

**ALBUQUERQUE PUBLIC SCHOOLS  
PROCUREMENT DEPARTMENT  
ADDENDUM #2 FOR RFP NO. 12-062DJ-SL  
BIOMETRIC HEALTH SCREENING SERVICES  
APRIL 26, 2012 – 11:00 AM**

April 16, 2012

Please note the following additions/changes/deletions shall be made and incorporated in the subject RFP document.

Delete: Refer to page 30, Section 5.3.10 New Mexico Resident Preference Certificate  
Insert: 5.3.10 New Mexico Preference Advantage Certificate  
Five (5) PERCENT will be awarded based on the submission and verification of a valid resident business certificate or valid resident contractor certificate issued by the New Mexico Taxation and Revenue Department.

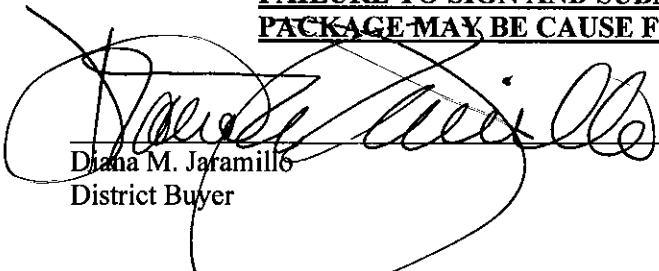
Delete: Refer to page 27, Section 5.3.10 New Mexico Resident Certificate 5 points.  
Total points without oral 205  
Total points (100 Points may be assigned with Oral Presentation/Interview if required) 300 points

Insert: New Mexico Resident Certification 5 percent point value 10.25 points  
Total points without oral 210.25 points  
Total points (100 Points may be assigned with Oral Presentation/Interview if required) 310.25 points

Insert: Attached Vendor Questions and APS Answers (99 total questions and answers).

All other terms and conditions remain unchanged.

**NOTE: OFFEROR MUST SUBMIT THIS ADDENDUM WITH YOUR RFP RESPONSE.  
FAILURE TO SIGN AND SUBMIT THIS ADDENDUM WITH YOUR RFP  
PACKAGE MAY BE CAUSE FOR REJECTION OF YOUR BID.**



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Diana M. Jaramillo  
District Buyer

ACKNOWLEDGED-BY:

\_\_\_\_\_  
CONTRACTOR/BIDDER

\_\_\_\_\_  
DATE OF ACKNOWLEDGMENT

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<b>VENDOR QUESTIONS:</b>	<b>APS ANSWERS:</b>
1 Can you please identify which applicable public officials should be included concerning the Campaign Contribution Disclosure Form?	Public Officials are identified as any elected official (i.e. Board Member, City Counsulers, Senators, etc.).
2 Can you please identify the members of the APS School Board?	Please visit our website at <a href="http://www.aps.edu">www.aps.edu</a>
3 Appendix J: Can you please define the synonyms on page 44 numbers 17 & 18?	Number 17 is Waist Hip Ratio and 18 is Waist Circumference.
4 Appendix J page 44 number 22 (Pulmonary Function), can you please provide clarification on what services constitute pulmonary function as it relates to a biometric screening?	Please disregard and remove the following Health Screening Services: #16,17,18,19,21,22,23.
5 Appendix J page 44 number 24 (HbA1c), would this apply to diabetics only or to all receiving biometric screenings?	All receiving BMS if glucose fasting is above normal range.
6 Implementation Timeline page 20, are the schedule dates for September to include multiple sites per day, or a single specific site each day?	Multiple Sites per day.
7 For the actual claims for the biometric screenings, are the claims able to be processed as medical claims at all, or solely as BMS claims?	Soley BMS claims. Not to be processed through medical claims.
8 2.3.4 Subcontractors: ".the prime subcontractor must receive approval, in writing, from APS before any subcontractor is used during the term of this agreement." Question: What is the process and the information needed by APS to gain this permission in writing? Does this include Partner vendors that we will be writing into this proposal?	Identify the need and purpose to utilize the Subcontractor and include the name, address and staff member(s) to be utilized for the period of time requested. Yes this does include Parnter vendors.

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<p>9 2.3.5 Fingerprints and Background Checks: Do you anticipate that the Phlebotomists that will be performing the screenings will need to be fingerprinted and go through background checks through the APS Central Office? If we have already done this as part of our employment protocol, will they need to be processed again through APS? If not, what attestation is needed to demonstrate to APS this has been done? If yes, how long does it take for the individual's information to be processed so that they can have clearance to do their work?</p>	<p>APS will accept proof of Fingerprinting and Background results from a Third Party provided the results are less than two years old and vendor must provide a copy of the FBI Report.</p>
<p>10 2.3.28 New Mexico Employees Health Coverage: Does this statute apply to a company who is headquartered in another state but has employees in New Mexico?</p>	<p>Yes.</p>
<p>11 3.1 Number of Responses: Will Partner Vendors who will be a sub-contractor in the proposal be limited to only proposing through one Prime Vendor?</p>	<p>Yes.</p>
<p>12 4.2 Scope of Work: (P.19) Does APS anticipate that the 2012 – 2013 incentive will remain up to \$40 a month in medical plan employee contributions?</p>	<p>No.</p>

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<p>13 Appendix D: Cost Response Form – The Biometric Screening Cost is being requested to be proposed on a per participant per month basis. Will APS accept cost proposals that are proposed as per participant per year? If not, will APS ensure that if an employee participant is termed mid-year that APS will continue payment of the invoiced monthly fee through the end of the plan-year of that termed individual who screened?</p>	<p>No and no.</p>
<p>14 On page 1, section 1.0, the RFP references the desire to contract for both biometric screenings and a health risk assessment tool. Can you please clarify if APS wishes to contract for both of these services or just the biometric screenings</p>	<p>"APS is currently under contract with a Wellness vendor to provide an on-line Health Risk Assessment tool (Personal Health Profile) and Health Coaching services. Does your company have the capability of sharing data with the other health management partner companies for aggregate reporting?"</p>
<p>15 On page 1, section 1.2, the RFP references the desire to contract with an accounting firm. Can you please clarify the meaning or terminology of that statement?</p>	<p>Delete accounting firm and replace with a Wellness Vendor and/or Health Plan.</p>
<p>16 On page 9, section 2.3.4, the RFP references subcontractors. Can you please define subcontractor? Are you referring to an outside agency and/or a 1099 employee?</p>	<p>It is the subcontractor of the awarded BMS contractor.</p>

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<p>17 On page 9, section 2.3.5, the RFP references fingerprinting and background checks. Will vendor employees have unsupervised access to students and therefore be required to undergo background checks and be fingerprinted? If so, does the process have to be conducted by APS or can an outside agency be used? Can the vendor be responsible for payment rather than the individual employee? Would existing background and fingerprint records no more than 15 months old suffice in place of new background checks and/or fingerprints?</p>	<p>APS will accept proof of Fingerprinting and Background results from a Third Party provided the results are less than two years old and vendor must provide a copy of the FBI Report.</p>
<p>18 On page 18, section 4.1.3, the RFP references the possibility of requiring fingerprint records and background checks for management employees. Would these be required for all management employees, even those who were not directly responsible for the APS account? Does the process have to be conducted by APS or can an outside agency be used? Can the vendor be responsible for payment rather than the individual employee? Would existing background and fingerprint records no more than 15 months old suffice in place of new records?</p>	<p>APS will accept proof of Fingerprinting and Background results from a Third Party provided the results are less than two years old and vendor must provide a copy of the FBI Report.</p>
<p>19 On page 19, section 4.2, the RFP lists the desired screening measures collected. Can you provide more specifics about the cholesterol measures requested? Do you want HDL, LDL, Total, Full Lipid Panel, etc? A combination of several? Are the screenings to be fasting or non-fasting? A combination of both?</p>	<p>At least an 8 hour Fasting full lipid panel, blood glucose, with total cholesterol</p>

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<p>20 On pages 21 and 22, The RFP asks multiple questions in paragraph format. Is there a particular format in which the answers should be given/listed? May we number the questions?</p>	<p>Please follow the format for submitting your response as defined on 3.4.1 Organization and Indexing. Yes, it is acceptable that you number the questions.</p>
<p>21 On page 25, section 4.6.4, the RFP asks for vendor Account Manager References. Can these references come from current and/or former APS employees?</p>	<p>No, please refer section 4.6.3. Biometric Screening References page 25</p>
<p>22 Please clarify the differences between sections 4.6.6.1 and 4.6.6.2 on page 26 of the RFP.</p>	<p>4.6.6.1. Is based on Experience and 4.6.6.2 is based on Knowledge.</p>
<p>23 Can APS release the locations and number of participants who were screened at each location in previous years?</p>	<p>Yes.</p>
<p>24 Appendix D of the RFP asks for pricing on a PPM basis. Is it APS' intention to pay 12 monthly installments for the screening cost?</p>	<p>Pricing should be based on Per Participant Per Month PPM basis.</p>
<p>25 Appendix K, section 5 on page 46 of the RFP contains language for termination of the contract. To clarify, in the event that APS no longer had funding to cover the cost of screenings, APS could cancel the agreement but would still be responsible to pay for services already rendered. Is that correct?</p>	<p>Yes.</p>
<p>26 Will screenings all be conducted during normal working hours or will screenings be conducted before and after hours?</p>	<p>6 a.m. – 11 a.m.</p>
<p>27 On page 22 of the RFP a section reads, "Is there an option to customize the screening process?" Can you provide some examples of how you would like the process to be customized?</p>	<p>BMS Template changes, changes to HIPPA and agreement to terms forms.</p>

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<p>28 On page 22 of the RFP a section reads, "It is the intent to use separate vendors for Biometric Screenings and Personal Health Profiles." Is that really true, and if so, what are the benefits to having separate vendors?</p>	<p>APS is currently under contract with a Wellness vendor to provide an on-line Health Risk Assessment tool (Personal Health Profile) and Health Coaching services. It is possible as a result of the Contract Bid Award that APS will have two separate contracts, one for PHP and one for BMS Services.</p>
<p>29 Is it realistic to assume that APS employees and other screening participants would have access to the Internet to use an online scheduling tool?</p>	<p>Yes.</p>
<p>30 Can you clarify which supporting materials should be included in Volume 1 vs. Volume 3 for submission purposes? Should any materials directly requested be included in Volume 1? Should any materials not directly requested be included in Volume 3?</p>	<p>Please refer to 3.4 Proposal Organization page 14.</p>

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<p>31 On page 22 of the RFP under "Data Security and HIPAA Compliance," the RFP reads: "please attach a copy of your contract that includes the necessary Business Associate language for compliance with HIPAA Privacy and Security." Can you please provide additional clarification? A Business Associate is typically any person or entity who performs or helps perform a function or activity involving the use or disclosure of protected health information, and the function or activity is being performed on behalf of a "HIPAA covered entity." We would think that we would be APS' Business Associate and therefore we would be signing APS' Business Associate Agreement, because this is about us agreeing to how APS would want us to handle, store, transmit, etc, your employees' protected health information. APS is holding us accountable to APS' standards. Please confirm that we would be signing APS' BAA, and if that is the case, do you still want our BAA?</p>	<p><b>Need HIPPA form for contract between APS and contractor, and HIPPA form from contractor to employee.</b></p>
<p>32 On page 22 of the RFP under "Data Security and HIPAA Compliance," the RFP reads: "'How will you secure the validation of the test results?" Can you expand upon that question please?</p>	<p><b>HOW IS THE CONTRACTOR GOING TO ENSURE THE VALIDATION OF THE TEST RESULTS? VALIDATION OF THE BMS RESULTS MEANS THAT THE EMPLOYEE BEING TESTED IS THE EMPLOYEE ON FILE. PROVIDE A DESCRIPTION OF YOUR BUSINESS PROCESS.</b></p>
<p>33 The validity of the test results and the security of the test results are typically two separate issues. How will the data from the test results securely be transferred to our wellness vendor to include in each employee's PHP?</p>	<p><b>HOW WILL YOU SECURE THE DELIVERY OF THE VALIDATED BMS TEST RESULTS.</b></p>
<p>34</p>	



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<p>35 Should BMS (biometric screening) include LDL, HDL, Triglycerides, and Total Cholesterol or just Total Cholesterol?</p>	<p>Fasting lipid panel plus glucose</p>
<p>36 Does every GHT employee need to be fingerprinted by APS even if we use a sub-contractor who provides fingerprinting and conducts background checks?</p>	<p>GHT to carry proof of fingerprinting and background checks</p>
<p>37 Do GHT employees who work only in the City Center need to be fingerprinted even though this is not a school?</p>	<p>Yes.</p>
<p>38 Does APS receive a discount from their insurance providers by having a health and wellness program? If so, how much?</p>	<p>There is no discount.</p>
<p>39 How does APS plan on tracking the efficacy of this initiative?</p>	<p>Participation + year over year claims comparisons and Value Based Benefit Plan Design initiatives + aggregate data comparisons</p>
<p>40 Page 18, section 4.1.2: Will each school be able to provide a privacy screen or a mobile white board which can also be used as a privacy screen?</p>	<p>Vendors supply all materials needed for the screenings.</p>
<p>41 Page 19, last paragraph: Would APS consider having the employee input the biometric data into an on line health assessment tool rather than GHT?</p>	<p>No.</p>
<p>42 Will APS communicate with the employees regarding the Biometric Screening event?</p>	<p>Yes, but in a collaborative effort with the vendor that is elected. APS expects for the communications to be developed by vendor and then customized by APS.</p>
<p>43 Does APS want the contractor (GHT) to rebrand all handouts and printed materials with the APS logo? If so, will the contractor be permitted to also include our own branding logo and name on the materials?</p>	<p>No.</p>

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44 Page 21, final paragraph: If disabled employees cannot stand on a scale to be weighed, can these employees self-report their height and w	Yes.
45 Page 21, final paragraph: Will APS require specific handouts for the visually impaired? If so, please specify what these requirements are.	No.
46 Page 21, final paragraph: Regarding ongoing year-round screenings for new hires – Would APS allow GHT to screen groups of 32 new hires (perhaps monthly) at an agreed upon location that is convenient for APS or would APS expect GHT to conduct a screening on ad hoc individual employees?	No. But identified lab draw location is acceptable.
47 Page 21, final paragraph: Does APS intend to allow walk in appointments during regularly scheduled health screening fairs?	APS will not encourage walk ins unless a time slot is available due to a no-show.
48 Page 21, final paragraph: How many walk ins will be permitted?	No unless an open time slot is available.
49 Will walk ins be informed by APS in advance that their wait time may be longer than those with a scheduled appointment?	No. APS will not encourage walk ins.
50 Page 22, final paragraph: Does APS require GHT to collect and maintain individual PHI from the screening data? It was not listed in the mandatory section of the RFP on page 27.	It is vendor responsibility to guarantee security, reliability and validity of PHI
51 Will APS agree that the individual APS employee or his/her manager will access a GHT provided on-line scheduling tool to schedule the appointment?	APS is going to require online scheduling. Yes.
52 Will APS agree to contact GHT at least 24 hours in advance if they need to cancel a screening health fair?	Yes.

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<p>53 Will APS consider providing optional on-going health education seminars at APS locations to reinforce health and wellness as part of this proposal? These seminars will be led by GHT doctors and/or RNs at any APS location over the lunch hour, in the evening after school is out, or at any other convenient time for APS.</p>	<p>No. Not entertaining any other services at this time.</p>
<p>54 Is this contract specifically for a one time biometric screening event? If so, why are there questions about how on-going BMS screenings for new employees will be handled?</p>	<p>Contract is for three years with an option for one year, with identified lab draw facility after October 13th date.</p>
<p>55 In what time frame after a new employee is hired would they be expected to be screened?</p>	<p>60 days from effective date of medical coverage.</p>
<p>56 How many new employees does APS intend to hire and be screened?</p>	<p>Cannot be determined, unless obtained and identified by HR in forecast mode.</p>
<p>57 Reference page 20, Timeline: Does this contract end after the Safe Harbor date on October 13th?</p>	<p>Contract ends one year from award date.</p>
<p>58 Would APS want GHT to screen employees for "safe at home and work" questions and to perform a rapid "self-reporting" mental health assessment?</p>	<p>No.</p>
<p>59 Would APS want GHT to conduct a brief Stress at the workplace anonymous 1 question survey to employees being screened?</p>	<p>No.</p>
<p>60 Can GHT include 90 day follow up seminars at each school (for one hour) as a Q&amp;A session for employees with a Registered Nurse from GHT in the RFP as a cost item?</p>	<p>No.</p>
<p>61 Would APS allow Biometric screening events to occur at APS locations from 7:00am until 11:00am considering employees will be asked to fast prior to the event?</p>	<p>APS would prefer 6:00-11:00</p>
<p>62</p>	

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63	Is 11:00 am an acceptable end point time for APS employees not eating? If not, what end point time would be acceptable considering the start time would have to be adjusted accordingly?	Yes.
64	Does APS expect each school to have their own web portal for scheduling appointments?	No.
65	Would it be acceptable for employees or managers to go to one URL and then select the name of their school before being directed to their own page?	No, one URL is acceptable.
66	If an employee misses a scheduled appointment and the Biometric Screening Event has ended at that location within APS, will APS allow the employee to attend another event at the nearest possible location?	Yes.
67	Will APS provide the HIPAA release form, or does APS expect GHT to provide HIPAA release form?	APS would like for the vendor to supply the release form, but would like to review and make any necessary edits.
68	Will APS require a consent form be signed for screening services by the APS employee? If so, will APS provide this form or will the GHT provide this form?	APS will not provide consent form. Needs to be provided by vendor
69	Will APS provide GHT with a list of employee names and DOB (or some other unique identifier) so that verification can be made?	Yes.
70	Will every employee be required to show APS identification badges before they are screened?	Yes and spouse domestic partner must show id also.
71	Does APS want GHT to provide proof of individual employee attendance at the conclusion of each health fair? If so, will APS provide GHT with an employee roster by school with pertinent identifying information?	No.

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<p>72 Will APS notify employees who did not show up for their appointments and handle the rescheduling at another location? Alternatively, does APS expect the GHT to do this?</p>	<p>No. Responsibility of employee/spouse or domestic partner to reschedule and find another location</p>
<p>73 Will APS provide a staff person to assist GHT with employee check in and validation that they are indeed APS employees?</p>	<p>No.</p>
<p>74 Would APS be interested in having GHT design health education programs specific for each APS location relative to the aggregate screening results? For example, if 57% of employees in one location are hypertensive or overweight, would APS want GHT to schedule a one hour on site health education seminar that would be open to all employees, to provide health promotion tips and strategies designed to help them in key improvement areas?</p>	<p>No.</p>
<p>75 Does APS want aggregate data reporting for each school as well as total aggregate data for the entire district?</p>	<p>Yes.</p>
<p>76 Project Management: Does APS want regularly scheduled project status updates?</p>	<p>Yes.</p>
<p>77 Project Management: How frequently does APS want official project update meetings held?</p>	<p>Weekly.</p>
<p>78 Project Management: Will APS provide a PM to work with the GHT PM?</p>	<p>Yes.</p>
<p>79 Project Management: Will APS appoint a change control officer to approve changes to the project plan, schedule, or budget?</p>	<p>Katherine Chavez, Employee Wellness Coordinator.</p>

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<p>80</p> <p>Project Management: Does APS plan to collaborate with GHT to develop and implement the communication plan? For example, only APS will have access to valid email addresses for employees. Do all employees have email? Do they check email regularly? Does APS plan to distribute flyers and hang posters inside their facilities? Does APS plan to send voice mail reminders?</p>	<p>Yes.</p>
<p>81</p> <p>Project Management: Will APS publish success criteria for this project?</p>	<p>Yes.</p>
<p>82</p> <p>Project Management: Does APS want GHT to develop success criteria and schedule monthly or regular performance evaluation meetings so GHT can make any necessary adjustments per APS?</p>	<p>No.</p>
<p>83</p> <p>Are the Safe Harbor dates BMS screening event dates for people who missed their appointments? Can you define what safe harbor means?</p>	<p>No, please review Safe Harbor Definition in RFP</p>
<p>84</p> <p>How many employees does APS expect to be screened during the Summer BMS events in July?</p>	<p>Approx. 4000 - 6000 employees</p>
<p>85</p> <p>How many employees are expected to be screened during the City Center Saturday BMS events? GHT Labor Requirements: How many employees do you expect will be processed in one day at these Saturday events?</p>	<p>Cannot predict.</p>

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<p>86 GHT Labor Requirements: How many employees will be screened during the school-based multi-site BMS events in September? (For instance, would all teachers only be screened in September? i.e.—for workflow planning purposes, is the number of employees to be screened per month equal, or will a majority be screened during Sept. at the multi-site BMS events?)</p>	<p>Approx. 5000 - 6000</p>
<p>87 Regarding Page 36 (Appendix D) Can you clarify what you are asking for in regard to the cost per participant per month? If GHT provides a per participant cost, the assumption is that this is for one (1) health screening event.</p>	<p>APS requests the Per Participant cost.</p>
<p>88 Regarding Page 36 (Appendix D) Does APS want the per participant cost of one health fair to be divided out over 12 months to derive the PPPM line item?</p>	<p>No.</p>
<p>89 Regarding Page 36 (Appendix D) What components are included in the one-time set up and implementation fee?</p>	<p>Administrative costs.</p>
<p>90 Regarding Page 36 (Appendix D) Please clarify health coaching line item. Is this limited to the real time RN-provided health coaching specific to that individual's biometric results at the health fair?</p>	<p>Yes.</p>

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<p>91 Regarding Page 36 (Appendix D) Could the health coaching line item include health education seminars conducted by GHT at various APS sites above and beyond the health coaching done at the BMS health fair?</p>	<p>No.</p>
<p>92 Regarding Page 36 (Appendix D) Is the annual fee line item intended to be a total of the entire contract or is this a distinct line item in and of itself?</p>	<p>Administrative costs.</p>
<p>93 Regarding Page 36 (Appendix D) What specific communications does APS require be translated into Spanish and English?</p>	<p>All communication pieces.</p>
<p>94 Regarding Appendix J Does APS expect GHT to provide all of these 37 components? What specific components does APS require to be gathered at the biometric screening fairs?</p>	<p>Yes.</p>
<p>95 Regarding Appendix K, section 4.4.1.1 If GHT augments staffing with temp nursing agencies, the names of approved certified staff may not be known in advance. In other instances, if a GHT employee calls in sick and a temporary replacement is needed to prevent delays of service, the contractor may be unable to provide this information to APS in advance (apart from the name of the agency). Is this acceptable?</p>	<p>Yes, with disclaimer from Vendor.</p>
<p>96 What does APS expect GHT to do if an employee refuses to be screened?</p>	<p>Track the name and employee ID information so that it can be tracked.</p>
<p>97 What is the upper limit of weight in pounds that APS requires scales to be able measure?</p>	<p>500</p>



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98 Will GHT be expected to conduct more than one BMS event at each school location in order to accommodate employees' varying schedules?	No.
99 Will GHT be allowed to display their logo and corporate signage?	Yes.