

ADDENDUM NUMBER ONE

THE UNIVERSITY OF NEW MEXICO HOSPITALS

Purchasing Department
933 Bradbury Dr. SE Ste 3165
Albuquerque, New Mexico 87106

Date: June 7, 2018

Proposal Number: P388-18

Name of Procurement Specialist: Jennifer Sanchez

Due Date: June 18, 2018 @ 2:00 pm MST/MDT

Notice to all respondents:

Amend the Proposal: P388-18 – HEALTHCARE EXECUTIVE SEARCH AND/OR STAFFING FIRM SERVICES

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

WRITTEN RESPONSES – QUESTIONS AND ANSWERS

QUESTION 1: On page 11, regarding References section iv., is the Exhibit K, Organization Reference Questionnaire, meant to be Exhibit J? Also, it does not state where the references are supposed to send this questionnaire back to once it is completed. Should this be just kept by the reference or should the reference email/mail this questionnaire to a specific contact?

RESPONSE: Exhibit B, Section, 1.A.iv.1, is deleted in its entirety and replace with the following language:

1. Each offeror must provide a minimum of three (3) references for whom similar services of size, technology and complexity as a UNMH have been performed within the past three (3) years. Academic Medical Center references are preferable. **Offerors are required to submit Exhibit J, Organization Reference Questionnaire, to the business references they list. It is the Offeror's responsibility to ensure the Exhibit J is completed by the business and submitted in their proposal response prior to the due date.**
2. The Evaluation Committee may contact any or all business references for validation of information submitted. Additionally, UNMH reserves the right to consider any and all information available to it (outside of the Business Reference information required herein), in its evaluation of Offeror responsibility.

QUESTION 2: Can you please tell us who the current providers are of these services?

RESPONSE: Currently, there are no standing Agreements for on-call services, which the UNMH will establish through this RFP.

QUESTION 3:	What are the current rates of the current providers? N/A, see UNMH's response to Question #2.
QUESTION 4:	What is the annual spend that is projected for the contract? How will it be divided per year?
RESPONSE:	The annual spend will be determined on an as needed basis. The UNMH will establish on-call Agreements and will contact the successful awardee(s) on an as needed basis.
QUESTION 5:	How many hours of services do you anticipate per year for this contract?
RESPONSE:	If/when UNMH needs Services, the number of hours will depend on the position needed to be covered on an interim basis. UNMH anticipates that an interim contract would be for at least 4 months.
QUESTION 6:	Is your hiring process the same for each position hired or does it vary per position? If so, can you please explain how this process is different per position?
REPONSE:	Yes, he UNMH's hiring process is the same for each position hired for.
QUESTION 7:	On page 5, section 2.1 it states “Each portion of the proposal must be submitted in separate binders and must be prominently displayed on the front cover.” – which sections are to submitted in separate binders? Is this per option 1 and option 2 or are these binders supposed to be for each tab?
RESPONSE:	On page 5, Section 2.2.2, all items outlined (A-F) should be included in an original binder and each section Tabbed. The Additional 5 hard copies should be in separate binders and formatted the same as the original. So for Option 1 and/or 2, an offer or would submit 6 binders to include 1 original and 5 hard copies. If an Offeror is submitting a response to both Options, the UNMH would expect to receive a total of 12 binders. For example, 6 binders for Option 1, to include items outlined under Section 2.2.2 (A-F) tabbed and 6 binders for Option 2, to include items outlined under Section 2.2.2 (A-F) tabbed.
QUESTION 8:	Page 5 section 2.2.1 states “Typeface must be easily readable such as Time Roman, type size 12-point.” Is this mandatory to be in this format and font or can it be a legible font?
RESPONSE:	The font above-referenced is preferable; however, it is not mandatory. The UNMH will accept different fonts so long as it is legible.

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.