**ADDENDUM NUMBER ONE**

**THE UNIVERSITY OF NEW MEXICO HOSPITALS**

Purchasing Department

933 Bradbury Dr. SE Ste 3165

Albuquerque, New Mexico 87106

**Date:** February 23, 2018

**Proposal Number:** P382-18

**Name of Procurement Specialist**: Jennifer Sanchez

**Due Date**: March 8, 2018 @ 2:00 pm MST/MDT

**Notice to all respondents:**

**Amend the Proposal: P382-18 – EXCLUSION AND SANCATION SCREENING SERVICES**

This addendum becomes part of the Proposal Documents and modifies, as noted below, the original Bidding Documents.

**WRITTEN RESPONES – QUESTIONS AND ANSWERS**

**QUESTION 1:** The vendor count of 260,000 unique TINs is unusually high (Exhibit A.3 Scope of Work).  Can we confirm this count is accurate and applicable?  We suspect this count likely contains one or more of the following: 1) duplicates, 2) employee reimbursements, 3) patient refunds, or 4) old unused vendors.  In order for us to provide an accurate quote and your organization to get the best value, we feel it’s important to ensure these counts are accurate.  I’d be happy to set up a call with our in-house counsel to help your organization better understand what vendors need to be monitored, and strategies to create efficiencies in this regard.

**RESPONSE: There should be no duplicates in this number; however, it does include employee reimbursements, patient refunds and could include inactive vendors.  This listing is combined for our health system and includes vendors at the University level.**

**QUESTION 2:** Has a budget been approved?

**RESPONSE: Yes, a preliminary budget has been approved for this project.**

**QUESTION 3:** What is your expected bid range?

**RESPONSE: As a public organization, the UNMHSC is not at liberty to disclose this information.**

**QUESTION 3:** What is the timeline for evaluation for this RFP?

**RESPONSE: There is no specific timeline dates; however, the UNMHSC will work expedite through its process to get completed ASAP.**

**QUESTION 4:** What is UNMHSC’s anticipated implementation date of the solicited Exclusion and Sanction Screening Services?

REPONSE: **There is no specific implementation timeline dates; however, after a successful vendor has been chosen the UNMHSC will work with the vendor on an implementation dates and times, which were requested under Exhibit B, Section 1.B.iii.**

**QUESTION 5:** What is the current method of exclusion and sanction screening at UNMHSC?

**RESPONSE: Excel look up matching and manual review.**

**QUESTION 6:** What methods of screening does UNMHSC seek, i.e., fully outsourced access to a screening tool for UNMHSC staff to perform screenings, or both?

**RESPONSE: Fully outsourced for ongoing checks and staff excess for up front checks.**

**QUESTION 7:** Can UNMHSC provide to us the RFP in an editable format so that we may populate the necessary fields in a clean, readable format?

**RESPONSE: The word version of the RFP can be found on This Request for Proposal can be found on the UNMH Purchasing Department page at the web site:** <http://hsc.unm.edu/health/about/bids-proposals/proposals.html> .

**QUESTION 8:** In Exhibit B – Evaluation Criteria, **Section 1.B.i.4.d**, what are the “records,” or types of “records” being referenced?

**REPONSE:** **The UNMHSC is looking to see if the system has the ability to drill in to see which possible matches the vendor has looked at for a specific employee that was checked?  This is really more of a function of compliance – would compliance the UNMHSC is able to audit the information or records that the selected vendor looked at.  This isn’t something we would necessarily require ability to do but would like to know if it’s offered.**

**QUESTION 9:** In Exhibit B – Evaluation Criteria, **Section 1.B.iii.2.h**, what process, or part of our solution is this section referring to?

**RESONSE:** **The response will be forthcoming.**

**QUESTION 10: Please refer to Exhibit B – Evaluation Criteria, Section 1. A. v. References (page 5) And Exhibit K – Organization Reference Questionnaire (page 26).**

* 1. Please clarify what information we need to provide with our references, specifically regarding Exhibit K. Do you just want us to provide a list of references with our response, and only send the Exhibit K questionnaire out to our references, or do we need to collect the completed Exhibit from each reference to include with our response?

**RESPONSE: Offerors should send the Exhibit K to be completed by its references, collect the completed Exhibit K and include them in its proposal response.**

**QUESTION 11: Please refer to Section III. Additional Instructions to Offerors NM Preferences, 3.13 - AGENTS/SUBCONTRACTORS (page 7).**

* 1. Where in our response should we provide the information indicating whether we intend to use agents or subcontractors to perform the requested services?

**RESPONSE: See Section II.2.2.2 proposal content and organization and please submit under Section II.2.2.2.G Other Supporting Material.**

Acknowledge receipt of this Addendum in the space provided in Exhibit B. Failure to do so may subject Offeror to disqualification.

All other provisions of the Proposal Documents shall remain unchanged. This addendum is hereby made a part of the Proposal Documents to the same extent as those provisions contained in the original documents and all itemized listing thereof.