

	Amendment # 1	Solicitation Number: Date Issued: Procurement Officer: Phone: E-Mail Address: Mailing Address:	YTC-21-Executive Search Firm March 4, 2021 Debbie Bailey (803) 327-8010 dbailey@yorktech.edu 452 S. Anderson Rd. Rock Hill, SC 29730
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DESCRIPTION: Search firm to provide assistance in national search for the selection of President/Chief Executive Officer for York Technical College.

USING GOVERNMENTAL UNIT: YORK TECHNICAL COLLEGE

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: York Technical College – Purchasing Department 452 S. Anderson Rd. Rock Hill, SC 29730	PHYSICAL ADDRESS: York Technical College – Purchasing Department 452 S. Anderson Rd. Rock Hill, SC 29730

SUBMIT OFFER BY (Opening Date/Time): **March 16, 2021 at 2:00 PM** (See "Deadline For Submission Of Offer" provision) Will you change the date per our process?

QUESTIONS MUST BE RECEIVED BY: **March 3, 2021 at 11:00 AM** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: One (1) Original Hard Copy each for Technical & Price Proposals and Three (3) Hard Copies of Technical and Price Proposals marked "COPY"; One (1) Digital version of the Technical and Price Proposals on separate USB drives; and One (1) Digital version(s) of Redacted Technical & Price proposals on separate USB drives (Original Hardcopy Shall Prevail)

CONFERENCE TYPE: N/A DATE & TIME: (As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)	LOCATION:
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AWARD & AMENDMENTS	Award will be posted on March 30, 2021. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: https://www.yorktech.edu/departments/procurement/
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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 ninety (90) calendar days after the Opening Date.
(See "Signing Your Offer" provision.)

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)	
	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)
<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> 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 (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 DO NOT APPLY 11-35-1524 (E)(5)**~~

~~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**)

PREFERENCES DO NOT APPLY 11-35-1524 (E)(5)

NOTICE – AMENDMENT #1 SOLICITATION YTC YTC-21-EXECUTIVE SEARCH FIRM RFP

AMENDMENTS TO SOLICITATION (JAN 2004):

All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <https://www.yorktech.edu/departments/procurement/>

(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. [02-2A005-1]

Questions and Answers for this solicitation are included below.

1. Based on information currently available, is the York Technical College Board open to considering in-person interviews, at least for finalist candidates?
Answer: Yes, the final decision will be based on the status of the pandemic to mitigate potential risks.

2. a) Can you provide the anticipated/desired salary range for the position?
Answer: The salary range for the position is \$159,869 (minimum) - \$203,137 (midpoint) - \$247,827 (maximum). Actual salary will be based on qualifications of selected candidate.

b) Does the range provided include any supplemental funds?
Answer: The range is only the base pay.

c) If not, what is the approximate total of the annual supplement (if any), regardless of the source of the supplement?
Answer: The potential salary supplement may be up to \$50,000.

3. If none of the information in our proposal qualifies as confidential, protected, or as a trade secret, I assume that are we exempt from submitting the redacted copy as described in the RFP: “One (1) Digital version(s) of Redacted Technical & Price proposals on separate USB drives (Original Hardcopy Shall Prevail)”?
Answer: That is correct.

4. With regard to the YTC-21-Executive Search Firm RFP: do candidate travel and search advertising expenses need to be included as part of the overall cost quoted to assist with the search?
Answer: Yes