

**University of New Mexico Hospital
Request for Proposals
Addendum No. 1
RFP Project Name and Number:
P509-25 Post Acute Referral Management System (PARMS)**



**Due Date: March 4, 2:00 p.m. MST
The time and date proposals are due shall be strictly observed.
Name of Procurement Specialist:
Christina Lechalk @ cwardlechalk@salud.unm.edu**

See Below

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.

P509-25 Post Acute Referral Management System (PARMS)

Addendum 1

Questions:

1. Will there be an opportunity to demo our solution prior to RFP submission? **Answer:** No. Demo's may occur after the scoring is completed. If a vendor is selected to demo, UNMH will get in touch with that vendor at a later date.
2. What is the timeline for implementation on the RFP? **Answer:** That has not been determined at this time.
3. Is hard copy delivery a mandatory requirement (my RFP asked me to ask this question as they have historically submitted electronically)? **Answer:** Yes, it is mandatory.
4. What facilities are in scope for this? How many staffed beds? **Answer:** UNMH hospitals includes Main campus, 12+ off-site clinics and a sister hospital located at Sandoval Regional Medical Center (SRMC) so approximately 615 bed right now and increase with new tower to 750 beds.
5. What are your annual discharges? **Answer:** UNMH and SRMC 32,500 discharges
6. When will the RFP be awarded? **Answer:** NO time has been set yet.
7. Can you share how many users are expected to be using the Post Acute Referral Management System. **Answer:** 190 staff
- 8 Exhibits requiring signature
Question: Would you please confirm if electronic signatures are acceptable? **Answer:** **Not at this time.**

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Table of Contents listing all Exhibits with Mandatory notations)

Question: Would you please confirm that all exhibits marked Mandatory need to be returned with the RFP response, which should also include Exhibit J Standard Terms and Conditions and Exhibit M Cost Proposal? **Answer:** Items marked Mandatory are required to be submitted with the RFP Proposal. Exhibit J is not marked Mandatory. Exhibit M Cost Proposal is also mandatory if vendor is submitting a proposal.

10. Page 2, 7. Table of Contents listing all Exhibits may be outlining Exhibit proposal submission

Page 6, **SECTION II. PROPOSAL COPIES AND FORMAT** provides format instruction
Pages 7-8, **SECTION III. ADDITIONAL INSTRUCTIONS TO OFFERORS NM PREFERENCES** offers submission information

Question: Would you please confirm which proposal submission vendors should follow?
Answer: Use **SECTION II. PROPOSAL COPIES AND FORMAT** provides format instruction or use Exhibit B Organizational of Proposal. Regarding section III, this is not about format, it is about NM State Preferences.

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SECTION II. PROPOSAL COPIES AND FORMAT

2.1 Number of Responses and Copies

2.1.2 Proposal - One (1) ORIGINAL and one (1) ELECTRONIC COPY of the proposal; **2.1.3** Electronic Copies - The electronic version/copy of the proposal must mirror the physical binder submitted (i.e. One (1) USB). The original and electronic copy information must be identical. In the event of a conflict between versions of the submitted proposal, the Original hard copy shall govern. Please ensure password is submitted with electronic version.

Question: Would UNMH consider allowing vendors to submit a password-protected email rather than the USB for the electronic copy of the proposal (mirroring the hard copy in the physical binder **Answer: Not at this time.**

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SECTION II. PROPOSAL COPIES AND FORMAT

2.2 Proposal Format

2.2.1 Proposal Content and Organization

- A. Table of Contents
- B. Signed Authorized Signature Page (Exhibit E)
- C. Proposal Summary to include:
 - D. Exhibits
 - 1. Resident Veterans Certificate (Exhibit D) (If Applicable)
 - 2. Small & Small Disadvantaged Business Certification (Exhibit F) (If applicable).
 - 3. Conflict of Interest and Debarment/Suspension Certificate Form (Exhibit G)
 - 4. Certification and Disclosure regarding Payments to Influence certain Federal Transactions (April 19910) (Exhibit I)
- E. Offeror's Additional Terms and Conditions (if applicable)
- F. Other Supporting Material (If applicable)

Questions:

A. Could you please clarify if specific topics are to be addressed in "C. Proposal Summary to include:"? **Answer:** Exhibit C states the evaluation criteria that needs to be included in the RFP. UNMH expects those specifics to be addressed in your proposal.

B. Could you please clarify what is intended for the vendor response to " E. Offeror's Additional Terms and Conditions (if applicable)"? **Answer:** Exhibit E is the AUTHORIZED SIGNATURE PAGE. This must be signed and completed when submitting the RFP.

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Individual vendor questions such as:

1.12. Agents/Subcontractors. The Offeror shall indicate whether the Offeror intends to use agents or subcontractors to perform the services outlined in the Agreement and shall provide details on who they are and the service(s) the agent/subcontractor shall perform. The successful Offeror shall remain primarily responsible for the performance of the

Agreement notwithstanding its use of agents or subcontractors as approved by UNMH, SRMC. If the Offeror is not using agents or subcontractors on this RFP, the Offeror should respond by stating not applicable.

1.13. Demonstrated Capability. In its proposal, the Offeror should demonstrate:

1.13.1. An understanding of the requirements for Equipment, services, or products required by this RFP and the approaches that the Offeror will take to meet those requirements.

1.14. Early Payment Discounts: While the RFP payment terms call for NET 30, is your company willing to extend early payment discount terms i.e. .05/15 Net 30, 1/15 Net 30, or 2/10 Net 30. If so, what would be your early payment terms? **Answer:** this can be discussed/negotiated when an award has been made.

Question: Is there a specific section/tab where these questions should be answered?

Answer: No. Create a new tab if needed

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EXHIBIT B. ORGANIZATION OF PROPOSAL

2.2. Submittals should completely address each of the evaluation criteria in the order presented, elaborating on all responses where possible.

The following are the guidelines for response presentation:

1. Size 12 Times New Roman font
2. Single spaced
3. .75 borders all around on all documents

Question: Is it acceptable to use an accent color, bold, Times New Roman font for the section headers and subheads? Also is larger size than 12 pt. acceptable for the headers and subheads with 10-12 pt. for all narrative content? **Answer:** Yes this is acceptable.

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EXHIBIT B. ORGANIZATION OF PROPOSAL

2.2. Submittals should completely address each of the evaluation criteria in the order presented, elaborating on all responses where possible.

8. Responses will be by section

9. Each section response shall be in tab form

10. Each tab will be labeled with the section number corresponding with the response

Answer: There is no question to answer.

16. Questions:

A. Are these the sections that should each have their own tab with the section number being A, B, C, etc.? **Answer: Each Tab needs to be labeled.**

A. Table of Contents

B. Signed Authorized Signature Page (Exhibit E)

C. Proposal Summary to include:

D. Exhibits

E. Offeror's Additional Terms and Conditions (if applicable)

F. Other Supporting Material (If applicable)

B. Should all of the Exhibits, apart from Exhibit E, be included in the D. Exhibits tab or would you prefer to have each of them have its own tab to make it easier for review (for example Exhibit A Scope of Work will be fairly lengthy). **Answer:** A tab for each exhibit is required. If the vendor has additional tabs for the presentation then mark them as such.

Pages 24-32, **EXHIBIT J STANDARD TERMS AND CONDITIONS**

as well as pages 32-42, **EXHIBIT J STANDARD TERMS AND CONDITIONS 15.**

17. Questions:

A: We seem to have two slightly different versions of Exhibit J Standard Terms and Conditions. Would you please clarify which version we should review? **Answer:** There is only one Exhibit J, Standard Terms and Conditions in this RFP.

B. Would you please also confirm what action you would like the vendor to take regarding Exhibit J? **Answer:** Answer: There is no action to take.

18. Page 16, section 12, EXHIBIT B. ORGANIZATION OF PROPOSAL. The RFP number to respond to is P509-25 Post Acute Referral Management System (PARMS). Please note that when submitting your proposal.

19. Pages 43-51

EXHIBIT K BAA

Question: Would you please confirm what action you would like the vendor to take regarding Exhibit K? **Answer: there is no action to take.**

20. Question: Is Ambulatory referrals a requirement with this RFP? Answer: Yes. Please see addition to the Exhibit A, Scope of Work, under section 1, Describe Comprehensive Database. Vendor must provide their capability to have facilities to have state and community facilities such as licensed Group Homes and assisted living and Board and care facilities. Under Exhibit A, Scope of work, under Care Coordination please add: Describe capability to of referral management system to be used by inpatient care management and outpatient case

management staff to include referral process and reporting capabilities.