



Emergence Health Network

El Paso Center for Mental Health/Intellectual Disabilities

201 E. Main Suite 600
El Paso, TX 79901
(915) 887-3410
Fax: (915) 774-0201

ADDENDUM

To: All Interested Proposers

From: Erin Silva, Purchasing Manager

Date: February 27, 2019

Subject: Request for Proposal RFP #19-002 “Crisis Intervention Team External Evaluation Services” **Addendum I**

This addendum includes timeline modifications to Section II “Procurement Protocols & RFP Response Package Instructions”, “Anticipated Schedule of Events” and RFP “Timeline”

This addendum also includes modification to the RFP under “General Provisions” Section 3.- Proposer’s Responsibility. The preferred proposer will:

“Demonstrate continuous operation of their business for services requested under this RFP for a minimum of 3 years”.

Except as otherwise stated below and by any previous and subsequent Addenda, the above referenced Request for Proposal (RFP), remains unchanged. Furthermore, this Addendum is hereby made part of the contract documents.

Any questions or additional information required by interested vendors must be emailed to bidquestions@ehnel Paso.org . RFA number and title must be on the “Subject Line” of the email. Attempts to circumvent these requirements may result in rejection of the proposal.



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Section II Procurement Protocols & RFP Response Package Instructions

Notice to Interested Parties

Sealed Proposals will be received at Emergence Health Network, 9609 Carnegie Ave., El Paso, Texas 79925 **before 3:00 p.m. Mountain Time, April 22, 2019 ("Submission Deadline")**. Email attachments shall not exceed 150 MB per email. Email to: rfp@ehnel Paso.org

Proposals must be in a sealed envelope and marked:
Subject line of the email must state:
"Crisis Intervention Team External Evaluation Services RFP # 19-002
due April 22, 2019"

Response & Communication Protocols

Do not contact the requesting department. Any questions or additional information required by interested vendors must be emailed to: bidquestions@ehnel Paso.org **before 3:00 P.M. MST March 20, 2019 ("Question Deadline")**. Solicitation number and title must be on the "Subject Line" of the email. Attempts to circumvent this requirement may result in rejection of the proposal as non-compliant.

Any changes in the specifications will be posted on the EHN website as an addendum. It shall be the proposer's responsibility to check the website prior to the due date/opening to verify whether any addendums have been posted. Website: www.emergencehealthnetwork.org; Procurement.

In order to remain active on the Emergence Health Network Vendor list, each vendor receiving this proposal must respond in some form. Vendors submitting proposals must meet or exceed all requirements herein. Vendors not responding to the request must submit their reason in writing to the Emergence Health Network.

Responses must follow the prescribed format detailed in this section in order to be accepted.



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Timeline

February 20, 2019	RFP Issued
March 20, 2019	Q & A Period Closes
March 27, 2019	Release of Official Response to Questions
April 22, 2019	RFP Due
April 29, 2019	Review by EHN Committee
May 3, 2019	Committee Review and Recommendation
May 9, 2019	Final Negotiations and Board Recommendation
May 23, 2019	Board Review and Approval