**Request for Quote**

<table>
<thead>
<tr>
<th>AMENDMENT #1</th>
<th>Solicitation Number</th>
<th>Date Issued</th>
<th>Procurement Officer</th>
<th>Phone</th>
<th>E-Mail Address</th>
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<tbody>
<tr>
<td></td>
<td>RFQ131011WBL</td>
<td>Oct. 18, 2013</td>
<td>Wanda B. Lewis</td>
<td>(843) 349-2162</td>
<td><a href="mailto:wlewis@coastal.edu">wlewis@coastal.edu</a></td>
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**DESCRIPTION:** Provide photography services for graduation ceremonies

**USING GOVERNMENTAL UNIT:** Coastal Carolina University

**Solicitation Number:** RFQ131011WBL

**Date Issued:** Oct. 18, 2013

**Procurement Officer:** Wanda B. Lewis

**Phone:** (843) 349-2162

**E-Mail Address:** wlewis@coastal.edu

**SUBMIT OFFER BY (Opening Date/Time):** Oct. 25, 2013 / 2:00 p.m. See "Deadline for Submission of Offer" provision

**QUESTIONS MUST BE RECEIVED BY:** N/A

**NUMBER OF COPIES TO BE SUBMITTED:** One (1) Original

**Offers may be submitted using any of the following methods (also see “Submitting Your Offer” provision):**
1. By fax: 843-349-2184;
2. By email to the address noted above;
3. By mail or hand-delivery to either of the following (the term “Offer” means your “Bid” or “Proposal”):

   **MAILING ADDRESS:**
   Coastal Carolina University  
   Procurement Services  
   P.O. Box 261954  
   Conway, SC 29528

   **PHYSICAL ADDRESS:**
   Coastal Carolina University  
   Procurement Services  
   642 Century Circle  
   Conway, SC 29526

**Note:** If you choose to return your response via email, no additional signature is required. It will be assumed that the sender has the ability to legally bind the organization or company to a contract. The name entered in the Signature section will be considered equivalent to an ink signature.

**CONFERENCE TYPE:** N/A

**DATE & TIME:** N/A

**LOCATION:** N/A

**AWARD & AMENDMENTS**

Award will be posted on **Oct. 30, 2013**. The award, this solicitation, and any amendments will be posted at the following web address: [http://www.coastal.edu/procurement/currentsolicitations](http://www.coastal.edu/procurement/currentsolicitations)

**NAME OF OFFEROR**

(Full legal name of business submitting the offer)

**OFFEROR'S TYPE OF ENTITY:**

(Check one)

- Sole Proprietorship
- Partnership
- Corporation (tax-exempt)
- Corporate entity (not tax-exempt)
- Government entity (federal, state, or local)
- Other _________________________

(See "Signing Your Offer" provision.)

**AUTHORIZED SIGNATURE**

(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)

**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.**

Note: Please include a federal TIN (company) or social security number (individual) with your quote as otherwise the issuance of a potential purchase order and related payments will be delayed.
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)

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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
- Order Address same as Home Office Address
- Order Address same as Notice Address

(checkbox option)

ACKNOWLEDGMENT OF AMENDMENTS

Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue. See "Amendments to Solicitation" Provision

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DISCOUNT FOR PROMPT PAYMENT
Sees "Discount for Prompt Payment" clause

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<thead>
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<th>10 Calendar Days (%)</th>
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PREFERENCES - A NOTICE TO VENDORS (SEP. 2009):

Preferences do not apply with this solicitation.

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE:

Preferences do not apply with this solicitation.
AMENDMENTS TO SOLICITATION (JAN 2004)

(a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: http://www.coastal.edu/procurement/currentsolicitations  

(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. [02-2A005-1]

NOTICE

AMENDMENT # 1

The Coastal Carolina University Request For Quote, RFQ131011WBL, is hereby amended as follows:

RESPONSES TO WRITTEN QUESTIONS RECEIVED:

1. Question: How many copies of the proposal are required to be sent?  

   Response: Per page 1 of the solicitation – “NUMBER OF COPIES TO BE SUBMITTED: One (1) Original”

2. Question: Bidding Schedule/Price: According to the bid specifications, we are required to provide a rebate of $5.30 per graduate degree application or $9,000.00 whichever is greater. What type of response is required in the “Percentage Required” section?  

   Response: The “Percentage Required” clause is a statement. No response is necessary.

3. Question: We are seeking the clarification of the meaning of the phrase “completed degree application.” Does this mean any University student who anticipates meeting the eligibility requirements for graduation and completes the “Degree Application” form on the University’s website?  

   Response: Yes.

4. Question: If the answer to question #3 above is “yes” please confirm whether or not the rebate would be required for those students who (A) complete a degree application but (B) choose not to participate in a Coastal Carolina University commencement ceremony.  

   For example, between December 2013 and August 2013, the difference between the number of degrees awarded (1,711) and ceremony participants (1,310) was 401 students according to the RFQ. Would the winning bidder be required to submit a rebate for those 401 students that chose not to participate in a commencement ceremony, even though the bidder would have no ability to earn revenue from those individuals?  

   Response: The guaranteed minimum return is required for each student completing a graduate degree application and whose name is provided to the awarded offeror.

5. Question: The $5.30 required minimum rebate is significantly higher than rebates received by most of the largest educational institutions in North America, with ceremony participation more than quadrupling that of Coastal Carolina University. Why is the University’s minimum rebate set at $5.30 per graduate with a minimum of $9,000.00 annually? Is this what the current vendor offers, or what has been proposed by a competitor? Or are these extenuating circumstances by which the University seeks to offset some of its expenses associated with these ceremonies?  

   Response: The specifications for this Request for Quote were developed based on reviews of similar solicitations and contract awards of similar institutions.

6. Question: It appears that this RFQ falls under Section 11-35-1530 for “Competitive Sealed Proposals” of the South Carolina Consolidated Procurement Code. However, Paragraph 9 of the code
states that “Award must be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the State, taking into consideration price and the evaluation factors set forth in the request for proposals.”

With respect to the “evaluation factors,” there are clearly several outlined in Solicitation Number RFQ131011WBL, including (A) sample photographs, (B) references, (C) a customer satisfaction policy, etc. (Otherwise why require those items if they are not going to be evaluated?) Yet, Section VI (pages 10-11) indicates that rebate back to Coastal Carolina University will be the only criteria by which a winning bidder is selected.

Response: This solicitation falls under the South Carolina Consolidated Procurement Code Section 11-35-1550 for small purchase procedures. Procurement Services determined the most appropriate procurement method or source for this solicitation was the Request for Quote (RFQ) which does not require evaluation factors in the determination of an award.

The submission of additional information as required in Section IV of the solicitation is necessary to satisfy the requirements of Section V and to determine whether an Offeror is responsive and responsible.

7. Question: Is it the University’s intent to simply award this contract to the bidder offering the highest rebate without regard to their plan for methodology, workflow, image identification, photographer training, order fulfillment, data privacy, customer service, accountability systems, etc.?

Response: The award will be made to the Offeror providing the greatest annual return and whose offer is responsive and responsible.

8. Question: If the answer to question #7 above is “yes”, then why are items such as references, sample photographs, and company policies called for in Solicitation Number RFQ131011WBL?

Response: See response to question 6.

9. Question: If the answer to question #7 above is “no”, then what are the additional evaluation factors that will be considered in selecting a winning bidder? (The Procurement Department appears to be required to publish this information in accordance with Section 11-35-1530(5) of the South Carolina Consolidated Procurement Code.)

Response: See response to questions 6 and 7.

END OF AMENDMENT # 1