

ADDENDUM NUMBER ONE

UNIVERSITY OF NEW MEXICO HOSPITALS
PURCHASING DEPARTMENT
933 Bradbury Dr. SE, Ste. 3165
ALBUQUERQUE, NM 87106

Date: November 9, 2017

RFP Number: **P378-18 – UNMH Patient Transportation Taxi Services**

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Notice to all respondents.

Addendum No. 1 is issued to answer questions submitted regarding UNMH RFP P378-18

1. **Question:** Regarding the RFP for the UNMH Patient Transportation Taxi Services. Under Section 2.1, it states that “each portion of the proposal (technical/cost) must be submitted in separate binders and must be prominently displayed on the front cover.” P. 5. Can you clarify which elements of the proposal as listed under Section 2.2.2 should be in each separate binder for the technical portion and then the cost portion?

Answer: In general, information supporting the Offerors technical qualifications, response to Specifications/Evaluation Criteria, and other information supporting the Offerors technical and management approach should be included in the technical proposal while information about the pricing being offered, information documenting or supporting the proposed pricing and general business certifications, licenses, or terms of sale should be included in the Offerors cost proposal as illustrated below:

- A. Table of Contents **(Technical Proposal)**
- B. Signed Authorized Signature Page (Exhibit D) **(Cost Proposal)**
- C. Proposal Summary (Optional)**(Technical Proposal)**
- D. Response to Specifications/Evaluation Criteria
 - 1. Organizational Experience, quality and stability **(Technical Proposal)**
 - 2. Technical Approach (Exhibit B, Section 1.b) **(Technical Proposal)**
 - 3. Management Approach (Exhibit B, Section 1.c) **(Technical Proposal)**

4. Total Project Cost (Exhibit B, Section 1.d) **(Cost Proposal)**
- E. Exhibits **(Cost Proposal)**
 1. Resident Veterans Certificate (Exhibit C)
 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)
- F. Offeror's Additional Terms and Conditions (if applicable) **(Cost Proposal)**
- G. Other Supporting Material (If applicable) **(Technical Proposal)**

Offeror may submit the Cost Proposals in a separate, sealed envelope instead of a binder if the proposal size permits.

End of Addendum No. 1