

## **ADDENDUM NUMBER ONE**

### **THE UNIVERSITY OF NEW MEXICO HOSPITALS**

Purchasing Department  
933 Bradbury Dr. SE Ste 3165  
Albuquerque, New Mexico 87106

**Date:** August 22, 2017

**Proposal Number:** P368-17

**Name of Procurement Specialist:** Tarah Santana

**Due Date:** August 28, 2017 @ 2:00 pm MDT

#### **Notice to all respondents:**

**Amend the Proposal:** P368-17 Employee Recognition Program

This **addendum** becomes part of the Proposal Documents and **modifies**, as noted below, the original Bidding Documents.

**Question 1:** Is the Vendor, to set up and maintain the online store through a connection to UNMH? Or will the IT Department set up the store, and the vendor will submit images and descriptions for inclusion?

**UNMH Response to Question 1:** Vendor will providing services such as; providing inventory & catalog content (e.g., photos) to UNMH for the website.

**Question 2:** Is the Vendor to assign an employee to receive and manage the incoming orders from UNMH's online store?

**UNMH Response to Question 2:** Yes

**Question 3:** Will the Vendor provide updates and notifications on the Intranet program to a committee member. It is our understanding that UNMH will manage the internal program, and the vendor will provide updates, new products, etc, that will be forwarded to the IT department, per the requirements of the committee.

**UNMH Response to Question 3:** Yes, at this time.

**Question 4:** Is UNMH seeking a supplier that can develop and implement a new "Store" online that can be accessed by employees, or added to your internal IT capabilities?

**UNMH Response to Question 4:** It is an option.

**Question 5:** What is the annual spend on products?

**UNMH Response to Question 5:** Spend fluctuates due to the amount of employees recognized.

**Question 6:** Does UNMH want the "Catalog Price" from the factory as the "List Price"?

**UNMH Response to Question 6:** Please provide the List Price and UNMH's Discount Price.

**Question 7:** Are all items branded in the store? Or are some name brand product for gifting?

**UNMH Response to Question 7:** Currently, most of the items are branded.

**Question 8:** Is the current UNMH Employee Recognition Program automated?

**UNMH Response to Question 8:** Yes, however, UNMH also uses paper forms.

**Question 9:** Is UNMH looking to automate the entire process or continue with the forms?

**UNMH Response to Question 9:** UNMH would like to have forms as an option; the option allows patients and other individuals to nominate employees.

**Question 10:** What does the current pin look like?



**UNMH Response to Question 10:** Attached is a picture/sample of the current pin utilized; however, UNMH is open to suggestion on a new design.

**Question 11:** Who orders the pins?

**UNMH Response to Question 11:** Managers and/or the managers proxies.

**Question 12:** Will the UNMH employee's enter the points into the system?

**UNMH Response to Question 12:** Yes, at this time.

**Question 13:** Are the area/ division Employee of the Month entries automated?

**UNMH Response to Question 13:** Yes, at this time.

**Question 14:** What is the current lead time for delivery?

**UNMH Response to Question 14:** Generally, delivery to the departments is within 1-2 weeks.

**Question 15:** A. Any other pain points associated with current process, etc.?

B. Are all costs bundled into the product?

C. Freight costs are based on what shipping region if included in price of the product?

D. Does the Vendor need to base on standard freight costs (with direction from above) or just standing product pricing?

**UNMH Response to Question 15:** A. Not that UNMH is aware of.

B. To the best of my knowledge

C. Products are to be stocked by vendor and desktop delivered to ordering department.

D. Standing product pricing.

**Question 16:** Are all rewards shopped for and redeemed (ordered) online?

**UNMH Response to Question 16:** yes

**Question 17:** Is it required that the software solution be hosted behind UNM's firewalls (entirely on UNMH's intranet), or is it sufficient to have a link on your intranet that sends employees to a custom, secure (SSL/HTTPS), and authenticated web portal?

**UNMH Response to Question 17:** UNMH currently hosts an online site behind UNMH firewall that generates awards; provides an online store, ordering capability, point tabulation & storage; performs automatic deduction of points for purchases; and generates/mails weekly order reports.

**Question 18:** It is our understanding that point maintenance and employees' point balances are managed by UNMH via the Program Points Recognition System and independent of our online store. Can UNMH please confirm that the vendor is not responsible for the deduction of points from the employees' balances?

**UNMH Response to Question 18:** UNMH currently hosts an online site behind UNMH firewall that generates awards; provides an online store, ordering capability, point tabulation & storage; performs automatic deduction of points for purchases; and generates/mails weekly order reports. Point deduction, tied to ordering, is an automatic function of the system that UNMH is currently using.

**Question 19:** Can UNMH please clarify what type of financial information UNMH will accept regarding 5.1.3?

**UNMH Response to Question 19:** The Vendors recent Balance Sheet.

**Question 20:** What is timeline for making selection of vendor? Implementation of storefront/technology?

**UNMH Response to Question 20:** We would like to make the selection and implementation as soon as possible.

**Question 21:** Does UNMH currently inventory any product or does current vendor store any product from storefront?

**UNMH Response to Question 21:** The current vendor orders, stocks, pulls, inventories, and delivers all merchandise.

**Question 22:** Are there any additional one off orders for specific product not on the site that might occur? Or is all product on the site?

**UNMH Response to Question 22:** Products are ordered from the website.

**Question 23:** Can you provide detail on Gift Card and Movie Tickets?

**UNMH Response to Question 16:** Gift cards and movie tickets is an option for UNMH please provide suggestion.

Please add the following products to the Appendix A- Cost Response Form; (Please provide product listed below or a substitute equal to list product)

Product	Description	QTY	List Price	UNMH Price	Additional Costs	Total
					(Example: Logo, shipping, setup, warehouse management, delivery, other)	
Manicure Salon Set	Compact manicure set. Tools include clippers, nail scissors, cuticle tool, tweezers and nail file. Push latch to open case. Interior is the same color as exterior. Size: 6 1/4" W x 3/4" H	100				
Accent Stitch Tote Bag	This tote bag is made of 600D polyester. It features contrasting accent stitching on the front and on the handles. The handles are 26"	100				
20 Oz. Tundra Aluminum Bike Bottle	Screw On, Spill-Resistant Lid. Comes With A Split Ring. Meets FDA Requirements. BPA Free. Hand.8 1/4" H	50				
Aruba Metal Pen	High-tech styled, the click-action Aruba® ballpoint pen has a textured grip, silver clip and accents. Each pen features a silver engraved imprint of your logo, name or custom design. Black ink	100				
Breakaway Cord Lanyard with Disc	Breakaway cord lanyard with sliding disc and swivel lobster clip. 18" H	200				

	x 1.325"W					
Executive Business Card Holder	Stainless Steel And Polyurethane Material Case. Leatherette Texture. Felt Interior. 3 5/8" W x 2 1/2" H x 5/8" D	100				
All-In-One Retractable Charging Cable	Unique compact design. Automatically retracts into case keeping cords neat and tangle free. Cable extends to 23". USB connector on one end. Micro and 6 pin connector on opposite end. 4.375" L x 2" W x 0.75" H	50				
Silicone Card Holder	Keep your important cards close to you at all times. The Silicone Card Holder attaches to your cell phone with adhesion and will keep credit cards, identification cards, and business cards close to you. Perfect solution for travel, an excursion, or the gym. 3.4" H x 2.25" W x 1" L	100				

Acknowledge receipt of this Addendum in the space provided in Exhibit A. Failure to do so may subject Offeror to disqualification.

All other provisions of the Proposal Documents shall remain unchanged. This addendum is hereby made a part of the Proposal Documents to the same extent as those provisions contained in the original documents and all itemized listing thereof.