**ADDENDUM 1**

DATE: July 23, 2020

PROJECT: Federal Consultant

RFP NO: 744-R2018

OWNER: University of Texas Health Science Center at Houston

TO: Prospective Bidders

This Addendum forms part of and modifies Proposal Documents dated, July 9, 2020, with amendments and additions noted below. The questions below were received before the deadline and the responses are in red.

***Please note, due to COVID-19, proposals should be submitted via email to*** ***Chevonne.E.Thornton@uth.tmc.edu*** ***and HUB Subcontracting Plans (HSP) should be submitted via email to*** ***Shaun.A.McGowan@uth.tmc.edu*** ***by their previously posted deadlines (Section 3.1 and Appendix One, Section 1.9.6).***

1. Our firm has formed a strategic partnership with an independent health care consulting firm, and we plan to submit a joint proposal for UT System’s consideration. Should we list our firm as the proposer and list the other as a subcontractor?

Yes; For the RFP submission, one company submits the proposal and the other has to be listed as a subcontractor.

1. Does this partnership prohibit UT Systems from considering our proposal?

No.

1. I understand that the proposer is required to submit a HSP.  If neither firm is a HUB and we have no planned HUB subcontractors at this time, will our proposal still be qualified for review if we meet all other standards?

The HUB plan is required and should be submitted even if you are not a HUB firm.  Please make note that you will be self-performing on the HSP.

1. Referring to Sample Agreement Section 4.6:

Contract will assign to the Project a designated representative who will be responsible for administration and coordination of Work. Assume this is a point of contact at one of our firms?

Yes; this is a point of contact for the duration of the project.

1. Referring to Sample Agreement Section 4.12.1: Contractor will submit to University two copies of the Contractor’s most recent financial statement prepared by a certified public accountant on the Effective Date. This is not something we’ve previously shared with any other firms- is this required and is it for 2019 or Jan – present 2020?

Please disregard. This is our template agreement. This section does not pertain to this contract and will be deleted.

1. Referring to Sample Agreement Section 4.12.2: Contractor will submit to University, no later than 15th day after the end of each contract year, an annual payment statement derived from all of Contractor’s sales tax reports for its operations during the preceding contract year. The annual payment statement must be certified by a certified public accountant licensed in the State of Texas. I’m not sure this applies to a services business based in Washington, DC? We bill our clients monthly under a 1 year contract retainer.

Please disregard. This is our template agreement. This section does not pertain to this contract and will be deleted.

1. Referring to Sample Agreement Section 4.12.3: Contractor will provide University with a performance bond for each contract year…The performance bond will be issued by a surety company authorized to do business in the State of Texas and acceptable to University in all respects. Does this apply to a services business based in Washington, DC?

Please disregard. This is our template agreement. This section does not pertain to this contract and will be deleted.

1. Referring to Sample Agreement Section 11.1: Need various insurance policies with company authorized to do insurance business in Texas. We have firm insurance, but not for doing business in TX.

Please provide your firm’s insurance policy.

1. Referring to Sample Agreement Section 11.2: Need Texas Department of Insurance approved certificate and approval by University. Same as above. Please provide your firm’s insurance policy.