ADDENDUM NO. 1

FOR

RFP #1271

Student Health Services - Electronic Medical Record Software and Hosting Service

The following changes, additions, deletions or corrections shall become a part of the RFP documents for the project named above and all other conditions shall remain the same.

ADDENDUM NO. 1

1. **Question:** Please provide the total staff count for each site. This count should include: clinical, clerical and administrative and should not be done in FTE mode. A simple head count for each site should suffice. Please provide separate numbers for student health and counseling.

   Answer: SAC – Health 12, Counseling 6, Admin 1
   SCC – Health 10, Counseling 2, Admin 1

2. **Question:** How many providers at each site write prescriptions? How many of those listed work half time or less? We are allowed to combine two half time (or less) employees to equal one employee who needs access to the third party drug database, thereby saving you money.

   Answer:
   SAC – 1 MD who works less than 15 hours per week. No other staff writes prescriptions.
   SCC- 2 MD's who work less than 10 hours per week. No other staff writes prescriptions.

3. **Question:** Please provide the student enrollment for SAC and SCC separately.

   Answer: SAC- Annual student count for 2014-2015 is 62,688. Annual student count eligible for student health services is estimated at 40,000.

   SCC- Annual student count for 2014-15 is 26,723. Annual student count eligible for student health services is estimated at 20,000.

4. **Question:** Are medications dispensed at either site? If so, who is the supplier?

   Answer: SAC- Yes, we dispense medications. We use Pharmedex as our supplier.
   SCC- Yes, we dispense medications. We use Pharmedex as our supplier.

5. **Question:** Does either site keep more than 10-15 medications on hand? Keep track of Lot numbers and Expiration dates? Do Refills?

   Answer: SAC – Yes, we keep more than 15 medications on hand. We do keep track of the lot numbers, and expiration dates. We will do a refill for medications as needed after a visit.
   SCC – Yes, we keep more than 15 medications on hand. We do keep track of the lot numbers and expiration dates. We will do a refill for medication as needed after a visit.

6. **Question:** How many DSM 5 licenses will be needed at each site?

    Answer: SAC – 6
    SCC - 2

7. **Question:** Please confirm that there will be one migration from Titanium to PNC and two migrations from MedPro to PNC.

    Answer: That is correct, only SAC utilizes Titanium at this time so SCC has no data to migrate.

8. **Question:** In paragraph 2.4 in the question regarding References, there is a sentence: Bidder is required to submit a copy of its annual Department of Education compliance exam. What is this?

    Answer: Page 5 of 23, under Section IV, Requirements, Item 2.4, remove sentence that reads: "Bidder is required to submit a copy of its annual Department of Education Compliance exam."

9. **Question:** Near the end of the document, we have the option of indicating if we are a Minority owned business, Woman owned business, etc. That is followed by a form to be filled out. Please confirm that the form only needs to be filled out if we are claiming one of those business categories.

    Answer: Page 20 of 23, Exhibit "B"- Business Enterprises, this document should be completed and submitted with the Bidder's response only if it applies to the Bidder.

10. **Question:** Please clarify what is meant by the request on the RFP Price Form for SCC and SAC that states: Quantify specific Form Adoption is included in the EMR purchase price.

    Answer: We are interested in understanding what quantity of chart form development each college will receive with the purchase price.

11. **Question:** Student Check in Module was excluded from the RFP Price Form for SCC and SAC this time; was that intentional? Do you want the price quote to include pricing for Self-Check-in or not?

    Answer: Yes, this was intentional. No, we do not want pricing for Self-Check-in.

12. **Question:** Do you want pricing on Family PACT Third Party Billing? It was removed from the RFP Price Form, but remains a requirement in Section III: 1.11

    Answer: The RFP is **not** requiring pricing for third party biller for Family PACT.

13. **Question:** Please clarify Requirement 4.15 which states "Does your software provide population/editing tools?" Is this referring to editing demographic fields on the student within the system or some reporting feature?

    Answer: This refers to our reporting features. What both campuses want is the ability to aggregate and create reports on # of students seen including but not limited to: visit types, demographics {M/F, age, SEC}. Would like capabilities of correcting entries that were made in error.

14. **Question:** I noticed that in the PDF for the new RFP, the RFP Price Sheet was included on pages 15-18, but it was not included in the Work doc version. The question is; do you want the RFP price sheet included in the actual RFP Response, or is it preferred to have completed only in the Excel document that was sent separately?

Answer: The RFP price form was provided as an Excel for ease of submittal. The RFP price form must be filled out, signed and submitted with the Bidder's RFP response. It doesn't matter which version is submitted.

15. **Question:** Provide a staff spreadsheet and indicate who prescribes medications, signs off on treatment plans, and bills for services. This will provide the information needed to determine the number of licenses you'll require.

    - # of Doctors at each college
    - # of Nurse Practitioners and Physician Assistance at each college
    - # of Total users and concurrent users at each college

    Answer:
    SAC - number of MD's is one (1), no NP/PA's. Total number of users is 19 with the potential of 12 concurrent users.

    SCC - number of MD's is two (2), no NP/PA's. Total number of users would be 12 with the potential of 6 concurrent users.

16. **Question:** Interfaces – Please provide the data that you're looking to exchange with each interface and direction. For example, do you want to import or export demographics, Scheduling, Orders, results, CCDA's and what system are you using for accounts receivable, i.e. Microsoft Great Plains.

Santa Ana College (SAC)

#	QTY	U/M	Category / Description Programming Interface
1			Student Interface with Colleague Registration
2			Employee Interface Registration
3			Accounts Receivable Interface
4			Maxient Incident Reporting Interface
5			Bursar Interface
6			Student Health 101 Interface
7			Quest Diagnostics Interface
8			Pharmedix Interface
9			If applicable, bidder to list additional Programming Interfaces not listed above:

Answer: Chart for **both** campuses:

#1 – (Student Interface with Colleague) Import
#2 – (Employee Interface) Import
#3 – (Accts Receivable Interface) Import
#4 – (Maxient Incident Reporting) Import/Export
#5 – (Bursar Interface) Import/Export
#6 – (Student Health 101) Remove
#7 – (Quest) Import/Export
#8 – (Pharmedix) Import/Export

17. **Clarification:** The Vendor Registration Form listed on the District's website is not part of this RFP. Therefore, it is not necessary to submit this form with the Bidder's RFP response.

END OF ADDENDUM NO. 1

Bidder shall acknowledge receipt of this Addendum by signing below and returning with your proposal. Failure to acknowledge receipt of this Addendum may result in the disqualification of your proposal.

Bidder: _____

Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Tracey Conner-Crabbe
Director of Purchasing Services