

Henry Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

October 28, 2020

RFP# 2021-0028-HR/CW
Medical and Physical Examination Services

ADDENDUM #1

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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.

Please note that the Santa Fe County Human Resources and the Purchasing Division for the County have provided additional information relating to the Request for Proposals # 2021-0028-HR/CW.

Responses to Questions from Interested Offerors

1) Who is the current provider?

Response: The current provider is Concentra Medical Centers.

2) Why are you evaluating new providers?

Response: The term of the current agreement will end in December, 2020 and the Human Resources Division requires that the services be continued for another possible term of up to four years.

3) Are there any specific improvements you are seeking of your previous contract?

Response: Not applicable to this solicitation.

4) What is the current pricing?

Response: Not applicable to this solicitation.

5) If a Respondent to the RFP is not able to provide all of the required services, ie. After-hours and weekend Examinations, will the County consider multiple vendors for the award of the contract?

Response: The County anticipates awarding one contract. Subcontractors to the prime contractor are permitted.

6) How many physicals of all types are requested by the County on an annual basis?

Response: In FY20, there were 283 physicals of all types completed, averaging 19 tests a month.

7) What estimated volumes can be anticipated annually? Please provide insight regarding any peak hiring periods and time of year.

Response: Between 300 and 240 based on the average amount over FY20 and FY19. Peak times would be during June and July when the majority of the DOT & OSHA recertification physicals are due plus the regular amount of new hire physicals.

8) Please describe preferred format for pricing quote section.

Response: There is no preference for format. The pricing information is used to guide negotiations with the selected finalist.

9) Regarding the submission for the Offeror's Cost proposal, how is this to be submitted electronically? Would this just be included within the proposal package or submitted separately?

Response: The cost proposal may be submitted as a separate item in Dropbox or as a section in the proposal package; it is the Offeror's choice.

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. Offerors are reminded that any questions or need for clarification must be addressed to Coralie Whitmore, Senior Procurement Specialist at cgwhitmore@santafecountynm.gov