

# University of New Mexico Hospitals

Request for Proposals  
Addendum No. 1

**RFP Project Name and Number:  
P446-21  
Recruitment Process Outsourcing**



**Due Date: October 4, 2021, 2:00 p.m. MST**  
The time and date proposals are due shall be strictly observed.

# **ADDENDUM NUMBER ONE**

## **THE UNIVERSITY OF NEW MEXICO HOSPITALS Purchasing Department**

**RFP Number:**

RFP P446-21

**Name of Procurement Specialist:**

Chris Lechalk

**Due Date:**

October 4, 2021 2:00PM MST

**Addendum #1:**

The purpose of this Addendum is to notify all potential respondents of any changes to the original RFP and to answer questions regarding the RFP. The answers provided in this Addendum hereby amend and/or modify the original RFP Document and Specifications.

All offerors are subject to the provisions of this addendum.

**Questions:**

1. What is the estimated budget for this RFP? If unknown, please specify previous spending. **Answer:** unknown...new initiative so we have nothing to compare this to.
2. Please provide name of the current vendor providing the services with a copy of their proposal including cost sheet. **Answer:** New initiative...no previous vendor
3. Kindly provide total number of temporary staffs on current assignment? **Answer:** Approximately 600
4. What are the most frequently used job categories in the subject matter RFP? **Answer:** RN, Techs (various)
5. What is the average length of the assignment? **Answer:** Unknown...new initiative
6. Is there any preference for local vendor? **Answer:** No
7. Kindly specify total number of FTE's working and current \$ value spent. **Answer:** Appox 6300 FTES and spend is unknown
8. Is it mandatory to utilize a sub-contractor so to satisfy requirement for Resident Veterans Certificate or Small & Small Disadvantaged Business Certification? **Answer:** NO. Will there be any preference in evaluation? **Answer:** NO. If your organization qualifies for the Veterans and Small Business disadvantage, there are discounts for that. See Exhibit C.
9. Kindly provide list of attachments/forms to be provided with the response so to avoid compliance issues. **Answer:** See the table of contents page 2. It lists the mandatory and optional exhibits.
10. Kindly change method of proposal submission to online only. **Answer:** UNMH at this time requires the RFP to be sent via mail and not on line.
11. How much weightage is there in evaluation for a firm depicting: Resident Veterans Certificate or Small & Small Disadvantaged Business Certification. **Answer:** No weight, just discounts if you qualify.
12. Can a firm obtain New Mexico Business Preference or New Mexico Resident Veterans Business Preference by utilizing a subcontractor? **Answer:** UNMH does not provide this type of advice.
13. Kindly clarify final format for the cost proposal. As per Exhibit A there are different job titles as compared to Exhibit J. **Answer:** Exhibit A is a listing of the jobs that UNMH would be recruiting for

(but not all inclusive). Exhibit J is the cost proposals. Exhibit J are not job titles. They are for the responder to use as an example for the cost of the service. Responder does not need to use the suggested titles in Exhibit J. Also, we don't have any knowledge about UNMH ATS so how can we calculate Hours to complete the scope? **Answer:** Exhibit K is information to the responders letting them know an IT security plan will be required if awarded. When vendors are awarded an agreement with UNMH, UNMH IT assist in getting the process completed. Also, who will upload the requirement on UNMH ATS? **Answer:** Not sure what your asking on this.

14. As requirement is for RPO, kindly clarify on Page 30 what is the meaning of Point 2 Prices in this, as per our understanding we will assign dedicated recruiters for this project. **Answer:** delete per requestor.
15. Please provide complete and neat diagram stated on Page 33 Exhibit L. **Answer:** See attached
16. Kindly clarify what is UNMH looking from a vendor in response to Page 32 Exhibit K Information Systems Security Plan Information and Criteria? **Answer:** Exhibit K indicates that UNMH requires an IT Security Plan IF AWARDED. The exhibit explains what the requirements are. If the vendor is awarded, then UNMH and responder will work together to get that completed.
17. Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services. **Answer:** New initiative no current vendors.
18. Can you please let us know the previous spending of this contract? **Answer:** new initiative no spend at this time.
19. Please confirm if we can get the proposals or pricing of the incumbent(s). **Answer:** No incumbents
20. Are there any pain points or issues with the current vendor(s)? **Answer:** No current vendor.
21. Please confirm the anticipated number of awards. **Answer:** UNMH is not sure at this time.