**ADDENDUM 1**

DATE: June 13, 2019

PROJECT: Courier services

RFP NO: 744-R1910

OWNER: The University of Texas Health Science Center at Houston

TO: Prospective Proposers

This Addendum forms part of and modifies Proposal Documents dated, May 20, 2019, with amendments and additions noted below.

 **QUESTIONS & ANSWERS**

1. AEI has recently acquired a new VP of Operation with all the qualification specified for the current RFP with the References required, my question is will that be sufficient to qualify us?

 No, we need a copy of each person’s training for biohazards that will be servicing our account.

2. Are the drivers required to be employees or can they be independent contractors?

Please see section 5.3.3. Courier employees are direct employees of the courier company and no subcontracting of this service is allowed by the selected vendor.

3. My final question is do you have any STATS and Routes data from the last 6 months so I can get an idea of the volume?

 Exhibit A provides this information. No additional information can be provided.

4. RFP Section 6.2 Pricing Schedule/Gulf States Hemophilia and Thrombophilia Center, Gulf States Pharmacy (Pediatrics)

Can we provide an alternative pricing model for flat rate for orders within a 20 mile radius plus a per mile rate for orders over 20 miles for both the 3:00 pm Scheduled Orders and the Expedited/STAT orders?

   For example: 0-20 Miles         $24.00

                            Over 20 Miles    $1.40 per mile

                           3:00 pm Scheduled Order to Lake Jackson, TX 77566 (46.20 Miles)

                           Base Rate (0-20 Miles)                                                            $24.00

                        + Mileage Rate (over 20 Miles) 26.2 miles x $1.40 per mile = $36.68

                           **Total                                                                                         $60.68**

Or alternatively can we provide a rate sheet with a flat rate per each zip code in the greater Houston area?

Most of deliveries will be outside of 20 miles so a flat rate sheet per zip would be preferred to minimize costs.

5. RFP Section 6.2 Pricing Schedule/Gulf States Hemophilia and Thrombophilia Center, Gulf States Pharmacy (Pediatrics). Will we be notified via online order entry, email or by phone what orders will be ready for the 3:00 pm Scheduled Orders M-F prior to 3:00pm?

Yes, we would prefer to have an online order entry that the courier service owns so that we can have items entered ahead of time.

6. RFP Section 6.2 Pricing Schedule/Gulf States Hemophilia and Thrombophilia Center, Gulf States Pharmacy (Pediatrics). Is there Medicare/Medicaid paperwork that needs to be completed and returned with the Gulf States pharmaceutical orders?

No, there is not Medicare/Medicaid paperwork that needs to be completed and returned.

7. Agreement Section 11.1.5 Liquor Liability Insurance. Is Liquor Liability Insurance required for this Courier Service contract?

No

8. Agreement Section 11.1.9 Cyber Liability Insurance. Is Cyber Liability Insurance required for this Courier Service contract?

No

**END OF ADDENDUM**