

SOLICITATION NUMBER: VNF1040**Addendum Number: 1**

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

1. To provide answers to vendor questions regarding this solicitation.
2. To provide Addendum Acknowledgment form.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

Vendor Questions for VNF1040

Question: Do you expect to host a solution or are you looking to implement software as a service?

Answer: Implement software

Question: Would the VA consider a 50/50 risk option for payment?

Answer: No

Question: Which EMR modules will be included in the RFP requirements?

Answer: Unknown at this time.

Questions: What information is required in providing our CA Small Business Certification?

Answer: Copy of Business License

Question: Will you consider a month – to – month invoice vs. 90 day (100% at risk)?

Answer: No

Question: What remediation exists if the project completion is delayed die to external forces?

Answer: Services must be completed as outlined within the timeframes of the RFQ.

Question: Is there any expectation that awarded vendor will participate in contracting and/or procurement of solution?

Answer: No

Question: How will resources be organized and scheduled for the purpose of clinical and functional requirements discovery (meetings, interviews, focus groups, etc)?

Answer: By WV Veterans Nursing Facility.

Question: On page 4, it states that the vendor shall submit 1 original technical and one original cost proposal. Are there any copies to be submitted? If so, is the original and copies of both the technical/cost proposal supposed to be in separate sealed envelopes?

Answer: No copies and they are to be together

Question: Will the Department send all addenda via email to interested bidders?

Answer: No

Question: How long is the initial contract period for?

Answer: 90 days

Question: Regarding the two physical locations (WV Veterans Nursing Facility and Barboursville Veterans Home), is the state anticipating the contractor to conduct the project services in anticipation of issuing one RFP for an EMR per facility or will it be one RFP for an EMR for both facilities?

Answer: One RFP for both

Question: Is the State anticipating there to be one group of stakeholders between the two facilities, or one group of stakeholders per facility?

Answer: one group per facility

Question: Does the State anticipate to conduct any interviews with prospective vendors? If so, when would these occur?

Answer: No

Question: Does the State have an anticipated date for contract award?

Answer: As soon as possible

Question: Does the State have an anticipated start date for services to commence?

Answer: Vendor must contact WV Veterans Nursing Facility within 10 days of receiving Purchase Order to set start date.

Question: Has the State budgeted for and been allocated funding for this project as well as the EMR?

Answer: Yes

Question: Can the State share the budget amount for the services to be conducted under this RFP?

Answer: No

Question: Are there any mandates from the State, Legislature or other Executive Directives to have the EHR implemented by?

Answer: October 2015

Question: Is the State preferring a qualified firm to conduct these services, or solely an individual?

Answer: Qualified firm

Question: If a company is not currently registered as a vendor with the State of West Virginia, can they do so upon award of contract?

Answer: Yes

Question: Can the State please provide a scoring matrix of how responses will be scored?

Answer: The winning vendor will be the one meeting all specifications and the lowest bidder

Question: Can the Department provide this document as a MS Word document?

Answer: No

Question: There was no reference to an EHR needs assessment as a precursor to the RFP that the selected consultant will create. Should our work plan include assessing the needs of your two facilities and producing an EHR Needs Assessment deliverable?

If Yes, should we provide this service as part of the mandatory scope and related pricing? Or should we provide this service and its fees as an optional service for you to consider?

Answer: Yes, and Yes.

Question: There was no reference to assistance in contract negotiation assistance with the preferred EHR vendor that would incorporate the implementation strategy and timeline into the agreement with the vendor. Should our work plan include assisting you with negotiating the contracts?

If Yes, should we provide this service as part of the mandatory scope and related pricing? Or should we provide this service and its fees as an optional service for you to consider?

Answer: No to the negotiation

Question: How many hard copies of our proposal should we send?

Answer: One

Question: Regarding #8 on page 4: The Addendum Acknowledgement Form was not included with the RFQ. Can the State issue a copy to bidders or provide instructions as to where we may find a copy online?

Answer: Yes

Question: Regarding General Terms and Conditions, Section 8 of the RFQ (Required Documents): Are we required to provide the following documents our proposal, or are these documents only required of the selected vendor after contract award?

- a. Proof of Workers' Compensation Insurance
- b. Certificate of Commercial General Liability Insurance.

Answer: With the bids

Question: Given the short window between when answers to bidder questions will be issued and the proposal due date, will request the State issue an extension to the proposal deadline.

Answer: No

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: VNF1040

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
 Revised 6/8/2012