



SOLICITATION ADDENDUM

Solicitation Number:	RFP Number BH-2014-001
Solicitation Title:	County-Wide Involuntary Commitment System Administration
Addendum Number:	1
Addendum Date:	December 2, 2014
Contracts Officer:	Roxanne Ziegler

As set forth in RFP # BH-2014-001, should one or more prospective Offerors request a Pre-Proposal Conference prior to December 1, 2014, Pima County Behavioral Health will schedule a conference for the purpose of clarifying requirements and answering prospective Offerors' questions.

On November 26, 2014, a request was made by one of the prospective Offerors for a Pre-Proposal Conference and therefore Pima County Behavioral Health, via this Addendum 1, is notifying all prospective Offerors that Pima County Behavioral Health will be holding a Pre-Proposal Conference on December 9, 2014, at 9:00 AM at 3950 S. Country Club Road, Tucson, Arizona 85714. The conference will be held on the first floor of the building in rooms 1106/1108.

In addition to the Pre-Proposal Conference request, two questions have been received to date. The following is provided in response to these questions:

Question 1: RFP – Clarification on Submission of References. In Instructions to Offerors, 6. Submissions of Offers it states, "OFFERORS are to complete, execute, and submit one original and 5 paper copies and one thumb drive, which contains a full electronic copy of the required documents to the address above". In Appendix III it states, "Reference forms shall be emailed with the proposal directly to the COUNTY at RecoveryNow@pima.gov." Please clarify if the proposal should also be emailed. Thanks!

Answer 1: Please do not email your Reference Form or your proposal to the COUNTY email. The correct instructions are to provide one original and 5 paper copies and one thumb drive to the County. Please include the Reference Form with your proposal submittal as stated in Instructions to Offerors, Section 6, Submission of Offers, Item E, Appendix V: Reference Form.

Question 2: We have a question regarding the Reference Letters. Can you please clarify how the letters are to be submitted? We understand that the Reference Form is to be submitted as part of the proposal, but we are unclear about the actual Reference Letters.

Answer 2: Please reference Answer 1 provided above regarding the submittal of the Reference Form and proposal. Reference letters are not required, however they will be accepted should they be included with your proposal. The County will call your references directly.

Please acknowledge receipt of this Addendum on Appendix I: Proposal Certification Form included in the RFP. Submit the form as part of your proposal.

All other terms and conditions remain the same.

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