|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FMU Logo  Dec 11 07 | **Francis Marion University**    **Request for Proposal**  **Amendment 1** | | Solicitation Number:  Date Issued:  Procurement Officer:  Phone:  E-Mail Address:  Amendment Date: | | | **RFP-2131**  **02/16/2012**  **Eric Garris**  **(843) 661-1134**  [**EGarris@FMarion.edu**](mailto:EGarris@FMarion.edu)  **02/28/12** | | |
| DESCRIPTION: **Provide, Install, and Maintain an Admissions Constituent Relationship Management System for Francis Marion University.** | | | | | | | |
| USING GOVERNMENTAL UNIT: **Francis Marion University** | | | | | | | |
| ***The Term "Offer" Means Your "Bid" or "Proposal".  Your offer must be submitted in a sealed package. The Solicitation Number & Opening Date must appear on the package exterior. See "Submitting Your Offer" provision.*** | | | | | | | |
| SUBMIT YOUR OFFER TO ONE 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** | | |
| SUBMIT OFFER BY (Opening Date/Time):   **03/15/2012 2:00 PM**      (See "Deadline For Submission Of Offer" provision) | | | | | | | |
| QUESTIONS MUST BE RECEIVED BY:   **02/24/2012  2:00 PM** (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 (1) Magnetic Media as Specified and One (1) Redacted Copy as Specified.** | | | | | | | |
| CONFERENCE TYPE:   Site Visit for Software Demonstrations             DATE & TIME:    **03/29/12 Times to be determined**  (see “Live Demonstration Requirements” provision) | | | | LOCATION:   Francis Marion University  Building and Room to be determined | | | |

|  |  |
| --- | --- |
| AWARD & AMENDMENTS | An Intent to Award will be posted on or about **04/04/2012**.  The award, this solicitation, any amendments, and any related notices will be posted at the following web address:  www.fmarion.edu/about/solicitationsandawards |

|  |  |  |
| --- | --- | --- |
| 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.                 (See "Signing Your Offer" provision.) | | |
| NAME OF OFFEROR      (full legal name of business submitting the offer) | | 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    (Person must be authorized to submit binding offer to contract on behalf of Offeror.) | | TAXPAYER IDENTIFICATION NO.    (See "Taxpayer Identification Number" provision) |
| TITLE    (business title of person signing above) | | STATE VENDOR NO.    (Register to Obtain S.C. Vendor No. at www.procurement.sc.gov) |
| PRINTED NAME    (printed name of person signing above) | DATE SIGNED | 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 (not tax-exempt)    \_\_\_ Corporation (tax-exempt)      \_\_\_ Government entity (federal, state, or local) |

COVER PAGE (NOV. 2007)

SAP

SAP

**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)          \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Area Code  -  Number  -  Extension                    Facsimile    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail Address |

|  |  |
| --- | --- |
| PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)          \_\_\_\_Payment Address same as Home Office Address  \_\_\_\_Payment Address same as Notice Address  **(check only one)** | ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)          \_\_\_\_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) | | | | | | | |
| 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 (%) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PAGE TWO (NOV. 2007) |  | End of PAGE TWO |  |  |  |

**RFP-2131 Admissions CRM System for FMU**

**Amendment 1**

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**

There are no modifications at this time.

P

**Vendor Questions and Answers**

|  |  |
| --- | --- |
| **Question 1** | **ACQUIRE SERVICES, page 1:** The contract shall be for One (1) year with the option to renew for two (2) additional one-year renewals. We have other schools in SC that have signed a 5 year contracts. Would FMU be opposed to looking at 5 year pricing if the annual cost would be lower than a single annual price? The current R+ platform has been in place more than 5 years and most schools are not looking to make a change in any given 1-3 year period. |
| **Answer** | **The Purchasing Office will work on this answer.** |
| **Question 2** | **ACQUIRE SERVICES, page 1:** Total expenses for the three year term cannot exceed the University’s IT Purchasing Certification of $150,000. If the proposed price exceeds the $50,000 annual term, will the bid be considered unresponsive and be thrown out or will the proposed price factor into the decision criteria outlined in the RFP? Does the $50,000 annual cost limit include implementation and ongoing support or is that just $50,000 just to cover the software license? |
| **Answer** | **The Purchasing Office will work on this answer.** |
| **Question 3** | **D. Web Portal, page 11:** Additional functions should include ability to utilize “chat” features . . . Are you looking to host an information session and have Chat rooms or are you looking for the help on a web site that would help navigate a student and answer questions on a 1 on 1 basis? |
| **Answer** |  |
| **Question 4** | **3. Additional Questions, #A, page 16:**  Describe any operating assumptions related to your overall solution, as they pertain to broad performance and implementation at Francis Marion University. Please elaborate on what is meant by “operating assumptions”. |
| **Answer** |  |
| **Question 5** | **3. Additional Questions, #B, page 16:** Discuss the scope of conversion  requirements that will provide for the initial load of data into the new system . . .Please clarify what data sources are intended to be included in the initial data load. |
| **Answer** |  |
| **Question 6** | **H. Data Importing, page 12 and Requirement #17, page 16:** The RFP mentions interfacing to College Net and submitting multiple applications. Is it FMU’s intent to continue to use College Net as the application provider or does FMU want an application as part of the RFP scope? |
| **Answer** |  |
| **Question 7** | **Requirement #7, page 13:** Ability to create individualized student, parent, high school counselor, and alumni volunteer web portals with push and pull capabilities for customization. Please define “push and pull capabilities”. |
| **Answer** |  |
| **Question 8** | **Requirement #19, page 14:** Ability to assign geo-demographic information about prospects and applicants, including EPS segment, and utilize this information in customized marketing plans. Please define EPS segment. EPS typically refers to Enrollment Planning Service which is proprietary to the College Board. Please clarify. |
| **Answer** |  |
| **Question 9** | **Requirement #21, page 14:** Ability to calculate and assign qualifying scores to prospects and applicants, and utilize this information in marketing plans. Please clarify what type of “qualifying score” (test, predictive, etc.) is referred to in this requirement. |
| **Answer** |  |
| **Question 10** | **Requirement #65, page 15:** Ability to load CollegeNet web applications directly into the System. Does this refer to the ability to import CollegeNet web application data into the system? |
| **Answer** |  |
| **Question 11** | **Requirement #80, page 16:** Ability to integrate with EPS and/or EIS market analysis tools. Please define both EPS and EIS and provide examples of the tools you currently utilize related to these. |
| **Answer** |  |

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

**Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Same signature as individual who signed cover page of the solicitation)**

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

**END OF AMENDMENT 1**