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Katherine Miller
County Manager

January 13, 2015

SANTA FE COUNTY
RFP#2015-0188-CSD/MM
Mobile Crisis Response Team

ADDENDUM #1

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files.

ATTACHMENT: PRE-PROPOSAL CONFERENCE SIGN IN SHEET

On 01/05/2015 Santa Fe County held a Pre-Proposal Conference for the above referenced Request for Proposals. Listed below are questions asked at the meeting and/or received via email.

Clarification #1- In reference to **page 23, No. 2 Provider Plan for Provision of Services, Community Awareness, Coordination and Training** the last bullet should read: *Explain how you will make the community aware of this program. Please explain any similar experience you have training providers.*

Clarification #2- In reference to **page 7, Section F, Procurement Manager**, the email address should read: mcmartinez@santafecountynm.gov.

Question# 1- Is this project claims based?

Answer #1- *The project uses funding from Healthcare Assistance Program (HAP) but is not claims based. Billing should be done on the basis of a monthly 1/12 drawdown with an accompanying status report.*

Question #2- Can you please confirm in writing that reimbursement for fulfilling this contract over one year would be monthly 1/12 drawdown, rather than fee-based? Will the Contract reflect that language?

Answer #2- *Reimbursement for the contract will be based on a 1/12 drawdown and language can be inserted in the contract.*

Question #3- What kind of information will be required on the monthly status reports?

Answer #3- *The monthly status report should give a thorough update of the status of the project as well as the number of clients served and payer source. The document should clearly state the number of individuals who are served to meet the definition of indigent as defined in Santa Fe County.*

Question #4- What demographics must be collected from consumers?

Answer #4- *Basic demographics for the consumer will include but not be limited to name, gender residency and payor source. Additional demographics may be collected based on Agreement between the County and the chosen Contractor and are subject to negotiation in the contracting process.*

Question #5- Will a multi-year contract be awarded? If so, for what time period?

Answer #5- *A four year contract will be issued with renewal based on funding.*

Question #6- What is your timeline for project activities in the initial contract?

Answer #6- *Bidders should submit a proposed timeline based on their capabilities and the time they perceive as necessary in startup.*

Please add this Addendum #1 to the original proposal documents and refer to proposal documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect.

Responders are reminded that any questions or need for clarification must be addressed to Maricela Martinez, Senior Procurement Specialist at mcmartinez@santafecountnm.gov.