



State of South Carolina
Modification 2
State of South Emergency
Declaration

Contract Number : 5400008056
Procurement Officer : Carol Norfleet
Phone : 803-737-3224
E-Mail Address : cnorfleet@mmo.sc.gov
Address : 1201 Main St, Ste 600
Columbia SC 29201

DESCRIPTION:

IT Temporary Staff Augmentation Contract

USING GOVERNMENTAL UNIT:

STATE TERM CONTRACT

CONTRACTOR'S NAME AND ADDRESS:

Active Supply Contractors and TAPFIN

TYPE OF CHANGE:

☐ Change to Contract Scope of Work

☐ Change to Contract Pricing Pursuant to Existing Contract Clause.

Clause Name _____ Clause No. _____

☐ Administrative Change to Contract (such as changes in paying office, name of Agency Contract Administrator, etc.)

☒ Other Change

IMPORTANT NOTICE:

☐ Change Order: Contractor is required to sign this document and return one copy to the procurement officer named above by the following date: _____.

☒ Contract Amendment/Modification: Contractor's acknowledgement or acceptance is not required.

DESCRIPTION OF CHANGE / MODIFICATION:

In case of a **State of South Carolina Emergency Declaration**, the IT Temporary Staff Augmentation contract, under SCOPE OF WORK, SUPPLIER REQUIREMENTS, 11. Posting Requirements, shall include the following provision.

Entities experiencing an emergency IT Temporary Staff Augmentation need shall be allowed to commence receipt of resumes and conduct of interviews as soon as a posting is cleared and opened by TAPFIN with no waiting period for using entities to begin review and interview of candidates. Entities will be required to interview a minimum of three candidates before making a hiring decision.

The process will be as follows:

- 1) Requests will be posted to the supplier community to begin submitting resumes.
- 2) Requests will be marked by Tapfin as a 'State of Emergency' request and submittals will be shortlisted daily. Tapfin will review the resumes to ensure candidates meet the requirements of the request and then will shortlist the resumes as they come in each day to the managers versus holding them for 7 days. This will enable the managers to review and begin the interview process right away.
- 3) Suppliers will be allowed two candidate submittals per position.
- 4) Requests will remain open for up to seven days and be put on hold on the seventh day.
- 5) The manager may 'select a hire' at any time during the seven-day period provided that they have done the minimum of three interviews and the 'star ratings'.
- 6) If the manager selects to hire a candidate on day three, the request will be placed 'on hold'.
Example: A request is posted to supplier community and on days one, two and three there are five resumes that come in each day for a total of 15 resumes by day three. The manager is interviewing on days one, two and three and finds a candidate they want to hire on day three. The request will then go 'on hold' on day three and the suppliers will no longer have access to submit additional candidates. The background process will begin.
- 7) Should a selected candidate not work out for any reason, the manager may consider the original resumes further. If the manager does not find a suitable candidate, the request will be closed and a new request will be created and posted out to the supplier community under the same procedure.
- 8) If there is a duplicate candidate submitted (candidate submitted by two or more suppliers) and they have a proper 'right to represent' form, the first supplier to submit the candidate will be allowed to submit and the other supplier(s) will be rejected.

Except as provided herein, all terms and conditions of the Contract referenced above remain unchanged and in full force and effect.

CONTRACTOR'S CERTIFICATE OF CURRENT COST OR PRICING DATA: The Contractor certifies that, to the best of its knowledge and belief, the cost or pricing data (as defined by 48 C.F.R. 2.101) submitted, either actually or by specific identification in writing, by the Contractor to the Procurement Officer in support of this change order are accurate, complete, and current as of the date this change order is signed. [Procurement Officer must initial here _____ if Certificate inapplicable to this Change Order]

(See "Pricing Data – Audit – Inspection" provision.) (Reference § 11-35-1830 & R. 19-445.2120)

SIGNATURE OF PERSON AUTHORIZED TO EXECUTE THIS
CHANGE ORDER & CERTIFICATE ON BEHALF OF CONTRACTOR:

SIGNATURE IS NOT REQUIRED


By: _____
(authorized signature)

(printed name of person signing above)

Its: _____
(title of person signing above)

Date: _____

SIGNATURE OF PERSON AUTHORIZED TO EXECUTE / ISSUE THIS
CHANGE ORDER / CONTRACT MODIFICATION ON BEHALF OF
USING GOVERNMENTAL UNIT:

By: 
(authorized signature)

Carol Norfleet
(printed name of person signing above)

Its: _____
Procurement Manager
(title of person signing above)

Date: _____
April 2, 2020