

ADDENDUM ONE QUESTIONS and ANSWERS

Date: October 31, 2018

To: All Bidders

From: Annette Walton, Buyer
AS Materiel State Purchasing Bureau

RE: Addendum for Request for Proposal Number RFP 5943 Z1 to be opened November 14, 2018 at 2:00 P.M. Central Time

Questions and Answers

Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

Question Number	RFP Section Reference	RFP Page Number	Question	State Response
1.	N/A	N/A	<p>Please be kind enough and clarify which forms are pertaining to the RFP . As clearly as I can determine the only forms I have identified are :</p> <ol style="list-style-type: none"> 1. Pages 32-33 under the Request for Proposal Form A. 2. Attachment One (2 page document). 	<p>There is not an application to complete in an RFP process.</p> <p>Respondents to this RFP will need to complete and return:</p> <ol style="list-style-type: none"> 1. Sections II – IV of the RFP boilerplate, initialed, 2. Form A - Bidder Contact Sheet, 3. the "Request for Proposal for Contractual Services" Form, signed in ink, found on the last page of the RFP, 4. Attachment One: Completed Corporate Overview, 5. the Cost Proposal, and 6. a copy of the physician's Curriculum Vitae.
2.			<p>Is the RFP for an individual, or can the contract be with the individual's employing organization?</p>	<p>The RFP is open to all qualified individuals and/or organizations.</p>
3.			<p>What was the previous State Trauma Medical Director paid annually and for onsite designation visits?</p>	<p>The previous State Trauma Medical Director was not paid in regards to performing statewide Trauma Medical Direction. This is a new contract. The prior Director was reimbursed travel expenses and was paid a daily rate of \$500.00 for any onsite designation</p>

				visits.
4.			Can the application be submitted electronically? (Scanned and emailed) I. PROCUREMENT PROCEDURE Section J page 4.	The RFP Response cannot be submitted electronically. Responses must be submitted per I. Procurement Procedures Section J. Submission of Proposals either via mail or hand delivery.
5.			Do the Physicians who perform Designation likewise have same due date and Application Process? COST PROPOSAL Trauma System Medical Director and Designation Reviews form (face sheet)	No, physicians who only do designation reviews will not be part of this RFP. This RFP will only cover the State Trauma System Medical Director and the designations reviews that this Director is assigned.
6.			Do you need an NIGP Code for this RFP? If so what is it? Website "Vendor Information"	You do not need an NIGP code to submit a response to this RFP. You will need to know the correct NIGP code when you register on the state's website. You can find the appropriate NIGP code by selecting the second tab on the vendor application and searching for the service, in this case, consulting.
7.			Is there a process to have someone review materials to make sure the application is complete prior to submission?	No. It is the bidder's responsibility to ensure all required information and documents are submitted correctly. Please also see question 1.
8.			On the conference call on 10/25, the question was asked if the RFP was limited to an individual or could a corporation/organization submit an RFP. If an organization submits an RFP for this position, how do you envision a organization rather than an individual conducting the work of the trauma medical director?	A corporation/organization could potentially subcontract the duties to a qualified candidate.
9.			If the RFP is hand delivered to the State Purchasing Bureau,	No. The State process for receiving bids is to time-stamp the sealed envelopes/packages as they arrive.

			does the applicant receive a written receipt that the office received the materials	
10.			If the RFP is mailed through the USPS, does the applicant receive a written receipt that the office received the materials?	No. However, multiple mailing companies offer confirmation of delivery services.

This addendum will become part of the proposal and should be acknowledged with the Request for Proposal response.