**ADDENDUM # ONE TO RFP # 0057371**

**VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (**Virginia Tech)

**Procurement Department** (MC 0333)

North End Center, Suite 2100

300 Turner Street NW

Blacksburg, Virginia 24061

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| DATE  Wednesday, July 18, 2018 | ORIGINAL DUE DATE AND HOUR  Wednesday, August 1, 2018, 3:00 pm |

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| ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Kimberly Dulaney, Assistant Director and Contracts Manager  E-MAIL ADDRESS: kdulane@vt.edu TELEPHONE NUMBER (540) 231-8543  FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221 |

Health Services Center and Medical Services for Roanoke Campus

1. The following questions have arisen as a result of the aforementioned Request for Proposal;

**Question 1.** Section VI.B - Operating Hours: This section includes a requirement to operate the SHSC on a 12 month basis based on the University's operating schedule. What is the University's operating schedule that Contractor would be expected to follow?

**Virginia Tech Answer:** The contractor will be expected to follow a12-month schedule open daily with exception of all major holidays, the week between Christmas and New Year’s day, and Thanksgiving Day and Friday after.

**Question 2.** Section VI.B.5 - Authorized Closings: Will Contractor's employees providing services under this Contract be considered essential personnel?

**Virginia Tech Answer:** Yes, we will want contractor’s staff to be considered emergency personnel and those be available to students if at all possible on Authorized closings.

**Question 3.** Section VI.E. - EMR: This section requires the Contractor to provide an EMR system in keeping with HIPAA and FERPA requirements. The only FERPA documents mentioned in the RFP are immunization records which will be owned and maintained by the University.  Are there any FERPA-covered documents that the University would expect Contractor to maintain?

**Virginia Tech Answer:** The Contractor shall comply with all Federal, Commonwealth laws and protocol, including, but not limited to FERPA, HIPAA, regulations, as well as all Virginia Tech regulations, including but not limited to the VT Radiologic Safety Regulations.

**Question 4.** Section VI.E. - EMR: It is our expectation that all medical records created by the Contractor in connection with health services rendered to University Students would be owned by Contractor and maintained, used, disclosed and destroyed by Contractor in accordance with the laws and regulations applicable to the Contractor, including HIPAA and similar state privacy laws applicable to health care providers. Could you confirm this is the University's understanding as well?

**Virginia Tech Answer:** The state law should require the same storage time frame of records for the contractor as the university health center. With students consent, records could be shared however the records possessed by the contractor should be handled under state privacy laws. The Contractor shall comply with all Federal, Commonwealth laws and protocol, including, but not limited to FERPA, HIPAA, regulations, and all Virginia Tech regulations, including but not limited to the VT Radiologic Safety Regulations.

**Question 5.** Section VI.I.2.a. - Hokie Passport: This Section provides that the University will be responsible for providing the Contractor with the equipment to accept Hokie Passport. Will the University be responsible for the cost of that equipment or will the Contractor be expected to pay for that equipment?

**Virginia Tech Answer:** The University will be responsible for the cost of Hokie passport equipment AND the annual fees associated with that equipment. The contractor will be responsible for any fees associated with ethernet, internet, Wi-Fi etc. associated with operating the equipment.

**Question 6.** Section VIII.A.2.d – Common Medications: This Section requests provision of common medications including antibiotics, mild pain relievers, and creams. Is there a specific list of medications required?

**Virginia Tech Answer:** We do not have a list. This refers to most common prescribed medications or samples.

**Question 7.** Section VIII.A.3 - Flu and immunization services: This Section requests that the Contractor offer flu and immunization clinics "on campus". Could you please clarify whether "campus" refers to the Riverside campus or other locations as well?

**Virginia Tech Answer:** At the time of this solicitation, this is only considering the Riverside campus.

**Question 8.** Special Terms and Conditions, Section 5 - Subcontracts: This Section ends with "all requirements of the contra". It appears that the rest of the sentence is missing. Could you please provide us with the complete section?

**Virginia Tech Answer:** The section should read as follows; **SUBCONTRACTS**: No portion of the work shall be subcontracted without prior written consent of Virginia Tech. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish Virginia Tech the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.

**Question 9.** Can you please clarify if this is a strictly fee for service clinic, or will VT be paying base fees to the vendor/clinic manager.

**Virginia Tech Answer:** Virginia Tech will be paying a base fee for the services to be provided to students.

1. No further inquiries will be accepted for this solicitation.
2. All other terms, conditions and descriptions remain the same.
3. The due date and hour remains ***Wednesday, August 1, 2018, at 3:00 pm.***

I acknowledge that I have read and understand this addendum in its entirety.

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Signature Date

Revised 01/01/2018