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February 20, 2015

SANTA FE COUNTY
RFP#2015-0229-CSD/MM
Low Birth Weight Prevention Initiative

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 02/13/2015 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.

Question# 1- What if my business is not a Non-Profit now but is developing an organization for fiscal sponsorship?

Answer #1- *You may submit a proposal and include specific details of your business.*

Question #2- The sample contract states this program will be funded for 1 year. What happens if the contract ends while you are in the middle of treatment with a pregnant woman, would you expect an outcome or would you expect the program to address other factors?

Answer #2- *The contract will not depend on outcomes that are not available after the contract ends. For more information on expectations, see answers to questions #7 and #11.*

- Question #3- If you are doing outreach and education for a broad community, how would you recommend something like this?
- Answer #3- *It is up to the organization to present an outreach and education strategy that meets the objectives of the request for proposals.*
- Question #4- Will a multi-year contract be awarded? If so, for what time period?
- Answer #4- *The minimum length of contract will be for one year with possibility of extension up to three additional years, for four years total, based on available funding.*
- Question #5- What is your timeline for project activities in the initial contract?
- Answer #5- *We ask that the organization offer a timeline for project activities in response to the request for proposals.*
- Question #6- Is there an anticipated length of time that a program will allotted for start-up through outreach and referrals into program prior to begin serving clients?
- Answer #6- *No, but please indicate what length of time your organization anticipates allotting to this.*
- Question #7- Is there an expectation as to how many clients, or client families, the awarded organization will serve?
- Answer# 7- *No, but please indicate how many clients or client families your organization anticipates serving.*
- Question# 8- In relation to question above, is there some cost per client/client family that the County has already projected?
- Answer# 8 *No.*
- Question# 9- Is there a projected length of a contract? i.e. one year, multiple years? (page 22 of RFP reads "...begin in April 2015 and shall terminate upon completion of the project" whereas sample contract appears to indicate that minimum length of contract will be for one year with possibility of extension up to three additional years or four years total). Can you clarify?
- Answer# 9- *The minimum length of contract will be for one year with possibility of extension up to three additional years, for four years total, based on available funding.*

- Question# 10- If contract extends beyond one year will there be renewed compensation for each year?
- Answer# 10- *Yes.*
- Question# 11- What planning is in place for grant reporting, at what intervals will reports potentially be due and is there a template or format in place for said reporting?
- Answer# 11- *Reporting will be monthly. There is no template in place. The reports should include an update of the status of the project, together with the number of clients and client families served and the services provided. The report should state the number of people served who meet the eligibility requirements for the Santa Fe County Health Care Assistance Program, as well as the number of people served whose services were paid through Medicaid, and other payor sources.*
- Question# 12- If the team we anticipate employing in the initiative are case managers and not professional, licensed clinicians does this disqualify them in some way from providing services through this contract?
- Answer# 12- *No.*
- Question #13- If we are currently serving clients in this capacity is this considered a conflict taking on additional clients in the capacity of preventing low birth weight?
- Answer# 13- *No.*
- Question# 14- Is there a template available for a Letter of Transmittal form
- Answer# 14- *There is no template as long as you include information as specified on page 21 of the RFP.*
- Question# 15- Also on page 22, the RFP references information on the firm's "specific technical experience". Can you define technical?
- Answer# 15- *A better term would be professional, clinical, administrative and managerial experience.*
- Question# 16- Is there a template available for required three external business references or can we simply list them with their names and contact information as outlined in the proposal?
- Answer# 16- *There is no template please make sure to include business name, contact name, phone number and email address.*

Question# 17- Can you describe the difference between a SF County Business and SF City Business license and tell us how long it will take to have one issued by Procurement Manager to assure that we have it in time to submit with application?

Answer# 17- *The County Business License is for businesses located within the County and the Santa Fe City License is for businesses located in the City. The Santa Fe County Business License is issued by our Land Use Department and can take up to 3 weeks. The County does not require you to have a Santa Fe County License if your business is in the City.*

The Santa Fe County Procurement Manager issues a Santa Fe County Preference Certificate for a “Santa Fe County Business”. Preference certificates are issued by Santa Fe County and can be obtained by visiting our website at www.santafecountynm.gov/departments/purchasing

Question #18- What is required or how does one go about obtaining an In-State Resident Business status proof? Aka NM Resident Contractor Certificate

Answer#18- *The In-State Resident Business is issued by the State of New Mexico Taxation and Revenue Department. Please visit the State website at www.tax.newmexico.gov*

Question# 19- How do we determine if an individual does NOT qualify for SF County Health Care Assistance Program? (per Appendix D, Section 3, A.2)

Answer# 19- *It is expected that the organization will be familiar with the eligibility requirements of the Santa Fe County Health Care Assistance Program, as specified in BCC Resolution 2014-47. Essentially, a person qualifies for the program if he or she is a Santa Fe County resident (regardless of immigration status) who meets the financial eligibility requirements, which include a combination of household income and liquid assets. The current income limits pursuant to the referenced HUD requirement are based on the number of people in household, as follows:*

<i>1 person</i>	<i>\$36,600</i>
<i>2 people</i>	<i>\$41,800</i>
<i>3 people</i>	<i>\$47,050</i>
<i>4 people</i>	<i>\$52,250</i>
<i>5 people</i>	<i>\$56,450</i>
<i>6 people</i>	<i>\$60,650</i>
<i>7 people</i>	<i>\$64,800</i>
<i>8 people</i>	<i>\$69,000</i>

These limits will be adjusted once HUD publishes their FY 2015 limits, expected later in February.

The Health Care Assistance Program does not pay for services eligible for coverage by Medicaid/Centennial Care or other insurance.

Question# 20- Can you clarify what would potentially qualify a client for services through this initiative? Based on the SF County Resolution 2014-47 that was attached to the RFP, it sounds as though clients would have to be UNINSURED. Is this correct? Or if a portion of the clients among the population in service do in fact have Medicaid, would this disqualify them from service?

Answer#20 *The Health Care Assistance Program does not pay for services eligible for coverage by Medicaid/Centennial Care or other insurance. This Low Birth Weight Prevention Initiative ("Initiative") is funded primarily by Health Care Assistance Funds (\$200,000), but also by unrestricted funds (\$50,000). Any services provided that can be paid by Medicaid/Centennial Care or other insurance should be paid by Medicaid/Centennial Care or other insurance. People receiving such paid services can still be part of the Initiative.*

Under any contract issued for this Initiative, payment will not be based on individual claims, but rather based on a one-twelfth drawdown on the total contract award for the year.

See also answer to Question #11 regarding monthly reports under the contract.

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.