

Henry P. Roybal
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Commissioner, District 5

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Commissioner, District 3

Katherine Miller
County Manager

September 9, 2016

SANTA FE COUNTY
RFP# 2017-0062/CSD/RM
Health Care Project Management Services

REVISED 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 A: PRE-PROPOSAL SIGN IN SHEET

CLARIFICATION 1: Proposal Due Date has been changed to:
THURSDAY, SEPTEMBER 15, 2016, AT 11:00 AM MDT

QUESTIONS & ANSWERS: Listed below are answers to all questions received.

Question 1: In the Scope of Work (C) 2, the awardee will be required to *“Work in coordination with the Community Services Department staff to create a strong network of providers working together and across “agency lines” to link residents to needed resources in a culturally competent manner that is effectively tracked and monitored.”*

1. Does Community Services currently utilize any tools to track and monitor the cultural competence of service delivery?
2. Does Community Services have any formal and/or informal community feedback regarding the cultural component of service delivery in Santa Fe County that will be provided to the awardee?
3. Can Community Services describe what other agencies you work with?
 - a. Does this include Indian Health Services?
4. Does Community Services currently utilize any type of tracking system for recipients of programs funded by or run by your office?

Answer 1:

- 1) *The Community Services Department has set aside funding to develop a tool to track and monitor service delivery.*
- 2) *No, this is being developed as part of the County's Three Year Plan.*
- 3) *We work with a variety of agencies including provider and advocacy agencies in the areas of physical and behavioral health. The Community Services Department has some interaction with the Indian Health Services Department but they are not currently a contracted agency.*
- 4) *The Community Services Department currently tracks contractors through spreadsheets. We are in the process, through our Three Year Plan, of developing and implementing a more comprehensive outcome based tracking system of accountability.*

Question 2:

In the **Scope of Work (C) 3** the awardee will be required to *“Develop Requests for Proposals (RFPs) for projects that support the goals of the Santa Fe County Health Action Plan and administers and monitors contracts under the supervision of Community Services Department management.”*

1. What type of contracts will the awardee administer and monitor?
2. How many contracts will the awardee administer and monitor?

Answer 2: *The Health Care Assistance Program currently has a number of contracts that carry out initiatives related to the priority areas identified in the Health Action Plan. It is estimated that the awardee would administer and monitor 5-7 contracts per year.*

Question 3:

In the **Scope of Work (C) 4** the awardee will be required to *“Plan and facilitate stakeholder meetings among providers, consumers and others, and assists with gap analysis, provider alignment, and other health initiatives.”*

1. What are the other health initiatives the awardee will “assist with”?

Answer 3: *Other duties as assigned may include research, analysis, planning and/or report writing. In specific the Community Services Department will be seeking assistance with the development of a dental plan in Santa Fe County.*

Question 4:

“How should a bidder think about apportioning their time among project deliverables?”

Answer 4: *The bidder should expect a breakdown of tasks that includes approximately 40% contract management, 30% provider alignment and 30% various healthcare tasks as assigned by the Department including but not limited to research, analysis and report writing.*

Question 5: What is the timeframe that the county has in mind for the completing the planning and implementation of the Accountable Community Organization in Santa Fe County?

Answer 5: One aspect of the Community Services Department's three-year plan is to plan and implement an Accountable Health Community by the end of this three year timeframe.

Question 6: Do the Resident Business or Resident Veteran Business Certificate preferences apply only to the prime contractor, or can the preferences be applied in the case that a proposed subcontractor holds these certificates?

Answer 6: *They apply only to the prime contractor.*

Question 7: Please confirm that the County desires only one copy of our proposal with original signatures.

Answer 7: *Yes, one original and five exact copies.*

Question 8: Please clarify if the proposal is limited to 20 single-sided or double-sided pages and indicate which of the following count toward this limit:

- a. Cover
- b. Transmittal letter
- c. Table of contents
- d. Resumes of consultants
- e. Tabs delineating each section

Answer 8: *All pages should be double-sided; each double-sided page counts as two pages. The twenty pages only apply to the responses to the Evaluation Factors. None of the above a-e items count towards the twenty page maximum.*

Please add this Addendum #1 to the original RFP 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 Rose Moya, Senior Procurement Specialist at rmoya@santafecountnm.gov.

PRE-PROPOSAL SIGN-IN SHEET
Health Care Project Management Services
RFP# 2017-0062-CSD/RM
TUESDAY, AUGUST 30, 2016 @ 11:00 AM

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