




The Center for Health Care Services

SUBJECT: Request for Proposals (RFP) for Business Development Services, RFP 2019-004, Scheduled to Open: **January 7, 2019**; Date of Issue: **December 12, 2018**

FROM: Adam Velez 
Interim Director, Contracting and Procurement

DATE: January 3, 2019

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

1. The deadline for Proposals has been changed from: January 7, 2019 by no later than 12:00 P.M. Local Time to Friday, January 11, 2019 by no later than 12:00 P.M.
2. Change: RFP Section 009 – Submission of Proposal – Instructions for Submitting Proposals, 1st sentence to read as follows: “Respondent shall submit one (1) original, signed in ink, five (5) hard copies and one (1) USB drive which contains the Proposal in Microsoft Word format in a sealed package clearly marked with the project name, “**Business Development Services, RFP 2019-004**” on the front of the package by **no later than 12:00 P.M. Local time on January 11, 2019**”.
3. Change: RFP Section 013 - Schedule of Events, pg. 11, Proposals due to read as follows: Proposals Due: 12:00 P.M. on January 11, 2019.
4. Delete: RFP Section 013 – Insurance Requirements – Insurance paragraph.
5. Change: RFP Section 013 – Insurance Requirements, 1st sentence to read as follows: “If selected to provide the services described in this RFP, Respondent shall be required to comply with the Indemnification requirements set forth below. The Indemnification requirements are non-negotiable and must be adhered to”.
6. Delete: RFP Section 008 - Proposal Requirements – Proof of Insurability.
7. Delete: RFP Section 012 – Award of Contract & Reservation of Rights – Paragraph 6, 1st sentence.

8. Change: RFP Section 012 – Award of Contract & Reservation of Rights – Paragraph 8 to read as follows: “If selected, Respondent will be required to comply with the Indemnification Requirements established herein”.

9. Delete: Attachment E – Proposal Checklist – Proof of Insurability off checklist.

10. Add: RFP Section 004 – Scope of Services, pg. 4, the following: The estimated hours of work for business development services are approximately 50 hours. The awarded contractor will present monthly accountings to the Center reflecting any additional amounts remaining to be paid (hours worked by Contractor in the preceding month in excess of 50 hours, must be pre-approved by Center) or hours to be banked and carried forward (max 50 hours).

Contractor shall determine schedule (including, but not limited to, the number of hours, starting and quitting times, how many and which days she will perform services) and will have the exclusive right to make any changes in work schedule. Notwithstanding the foregoing, all agreed upon services shall be satisfactorily completed in a timeframe mutually agreed upon by the parties.

Contractor will have the exclusive right to select the manner and means to be used to perform her services, relying exclusively on her own skills, abilities and judgment and/or those of her selected sub-contractors. Upon request by Center, Contractor shall disclose the identity and scope of work of any sub-contractor engaged by Contractor for the services.

All work developed or prepared by Contractor as a result of this solicitation is the exclusive property of the Center. All rights, title and interest in and to the Work Product shall vest in the Center upon creation and the Work Product shall be deemed to be a work made for hire and made in the course of the services rendered as a result of this solicitation. To the extent that title to either any such Work Product or such work may not, by operation of law, vest in the Center, or either such Work Product or such work may not be considered a work made for hire, all rights, title and interest thereto are irrevocably assigned to the Center. The Center shall have the right to obtain and to hold in its own name any and all patents, copyrights, registrations, or such other protection as may be appropriate to any particular portion of the Work Product, and any extensions and renewals thereof. Contractor shall give Center, as well as any person designated by the Center, all assistance required to perfect the rights defined herein without any charge or expense beyond those amounts payable to Contractor for the Services.

Contractor, in the performance of work resulting from this solicitation shall not offer or give, directly or indirectly, to any officer or employee of any agency, federal or state, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress any gift, money, or anything of value, or any promise, obligation, or Agreement for future reward or compensation at any time as a result of this solicitation.

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 010, RESTRICTIONS ON
COMMUNICATION:**

On December 18, 2018, the Center for Health Care Services hosted a Pre-Submittal Conference to provide information and clarification for the RFP for Business Development Services. Below is a list of questions that were asked at the pre-submittal conference and questions submitted via email . The Center's official response to questions asked is as follows:

Question 1: As a solo practitioner, I have been exempted from carrying Workers' Compensation, Employers' Liability and Commercial General Liability insurance coverage in similar bids with public entities. Will these requirements be waived by CHCS for this contract?

Response: Please see revised RFP document. Revisions made 1/3/19.

Question 2: On the Price Schedule only the monthly fee that was requested, what about if there's overtime charges how do you want the invoice to be submitted to CHCS?

Response: Please see revised RFP document. Revisions made 1/3/19.

All other RFP conditions remain unchanged.

RFP documents may be downloaded from www.chcsbc.org/contracting-opportunities/
