

ADDENDUM NUMBER TWO

THE UNIVERSITY OF NEW MEXICO HOSPITALS

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

Date: September 24, 2019

Proposal Number: P411-20

Name of Procurement Specialist: Jennifer Sanchez

Due Date: October 7, 2019 @ 2:00 pm MST/MDT

Notice to all respondents:

Amend the Proposal: **RFP P411-20 ACCOUNTS RECEIVABLE OUTSOURCING SERVICES**

This **addendum** becomes part of the Proposal Documents and **modifies**, as noted below, the original Bidding Documents. THE FOLLOWING PROVISIONS OF THE ABOVE-REFERENCED RFP ARE AMENDED AS FOLLOWS:

I. WRITTEN RESPONES – QUESTIONS AND ANSWERS

QUESTION 1: Exhibits K (Installation) and L (Acceptance Test) are mentioned in Section 2.2.2 Proposal Content and Organization. These Exhibits are not part of the RFP. Should they be disregarded?

RESPONSE: Yes, disregard Exhibits K (Installation) and L (Acceptance Test), they are not applicable under this RFP.

QUESTION 2: **Section 2.1 Number of Responses and Copies** states “Each portion of the proposal must be submitted in separate binders and must be prominently displayed on the front cover.” Can you confirm that this means there should be seven (7) binders, one (1) marked “Original” and six (6) marked “Copy,” each binder including the full proposal response?

RESPONSE: UNMHSC confirms that there should be a total of 7 binders submitted, one Original and 6 copies and each binder should include the Offerors full proposal response.

QUESTION 3: **Section 2.2.2 Proposal Content and Organization** includes instructions on how to organize and index our proposal. Should we follow the numbering in **Section 2.2.2** or the numbering in the corresponding sections? For example, **C. Proposal Summary** of section 2.2.2 has the items listed as **a, b, c**, etc. (e.g., **a. Company Ownership & Management**) but the corresponding sections in **Exhibit B** have them listed as **i, ii, iii**, etc. (e.g., **i. Company Ownership & Management**). Should we use **a, b, c** or **i, ii, iii**?

RESPONSE: Offerors do not have to follow the number section. UH does require that Offerors delineate each section.

QUESTION 4: There are two items in **Exhibit B** that aren't included in **Section 2.2.2**:

- **C.1 Organizational Experience, quality and stability** doesn't include **v. Company Qualification(s) and Capacity** (from **Exhibit B.1.A**)
- **C.2 Technical Approach & Capabilities** doesn't include **iii. Workflow/Technology Expectations** (from **Exhibit B.1.B**).

Should we include those two sections in our proposal response but not list them in the index/Table of Contents since we're instructed to follow **Section 2.2.2's** format? Including them would change the numbering (e.g., references are the fifth item in **C.1** but the sixth item in **Exhibit B.1.B**).

RESPONSE: Section 2.2.2 is replaced is deleted in its entirety and replaced with the following:

2.2.2 Proposal Content and Organization

Direct reference to pre-prepared or promotional material may be used if referenced and clearly marked. Promotional material should be minimal. The proposal should be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

- A. Table of Contents
- B. Signed Authorized Signature Page (Exhibit D)
- C. Proposal Summary (Optional)
 - 1. Organizational Experience, quality and stability (Exhibit B, Section 1.A)
 - a. Company Ownership & Management
 - b. Company Organization and Staff
 - c. Management Approach
 - d. Company Experience
 - e. Company Qualification(s) and Capacity
 - f. References
 - 2. Technical Approach & Capabilities (Exhibit B, Section 1.B)
 - a. Scope of Work Requirements
 - b. Technical Requirements/Interfaces
 - c. Workflow/Technology expectations
 - d. Reporting
 - 3. Integration/Implementation Work Plan (Exhibit B, Section 1.C)
 - 4. IT Security Requirements (Exhibit B, Section 1.D; Exhibit J)
 - 5. Cost Proposal (Exhibit B, Section 1.E)
- D. Additional Exhibits
 - 1. Resident Veterans Certificate (Exhibit C) (If Applicable)
 - 2. Small & Small Disadvantaged Business Certification (Exhibit E)

3. Conflict of Interest and Debarment/Suspension Certificate Form (Exhibit F)
 4. Certification and Disclosure regarding Payments to Influence certain Federal Transactions (April 19910) (Exhibit H)
- E. Offeror's Additional Terms and Conditions (if applicable)
- F. Other Supporting Material (If applicable)