



**MARICOPA COUNTY SPECIAL HEALTH CARE DISTRICT
DBA VALLEYWISE HEALTH**

**ADDENDUM #1 TO THE
REQUEST FOR QUOTES
FOR
EVENTS COORDINATOR
90-22-277-RFQ**

COVER SHEET

BY SIGNING AND RETURNING THIS COVER SHEET, I CERTIFY RECEIPT OF ADDENDUM #1 TO THE EVENTS COORDINATOR RFQ.

Printed Name of Authorized Individual

Name of Submitting Organization

Signature of Authorized Individual

Date

THE SIGNATURE PAGE OF THIS ADDENDUM ONE MUST BE SIGNED AND RETURNED WITH YOUR QUOTATION.

The Maricopa County Special Health Care District (“District”) d.b.a. Valleywise Health is hereby issuing Addendum #1 to the Request for Quotes from qualified Proposers to provide EVENTS COORDINATOR with the intent to provide event management services related to the grand opening of its brand-new hospital building, in the Fall of 2023.

Pursuant to the Procurement Code Clause HS-305, Addenda to Solicitations, Paragraph A (3), this Addendum One will furnish to other Respondents information given to one Respondent to assist the other Respondents in submitting their responses.

1.	Page 2 middle section I am not sure what the 2 boxes for Amendments mean ? Do I check those boxes as the person/signatory?
<p>Answer. The two boxes regarding amendments are specifically for the Addendums posted with the RFQ. For example, this document is the Addendum #1 (amendment). You will notice page 1 of this document has a place for Proposers to sign. The intent of this process is to ensure any Proposer has seen all pertinent documents posted to our website under this RFQ and therefore submits their quotes with the accurate information. If you the Proposer have seen this Addendum #1 (amendment) then you will sign page 1 per the instructions and return with your quote, as well as marking the first box in the middle of page 2 in the RFQ.</p>	
2.	Page 4 , number 3 Attachment C can you explain that bullet point?
<p>Answer. Attachment C: Exception to RFQ Requirements and/or Contract Provisions is found on page 31 of the RFQ, marked as Attachment C. Proposers should read all of our terms/conditions and provisions listed in this RFQ and if Proposer is agreeable then would mark “no exceptions”. If Proposer is not agreeable to any terms/conditions and provisions then should mark “vendor takes the following exceptions” and list those areas. I realize that there is no room on this Attachment C to list so if a Proposer has exceptions to list then please do so on a separate page that is CLEARLY marked as Attachment C Exceptions. Proposers should be marking only one box, either you accept, or you have exceptions. It’s important to note that this RFQ has all of our standard terms/conditions, so not everything may necessarily apply to this service and resulting contract. If a Proposer has exceptions, and they are chosen for the recommended award, then Valleywise Health and Proposer will have the opportunity to negotiate any of the exceptions.</p>	
3.	Page 16 letter F : waiver subrogation is a very expensive insurance policy as I have looked into this before . As an event coordinator and owning no equipment etc. is this something that can be waived? All other insurances and liability COI’s are fine.
<p>Answer. Valleywise Health is okay with not requiring the waiver of subrogation for this particular RFQ.</p>	

4.	Page 29 : pricing I am able to give a flat rate for full event management and consulting services Yates Enterprises will provide. Bullet point 2 where you are asking for pricing to be all-inclusive of services rendered by other vendors, that is not possible at this time, until the full detailed needs and requirements are flushed out for this project regarding tables chairs tents, catering etc. . How should I handle that?
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Answer. Valleywise Health understands that services rendered by other vendors is something that will require full details, however we ask that Proposers are providing anticipated costs associated with services they are not providing directly. We hope that Proposers can anticipate and estimate these costs based on previous experience and provide some breakdown. Valleywise Health needs to be able to understand overall costs wherever possible for budget reasons so Proposer is asked to provide as much detail as they can.

5.	Page 34 Contract number , is that the RFQ number at this point ?
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Answer. Attachment F on page 34 does not have to be completed until “upon contract award” as listed in #6 on page 4. When an award is made the selected vendor will be provided the contract number.

6.	Page 35 Attachment F – Currently other than my staff I do not have names and vendor lists? They will all comply with the laws, and this can be provided when the vendors are vetted and brought on board. Shall I note that anywhere?
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Answer. Pages 34-35 are for Attachment F which is not required until “upon contract award” (see above answer). If there is any assistance needed in completing this attachment we will definitely provide at that time.

7.	Page 46 : can you please explain #2 – 4. I am the Associate correct? Who is the recipient?
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Answer. Pages 36-46 are the Business Associate Agreement (BAA). Proposer chosen for award of a contract is considered the “Business Associate” or “Associate” and Valleywise Health is the Covered Entity. Therefore pages 36-45 are agreement between these two parties. Page 46 specifically is to be left **blank** and only used if Associate has reason to share our PHI to a third-party. In this instance, the third-party would be the “Recipient”.