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Commissioner, District 1

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Commissioner, District 4

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Commissioner, District 5

Katherine Miller
County Manager

October 23, 2019

ADDENDUM #1
RFP# 2020-0063-FD/KE
MEDICAL DIRECTOR SERVICES FOR
SANTA FE COUNTY FIRE DEPARTMENT

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 1: PRE-PROPOSAL SIGN IN SHEET

1. Part of the Scope of Work is about protocol review, how up to date are the current protocols?

ANSWER: The current protocols have just been reviewed revised are currently up to date.

2. What makes a candidate right for the position/what does the ideal candidate look like on paper?

ANSWER: The department is looking for a single Physician or group with EMS medical experience and is familiar with the different scope of practice for all levels of providers, from first responder, EMT, AEMT to Paramedic. The medical director should be very involved, engaging and hands on with the Department.

3. What is a typical day like for a medical director?

ANSWER: This is not an eight to five position per se, much of the oversight can come from off-site via the internet and engaged in the CQI (continuous quality improvement) program. The Chief, EMS Officer and MD will work together in accountability for this position but

some flexibility would be necessary especially for critical situations that may arise in an emergency setting.

4. How many EMS – both staff and volunteer – is the Medical Director overseeing?

ANSWER: There are approximately 96 paid staff in the field on three shifts providing coverage 365 days a year 24/7: supported by approximately 232 volunteers being combination department between career and volunteer.

5. What support is available?

ANSWER: There will be some office space, access to our electronic reporting system for oversight, and agency collaboration is imperative to EMS systems success.

Please add this Addendum #1 to the original bid documents and refer to bid 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.

Bidders are reminded that any questions or need for clarification must be addressed to Karen K. Emery, Senior Procurement Specialist at kkemerv@santafecountynm.gov.

