



SUBJECT: Request for Proposals (RFP) for Medical and Administrative Records Offsite Storage Services **RFP 2026-014**, Scheduled to Open: **June 3, 2026**; Date of Issue: **April 28, 2026**

FROM: Adam Velez
Sr. Director, Compliance and Systems Support

DATE: May 20, 2026

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

CHANGE: RFP 2026-014, Section 004 – Scope of Services, #1 Facility Requirements, a., page 4, is hereby amended to read,
“The CENTER requires records to be maintained in a secure environment that protects the integrity, confidentiality, and condition of records throughout the retention period. This includes protection from environmental conditions that could damage paper records, or compromise protected information.

At a minimum, the CENTER expects the storage environment to include:

- i. Protection from excessive heat, moisture, humidity, flooding, water intrusion, pests, and environmental conditions that could damage records;
- ii. Facility monitoring safeguards designed to preserve the integrity of paper records and protected information;
- iii. Appropriate fire prevention and suppression measures;
- iv. Compliance with HIPAA and applicable security/privacy requirements.”

CHANGE: RFP 2026-014, Section 004 – Scope of Services, #4 Service Requirements, f, page 5, is hereby amended to add ii, that reads, “The CENTER expects the awarded RESPONDENT to coordinate and absorb any costs associated with the release, transfer, or transition of records from the current vendor, including any applicable release or exit fees. RESPONDENT should account for these anticipated transition-related costs within their proposed pricing and implementation approach.”

CHANGE: RFP 2026-014, Section 007 – Pre-Submittal Conference, page 8, fifth paragraph, first sentence, has been amended to read, “RESPONDENTS may submit their Questions pertaining to this RFB to Adam Velez, Sr. Director of Compliance & Systems Support, by email to AVelez@chcsbc.org, please carbon copy Contracts@chcsbc.org, before May 20, 2026 at 12:00 P.M.”

CHANGE: RFP 2026-014, Section 010 – Restrictions on Communication, page 10, third paragraph, is hereby amended to read:
“RESPONDENTS may submit written questions concerning this RFB to the Staff Contact Person listed below until 12:00 PM, Central Standard Time, May 20, 2026. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Adam Velez

Sr. Director of Compliance & Systems Support
Center for Health Care Services
AVelez@chcsbc.org (Carbon Copy Contracts@chcsbc.org)”

CHANGE: RFP 2026-014, RFP Attachment B – Price Schedule is hereby deleted and replaced in its entirety by RFP Attachment B – Price Schedule, Revised 05/20/2026.

QUESTIONS SUBMITTED IN ACCORDANCE WITH RFP SECTION 010 – RESTRICTIONS ON COMMUNICATION

- QUESTION 1: If hand delivering, does the Respondent need to see the Center point of contact in person so that they can timestamp the delivery?
- RESPONSE: No.
- QUESTION 2: Will the Center’s current vendor charge the Center for retrieval, permanent removal, and other fees related to canceling the Center’s current services and moving all boxes/holdings to another vendor?
- RESPONSE: Yes, there is a retrieval fee of \$2.50 per box.
- QUESTION 3: If yes to Question 2, what are the fees? Specifically, the retrieval and permanent removal fees?
- RESPONSE: Please see the response to Question 2.
- QUESTION 4: Are the fees per box or per cubic foot?
- RESPONSE: Retrieval fee is per box or per cubic foot.
- QUESTION 5: Can the Center please list other fees that may impact the transition of boxes from the current vendor to the new vendor? Are the fees per box or per cubic foot?
- RESPONSE: Please see the response to Question 4.
- QUESTION 6: Will CHCSBC require assistance paying the fees associated with the releasing of boxes from your current vendor? If so, would you be interested in a solution in which the new vendor could help pay these fees?
- RESPONSE: Please refer to RFP 2026-014, Section 004 – Scope of Services, #1 Facility Requirements.
- QUESTION 7: How many boxes per week will the current vendor release for pickup by the new vendor?
- RESPONSE: In the event a new vendor is selected, the current vendor will release two hundred (200) boxes per week.
- QUESTION 8: Can the Center verify if it requires full climate control for storing its boxes? If yes, can you verify that you require heating, cooling, humidity control, and moisture sensing? If no, what are the minimum requirements? Full climate control for 20,000 boxes is very costly, and may not be necessary, which could save the Center money.
- RESPONSE: Please refer to RFP 2026-014, Section 004 – Scope of Services, #4 Service Requirements.
- QUESTION 9: If the current box count is 10,200, can you please provide the total cubic feet of storage that count

represents?

RESPONSE: The Center has approximately 16,000 cubic feet of stored records at the time of this solicitation.

QUESTION 10: What is the satisfaction level with the current vendor?

RESPONSE: This is not relevant to the solicitation, as re-procurement of this service is required every five (5) years.

QUESTION 11: Is all pricing fixed for the contract term? Are annual increases allowed?

RESPONSE: Please refer to RFP Attachment B – Price Schedule.

QUESTION 12: For the Price Schedule, can you please verify the value you are requesting in Section 1? Are you looking for an individual box price? Or a total price based on the estimated quantity?

RESPONSE: Please refer to RFP 2026-014, RFP Attachment B – Price Schedule, Revised 05/20/2026.

QUESTION 13: For Section 2 on the price schedule, are you looking for the delivery pricing for each applicable entry?

RESPONSE: Please refer to RFP 2026-014, RFP Attachment B – Price Schedule, Revised 05/20/2026.

QUESTION 14: Can you please clarify the total quantity of boxes in scope for this RFP? Under the scope of work/current capacity the RFP references 10,200 to 10,500 boxes, but under the RFP Attachment b Price Schedule, there is only 500 boxes shown for pricing input.

RESPONSE: The Center has approximately 10,200 to 10,500 boxes currently in storage, this number may fluctuate throughout the term of the Contract. Please refer to RFP 2026-014, RFP Attachment B – Price Schedule, Revised 05/20/2026.

All other RFP conditions remain unchanged.

RFP documents may be downloaded from <http://www.chcsbc.org/contracting-opportunities/>