

**ADDENDUM NUMBER TWO**

**THE UNIVERSITY OF NEW MEXICO HOSPITALS**

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

**Date:** June 11, 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 12 section C of the RFP in “Cost Proposal”, it states “Offerors must complete a Cost Response Form” – however, there is no form included in the RFP. Is there a form that should be completed for the cost?

**RESPONSE TO Q1:** Each Offeror is responsible for creating its own Cost Response form.

**QUESTION 2:** On page 12 section C of the RFP in “Cost Proposal”, can you please clarify which positions are “interim positions” for this RFP?

**RESPONSE TO Q2:** UNMH is not looking for any specific position to be filled on an interim basis through this RFP. UNMH is looking for firms who could provide us people who could be brought in on an interim basis, if need be, until such position would be filled with a regular full time hire.

**QUESTION 3:** On page 12 section C of the RFP in “Cost Proposal” it mentions Travel Reimbursement Policies. Can you please provide a copy of these policies? What is your travel policy “not to exceed” amount for travel flights, hotel, food, and travel to and from the airport?

**RESPONSE TO Q3:** The UNMH Travel Policies and Procedures will be uploaded and **can be found on the UNMH Purchasing Department page at the web site:** <http://hsc.unm.edu/health/about/bids-proposals/proposals.html> .

The UNMH would like the Offeror to propose an estimated amount for its reimbursable expenses. The amount proposed should be capped “Not to exceed”.

The UNMH travel policies does not cap expenses; however, any contractual document put into place with a successful vendor, cannot have an open ended amount.

**QUESTION 4:** On page 12 section C of the RFP in “Cost Proposal”, regarding travel, Are there any relocation benefits or packages offered for some positions? Can you provide sign on bonuses that are paid in the first 1-2 weeks compensation? Are there additional terms and conditions for this?

**RESPONSE TO Q4:** There is relocation reimbursement available for any executive level position a firm would work on. Sign on bonuses would be negotiated on a case by case basis.

**QUESTION 5:** Iv. References: The solicitation says we must submit three references with our proposal. We need clarification on whether we should also submit the Reference Questionnaire to our personal references for them to fill out. Do those references need to fill out and return the completed Questionnaire to your office BEFORE the close date on 6/18/18 or is it up to the references to fill out and return the Questionnaire? Or, will UNMH send the Questionnaire to the business references that we provided in the proposal AFTER the close date on 6/18/18? .....

**RESPONSE TO Q5:** See Addendum #1, Response to Question #1.

**QUESTION 6:** What happens if the reference doesn't get the Questionnaire filled out in time?

**RESPONSE TO Q6:** The UNMH evaluation team will score the proposals based on the information submitted in an Offerors proposal response.

**QUESTION 7:** 3.10 New Mexico State Preference Number: If we are not located in the State of New Mexico and will be performing all work/executive search services at our headquarters in Plano, TX, do we have to obtain a certification along with preference numbers?

**RESPONSE Q7:** If resident preference is not applicable, on your table of contents please put “n/a” or you may submit a blank form and put a notation at the top that this form is N/A.

**QUESTION 8:** Regarding 2.2 Proposal Format. 2.2.1 All proposals must be submitted as follows:

a. Hard copies must be typewritten on standard 8 ½ x 11 inch paper (larger paper is permissible for charts, spreadsheets, etc.)

b. Pages must be one - sided, one and one-half spaced and numbered.

c. Typeface must be easily readable such as Time Roman, type size 12-point.

d. Each Proposal must be placed within a binder with tabs delineating each section as outlined

May pages be numbered continuously throughout the sections, and not separately for each section?

**RESPONSE Q8:** Yes, UNMH would prefer that each page is numbered continuously throughout the sections and not separately for each section.

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.