**ADDENDUM 1**

DATE: March 23, 2016

PROJECT: Emergency Child and Elder Care Services

RFP NO: 744-R1609

OWNER: The University of Texas Health Science Center at Houston

TO: Prospective Proposers

This Addendum forms part of and modifies Proposal Documents dated, February 24, 2016, with amendments and additions noted below.  
  
The following questions were sent prior to the deadline:

1. Is it possible to get employee headcounts for the UTHSC campuses? (Houston, Dallas, El Paso, Brownsville, Austin, and San Antonio)

The breakdown is as follows:

Houston: 6643

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| San Antonio: 35 |
| El Paso: 19 |
| Dallas: 21 |
| Brownsville: 92 |
| Austin: 58 |

Total = 6868

1. The RFP states that one copy of the proposal be available on CD-ROM.  Is it possible to put it on a flash drive instead?  
   Yes, a flash drive is acceptable.
2. Section 3 (3.1) states an original signature by an authorized officer of Proposer must appear on the Execution of Offer.  We can provide an electronic signature – does that meet this requirement?  
   Yes, an electronic signature is acceptable.
3. Section 5 (5.3.17) requests three (3) references “letters.”  Can you clarify this a bit more? Does it meet the requirement to just provide company name, contact person, telephone number, email address, length of business relationship, and background of services provided?    
   I think the preference is to send letters written by companies that use your service, but if that is not possible then what you listed below (company name, contact person, telephone number, email address, length of business relationship, and background of services provided) is acceptable.
4. Can you please confirm that the services in this RFP apply only to faculty/staff of UT Health and not to students and therefore, that FERPA compliance is not applicable?  
   Yes, that is correct.
5. May I assume that we can disregard the language in Appendix 7 about FERPA?  
   Yes, if there are any questions related to FERPA you can mark them as Not Applicable.
6. What is meant by “Daily out of pocket maximum” in section 6.1?  It would only apply to in-home and be the number of hours they need care.  
   You can mark this as Not Applicable.