by the Procurement Officer. [R. 19-445.2010]

(b) You are advised to familiarize yourself with Regulation 19-445.2165, which restricts donations to a governmental entity with whom you have or seek to have a contract. You represent that your offer discloses any gifts made, directly or through an intermediary, by you or your named subcontractors to or for the benefit of the Using Governmental Unit during the period beginning eighteen months prior to the Opening Date. [R. 19-445.2165][02-2A087-1]

H. QUESTIONS FROM OFFERORS (FEB 2015):

(a) Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions regarding the original solicitation or any amendment must be received by the Procurement Officer no later than five (5) days prior to opening unless an earlier date is stated on the Cover Page. Label any communication regarding your questions with the name of the procurement officer, and the solicitation's title and number. Oral explanations or instructions will not be binding. [See R. 19-445.2042(B)] Any information given a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective offerors. See clause entitled “Duty to Inquire.” We will not identify you in our answer to your question. (b) The State seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Officer -- as soon as possible -- regarding any aspect of this procurement, including any aspect of the Solicitation that unnecessarily or inappropriately limits full and open competition. [See R. 19-445.2140][02-2A095-2]

I. SIGNING YOUR OFFER (JAN 2004):

Every Offer must be signed by an individual with actual authority to bind the Offeror. (a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm, the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm. (b) If the Offeror is a partnership, the Offer must be signed by every participant in the partnership name, followed by the words by its Partner, and signed by a general partner. (c) If the Offeror is a corporation, the Offer must be submitted in the corporate name, followed by the signature and title of the person authorized to sign.

(d) An Offer may be submitted by a joint venture involving any combination of individuals, partnerships, or corporations. If the Offeror is a joint venture, the Offer must be submitted in the name of the Joint Venture and signed by every participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant. (e) If an Offer is signed by an agent, other than as stated in subparagraphs (a) through (d) above, the Offer must state that it is has been signed by an Agent. Upon request, Offeror must provide proof of the agent’s authorization to bind the principal. [02-2A115-1]
J. SUBMITTING CONFIDENTIAL INFORMATION (FEB 2015):

An overview is available at www.procurement.sc.gov) For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that Offeror contends contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in Section 30-4-40(a)(1), or (b) privileged and confidential, as that phrase is used in Section 11-35-410. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the words "TRADE SECRET" every page, or portion thereof, that Offeror contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "PROTECTED" every page, or portion thereof, that Offeror contends is protected by Section 11-35-1810. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. Do not mark your entire response (bid, proposal, quote, etc.) as confidential, trade secret, or protected. If your response, or any part thereof, is improperly marked as confidential or trade secret or protected, the State may, in its sole discretion, determine it nonresponsive. If only portions of a page are subject to some protection, do not mark the entire page. By submitting a response to this solicitation or request, Offeror (1) agrees to the public disclosure of every page of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, and documents submitted during negotiations), unless the page is conspicuously marked "TRADE SECRET" or "CONFIDENTIAL" or "PROTECTED", (2) agrees that any information not marked, as required by these bidding instructions, as a "Trade Secret" is not a trade secret as defined by the Trade Secrets Act, and (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure. In determining whether to release documents, the State will detrimentally rely on Offeror's marking of documents, as required by these bidding instructions, as being either "Confidential" or "Trade Secret" or "PROTECTED". By submitting a response, Offeror agrees to defend, indemnify and hold harmless the State of South Carolina, its agencies, officers and employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney's fees, arising out of or resulting from withholding information by the State of South Carolina or any of its agencies, that Offeror marked as "confidential" or "trade secret" or "PROTECTED". (All references to S.C. Code of Laws.) [02-2A125-2]

K. CODE OF LAWS AVAILABLE (JAN 2006):

The South Carolina Code of Laws, including the Consolidated Procurement Code, is available at: http://www.scstatehouse.gov/code/statmast.php

The South Carolina Regulations are available at: http://www.scstatehouse.gov/coderegis/statmast.php [02-2A040-2]

L. VENDOR REGISTRATION MANDATORY (JAN 2006):

You must have a state vendor number to be eligible to submit an offer. To obtain a state vendor number, visit www.procurement.sc.gov and select New Vendor Registration. (To determine if your business is already registered, go to “Vendor Search”). Upon registration, you will be assigned a state vendor number. Vendors must keep their vendor information current. If you are already registered, you can update your information by selecting Change Vendor Registration. (Please note that vendor registration does not substitute for any obligation to register with the S.C. Secretary of State or S.C. Department of Revenue. You can register with the agencies at http://www.scbos.com/default.htm) [02-2A145-1]
M. PROTEST - CPO - ITMO ADDRESS (JUN 2006):

Any protest must be addressed to the Chief Procurement Officer, Information Technology Management Office, and submitted in writing
(a) by email to protest-itmo@itmo.sc.gov,
(b) by facsimile at 803-737-0102, or
by post or delivery to 1201 Main Street, Suite 601, Columbia, SC 29201. [02-2B120-1]

N. OPEN TRADE (JUN 2015):

During the contract term, including any renewals or extensions, Contractor will not engage in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300. [07-7A053-1]

O. ON-LINE BIDDING INSTRUCTIONS (MAR 2015):
(a) Mandatory Registration: You must register before you can submit an offer on line! See clause entitled “VENDOR REGISTRATION MANDATORY.”
(b) Steps for On-Line Bidding:
#1 The link provided on the solicitation’s Cover Page will take you to our web based on-line bidding system, where you will enter and/or upload your offer.
#2 Follow the general user instructions posted at www.procurement.sc.gov under the heading “Submitting Offers.”
#3 Confirm your offer has a status of “submitted” by refreshing the “RFx and Auctions” screen. Only offers with a status of “submitted” have been received by the State. Offers with a status of “saved” have not been received.
#4 Save or print a copy of your offer using the “Print Preview” button after your offer has been submitted. [02-2B105-2]

OFFERORS ENCOUNTERING REGISTRATION PROBLEMS SHOULD CONTACT:
DSIT Help Desk (803) 896-0001 Select Option 1 then Option 1
Monday – Friday 8:00 AM – 4:30 PM
Additional vendor instructions concerning submitting offers can be found at:
http://procurement.sc.gov/vendor/submitting-offers

Note: Please do not wait until the last minute to submit your solicitation response. Give yourself enough time in case you run into any issues. HELP DESK WAIT TIME CAN BE LONGER THAN EXPECTED.
Section VI: Request for Information

UPD ask Offeror to respond to the following questions to inform the development of the most effective RFP

1. If selected to respond to the forthcoming RFP, has the description of the project unnecessarily restricted your ability to effectively respond to the RFP?

2. What specific information would you like or need in order to respond to an RFP?

**NOTE**

State Holiday Office Closing:

May 28, 2018