

	Lander University Request for Proposals Amendment - 2	Solicitation Number Date Printed Date Issued Procurement Officer Phone E-Mail Address	RFP-SP-484-02-22-2022 02/15/2022 02/15/2022 Scott Pilgrim (864)388-8698 spilgrim@lander.edu
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DESCRIPTION: **Design and Implementation of an Interactive Virtual Tour and Related Services for Lander University**

See questions and answers below:

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

SUBMIT OFFER BY (Opening Date/Time): **(changed to) 03/01/2022 3:00 pm EST**
 QUESTIONS MUST BE RECEIVED BY **02/14/2022 12:00 Noon** See "Questions From Offerors" provision
 NUMBER OF COPIES TO BE SUBMITTED: **One Original and three (3) Hardcopies Plus (1) Electronic Copy**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
 Lander University
 320 Stanley Ave.
 Procurement Services CPO 6023
 Greenwood, S.C. 29649

PHYSICAL ADDRESS:
 204 W Henrietta Ave
 Building FO, Room 212
 Greenwood, SC 29649

See "Submitting Your Offer" provision

CONFERENCE TYPE: N/A DATE & TIME: N/A As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions	LOCATION: N/A
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AWARD & AMENDMENTS	Award will be posted at the Physical Address stated above on (changed to) 03/08/2022 . The award, this solicitation, and any amendments will be posted at the following web address: www.lander.edu/solicitations
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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) <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 _____ (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	

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. (See "Taxpayer Identification Number" provision)

<p>HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)</p> 	<p>NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)</p> <p>_____</p> <p>Area Code - Number - Extension Facsimile</p> <p>_____ E-mail Address</p>
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<p>PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)</p> <p>_____ Payment Address same as Home Office Address</p> <p>_____ Payment Address same as Notice Address (check only one)</p>	<p>ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)</p> <p>_____ Order Address same as Home Office Address</p> <p>_____ Order Address same as Notice Address (check only one)</p>
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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

<p>DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)</p>	<p>10 Calendar Days (%)</p>	<p>20 Calendar Days (%)</p>	<p>30 Calendar Days (%)</p>	<p>_____ Calendar Days (%)</p>
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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 LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.*** [11-35-1524(E)(4)&(6)]

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)).

_____ In-State Office Address same as Home Office Address

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

Solicitation Outline

I. Scope of Solicitation

II. Instructions to Offerors

- A. **General Instructions: AMENDMENTS TO SOLICITATION (MODIFIED)** (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: www.lander.edu/solicitations
(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. **See questions and answers below.**

- B. **Special Instructions: Amendment 2 MUST BE ACKNOWLEDGED**

III. Scope of Work / Specifications

IV. Information for Offerors to Submit

V. Qualifications

VI. Award Criteria

VII. Terms and Conditions

A. General

B. Special

VIII. Bidding Schedule /Price-Business Proposal

IX. Attachments to Solicitation

Amendment 2 – Questions and Answers

1. What is Lander’s target demographic for the tour?

Answer: **Prospective students (16-25) and their parents.**

2. Due to COVID-19 and local mandates, our firm has continued to limit access to our local office (where printing and shipping typically occurs) and employees responsible for this RFP response work remotely for the time being. Additionally, employees have been instructed not to enter printing/delivery service buildings if at all possible. With this in mind:

- a) Are you willing to accept an electronic signature in lieu of a wet ink signature on all forms?

Answer: **Yes, we will accept an electronic signature in all instances.**

- b) Are you willing to accept an electronic submission in lieu of the hard copies? If not, will Lander accept responses on a USB shipped to your location (no hard copy provided) to reduce the public locations respondents are required to visit in order to submit a response?

Answer: **Page 1 states “NUMBER OF COPIES TO BE SUBMITTED: One Original and three (3) Hardcopies Plus (1) Electronic Copy”**

3. Provided the short turnaround between the question due date and the date required to ship our proposal response (including the holiday on 2/21, would Lander consider a deadline extension for this solicitation?

Answer: **Yes, we have extended the due date to March 1, 2022**

4. Can Lander please confirm that it would only like redacted copies in an electronic format (no hard copies)?

Answer: **The redacted copy must be in electronic format.**

5. Can Lander please clarify if it would like the Business and Technical proposals as one bound volumes (as noted on page 10, Contents of Offer, clause c) versus separate documents (as noted on page 26, Section VIII)?

Answer: **The offer should be in two parts, the technical proposal should be bound as one volume and the business proposal as a separate bound volume.**

6. Can Lander please confirm that it requires 1 original and 3 copies of both the Technical and Business proposals?

Answer: **Yes, 1 original and 3 copies of the technical proposal and 1 original and 3 copies of the business proposal.**

7. Pursuant to Qualification of Offeror (Mar 2015), a performance bond may be expected. Can Lander please clarify if this could be required as such bonds would be atypical to the nature of the services?

Answer: **Please refer back to the clause as written, "...we may elect to consider any security that you offer to provide."**

8. Can Lander please confirm these are the required sections for completion?

a) Signed Cover Page and Page Two

b) Technical Proposal

- II.B. Special Instructions [none applicable]
- III. Scope of Work [including responses to evaluation criteria for Technical Proposal]
- V. Qualifications [including responses to evaluation criteria for Experience and Sample Project]
- Attachments listed in Part IX. Attachments to Solicitations
- Summary of insurance policies
- Response to Minority Participation

c) Business Proposal:

- VIII. Bidding Schedule/Price Proposal [including responses to evaluation criteria for Business Proposal]

Answer: **Yes to all questions 8.a-c**

9. Of the 25 stops, how many are structured facilities?

Answer: **15-20. In cost proposal, vendors may include cost for a range of stops (i.e., 5-10, 10-15, 15-20, 20-25) or may include a cost-per-stop.**

10. How many panos are you expecting at each stop?

Answer: **This will vary, based on the type of facility at each stop, with a minimum of 1 and maximum of 5.**

11. Of the 25 stops, how many are external or general areas on campus?

Answer: **5-10.**

12. Is the institution wanting narration? If yes, how many languages?

Answer: **We would like that option. Please provide cost to include English only, as well as the cost to add languages.**

13. Any videography or aerial components that would be a part of the tour?

Answer: **Yes, although we have some of these components on hand and can provide the vendor with access to those files.**

14. Is there a total cost estimate for the project, including photography, hosting for one year?

Answer: **No**

15. p.3 Period of Performance - Start date is given of 3/1/2022, what date or deadline is there for the final tour to be live and accessible to the university website?

Answer: **As soon as possible, but no later than July 1, 2022.**

16. p.9 Submitting your offer or modification - The cover indicates "4 hardcopies plus 1 electronic" proposals; how is the electronic copy to be submitted?

Answer: **Electronic copy should accompany hardcopies such as a USB drive.**

17. p.11 Scope of work - "ability to customize walking tour based on areas of interest" - Tours typically are walking based on the proximity to other buildings, would a menu dropdown for areas of interest, color codes with branding and logos, be acceptable?

Answer: **Yes.**

18. "Ability to incorporate still photos, text and copy wording, and video" - Will additional content be provided or captured while on campus by the photographer while on campus?

Answer: **The University will provide photos/video, as needed; however, the vendor may be asked to provide assistance with 360 panos at stops. Assistance with copywriting may also be required.**

19. If photographer does not travel to location to capture images what file types will be delivered and used for the virtual tour?

Answer: The University has access to high-resolution images and video (including aerial) that can be used by the vendor, and will be provided via Dropbox at the project launch.

20. Will the panoramas be stitched images?

Answer: Yes, to be done by the vendor.

21. What camera will be used to capture?

Answer: The University uses Canon DSLR cameras to capture images, and Sony cameras for video. The vendor may be responsible for capturing panos/additional images, as determined/agreed upon by the vendor and university.

22. Will images need to be edited by contractor?

Answer: New images may require editing and/or stitching by vendor.

23. Will they be DNG or JPG files?

Answer: JPG

24. "use University branding"-Contractor will be provided the university branding standards, logos. colors and fonts?

Answer: Yes, the University will provide the vendor with a current brand kit with logos and official colors.

26. "schedule a campus visit or contact admissions...integration with CRM"-Will the university be providing a link to a visitor intake form, storing data collected through a CRM like Slate, or will the contractor be responsible for the PII of the guests to the tour?

Answer: We can give a link from Slate – this is just the commercial for come to campus after the virtual tour.

25. p.29-"m. natively handle email"-Will emails be needed other than in the CRM, allowing users to view tour without logging in to a profile?

Answer: Users should be able to complete a tour without logging in to a system however the substance of proposals may vary. If applicable to your proposal provide the required information, otherwise indicate n/a.

26. "o. merchant services p. monthly credit card payment details"-In which instances will a user be making a purchase?

Answer: Users will not be making a purchase through this tour however the substance of proposals may vary. If applicable to your proposal provide the required information, otherwise indicate n/a.

27. Can the tour seamlessly link or embed a merchant page from the University website?

Answer: Yes, as long as the embed application/widget is compatible with our CMS (Cascade-based).

28. p.30 Data Security-What, if any, non-public data are we expecting to collect and host within the platform of the virtual tour?

Answer: **None required however the substance of proposals may vary. If applicable to your proposal provide the required information, otherwise indicate n/a.**

29. What information is expected to be encrypted?

Answer: **The substance of proposals may vary. If applicable to your proposal provide the required information, otherwise indicate n/a.**