



**SNHD-9-RFP-17-003
ADDENDUM A01**

REQUEST FOR PROPOSALS (RFP) No.: SNHD-9-RFP-17-003

TITLE: RECORDS MANAGEMENT CONSULTANT

ADDENDUM ISSUE DATE: November 17, 2016

CLOSING DATE & TIME: ON OR BEFORE 4:00 p.m. PT November 23, 2016

Information for Proposers

The following information is provided to answer questions raised by potential proposers.
This Addendum #A01 contains two pages in total.

1. How many of the District's 500 employees are records-owners/creators? *Almost all of the Health District staff are record-owners/creators with either paper or electronic records. The District has 32 programs with identified management staff and each program has a records liaison. Management and liaisons are considered key staff in the records management program. These key staff have additional rights such as requests for destruction, storage, and retrieval.*
2. Location of records:
 - a) are the four divisions included? *Yes, paper and electronic records are stored both centrally and in various locations throughout the District. All needed records can be accessed through the main facility at 280 South Decatur. Records created in those satellite facilities can be retrieved for review via the SNHD courier system or the secure file transfer system.*
 - b) are health records created and managed by the public health centers included? *Yes. Page 3 lists six centers, and on the SNHD website, there are five. Assumption on the discrepancy is the American Pacific Drive location has recently become the Touro University Center for Autism and Developmental Disabilities.*

The five facilities are:

 - i. the main campus in Las Vegas,
 - ii. a center in East Las Vegas,
 - iii. (as of earlier this year) one in Henderson
 - iv. one in Laughlin,
 - v. and one in Mesquite

The distance between Mesquite and Laughlin is 210 highway miles, so this is an important consideration.

3. Is the anticipated completion date of February 28, 2017, flexible? *The anticipated completion date is February 28, 2017. However, you may submit an alternative noting reasons for a proposed date change.*

4. Can the proposal be emailed?

The RFP, page 3, C, states that the proposal should be submitted ‘in a sealed envelope’ and mailed. On page 4, there is an ‘If emailed’ option. D, ‘The original proposal plus one electronic copy on CD or flash drive (if emailed, just the electronic version is acceptable), must be submitted in a sealed envelope marked (with the identifier of the proposal)’ implies that the submitted copy must be physical (paper and CD/flash).

Yes. Please submit your cost proposal as a separate file when sending your proposal via email. An electronic copy on CD or flash drive is not required. The other two options are mailing your proposal in a sealed envelope to the PO Box or hand carrying your proposal to our location.

5. Is the interpretation of ‘proposal acceptance period’ on page 6:

a) vendors’ projected costs are good for 90 days or

b) the District has 90 days to award the project? The 90 calendar day period is for the Health District to evaluate proposals and award the project.

Re F, 3, page 6 – ‘the proposal acceptance period shall extend for...ninety calendar days from the date of proposal opening for the purpose of proposal evaluation and award’

6. Section IV requests submission of technical and cost sections separately in sealed envelopes, and provides the wording for 7 tabs in the technical proposal. Will inserted separation sheets suffice for tabbed dividers? Yes. You will need to clearly identify each separation sheet as required on the submission requirements – i.e. Tab 1 – Table of Contents. The table of contents shall include and index of the proposal contents and attachments.

All Addenda will become a part of the Contract Documents
