



**ADDENDUM NO. 1
REQUEST FOR PROPOSAL
(RFP)**

Proposal Closing: December 27, 2004 at 3:00 p.m. (Local Time)

Page 1 of 1

Proposal Number: Strategic Sourcing Diagnostic/MN

Date: December 20, 2004

PROPOSALS MUST BE SUBMITTED ON OR ATTACHED TO THIS SIGNED FORM

RETURN PROPOSALS AS SHOWN BELOW

**U.S. Mail /Hand Delivery/Express Mail/Courier Service
Address: (Including Federal Express, UPS, etc.):**

The University of Texas M. D. Anderson Cancer Center
Attn: Procurement Services Department
1020 Holcombe Boulevard, Suite 230
Houston, Texas 77030

**ALL PROPOSALS MUST BE SUBMITTED IN A SEALED ENVELOPE
IDENTIFIED BY THE COMPANY NAME. PROPOSAL NUMBER MUST
BE SHOWN ON THE LOWER LEFT HAND CORNER OF THE
ENVELOPE.**

**PROPOSALS MAY BE SUBMITTED AT ANY TIME UNTIL PROPOSAL
CLOSING DATE.**

**THE UNIVERSITY OF TEXAS M. D. ANDERSON CANCER CENTER
RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS OR
ANY PART THEREOF.**

RESPONDENT MUST COMPLETE AND SIGN BELOW

Company Name: _____

Mailing Address: _____
(STREET OR BOX #)

(CITY) (STATE) (ZIP)

Telephone No.: _____ / _____
AC

FAX No.: _____ / _____
AC

E-Mail Address: _____

(Authorized Signature) (DATE)

(Typed or Printed Name and Title)

**THIS SOLICITATION ADDENDUM IS A FURTHERANCE OF A
SOLICITATION AND IS NOT A CONTRACT OR AN OFFER TO CONTRACT.**

ADDENDUM NO. 1

This document shall provide information requested by several attendees at the Pre-Bid Meeting, which occurred Friday, December 17, 2004. It does not include the complete minutes from that meeting or the list of questions submitted by vendors. The complete minutes and questions will be provided Thursday, December 23, at 5:00 p.m., Central Standard Time and shall comprise Addendum No. 2 for Strategic Sourcing Diagnostics/MN.

The following companies were present at the aforementioned Pre-Bid Meeting:

- 1. Healthlink, 3800 Buffalo Speedway Suite 550, Houston, TX 77098**
- 2. Silver Oak Solutions, 399 Boylston Street 12th Floor, Boston, MA 02116**
- 3. Bearing Point, 7301 North State Highway 161, Suite 400, Irving, TX 75039**
- 4. OM Solutions, 6421 Wildwood Drive, McKinney, TX 75070**
- 5. Sentigy, Three Riverway, Suite 1430, Houston, TX 77056**
- 6. Accenture, Spear Street Tower, Suite 4200, One Market, San Francisco, CA 94105**
- 7. Alvarez and Marsal 777 Walker, Suite 2520, Houston, TX 77002**
- 8. Mercer Management Consulting, 1000 Main Street, Suite 2900, Houston, TX**
- 9. Jefferson Associates, Inc., 1002 Gemini, Suite 140, Houston, TX 77058**

DIRECT QUESTIONS TO: TELEPHONE (713) 745-8300

FAX (713) 792-8084 or (713) 794-4445

Monica Netherly

Monica Netherly, Contract Administrator in Procurement Services, discussed Section 11 of the RFP, which is the HUB Plan. She stated that all individual purchases and/or contracts with an expected value of \$100,000.00 or more are affected by HUB requirements. Failure on the part of a bidder to include a HUB Plan would disqualify that bidder from consideration. This RFP falls under the goal of 33% for all other services contracts. (see Page 2 of HUB Plan).

Respondents basically have the choice of submitting a HUB Plan utilizing forms A – E or forms F and G. Netherly distributed a list of HUB vendors that could be considered for this RFP. This list is not inclusive of all HUBs that could be considered but provides some of the HUBs that were in the M D Anderson database. The list distributed also included the names of the individuals in the HUB department at M D Anderson that could clarify concerns or questions identified by respondents regarding HUB requirements. A HUB vendor submitting a proposal would be required to submit a HUB Plan. In other words, a respondent that is a HUB vendor is not exempted from submitting a HUB Plan.

Please see list of HUB vendors for consideration below:

512/635-4713	Mittie McDonald	Change Solutions Group, LLP	Austin	TX	WO	Management Consulting, Operating Counsel, Strategic & Organizational Planning, Budget & Policy Planning
	Debra Jones	Clark Jones Consulting	Austin	TX	BL	Computer, Consulting, Programming Strategic Planning, Business Process Mapping, Quality Management
512/462-1136 (7)	Anagela Luck	Copia Consulting	Austin	TX	WO	Business Consulting Services – Strategic Planning, Marketing, Board Development
512/220-4510	Principal/Nell Edgington	Edgington Consulting Group	Austin	TX	WO	Non-Profit Business Strategy Consulting Services
512/443-4100	Latrice Hertzler	Future Link Technologies	Austin	TX	WO	Prov. Technology & Environmental Consulting Assistance Regarding Bus. Process Analysis & Assessments, Feasibility Studies, Project Mgt., Project Scoping
512/330-9584	Susan Hooper	Tower Strategies, Inc.	Austin	TX	WO	Consulting Management , Strategic Planning, IT Initiatives, Primarily for Hospitals and Medical Research Centers
713/629-5692		Caridas Consulting Group	Houston	TX	WO	Strategic Planning, Participative Work, Process Redesign, Productivity Improvement, Leadership Coaching and Development
713/523-7900	Alix Biondo	Marion Montgomery, Inc.	Houston	TX	WO	Advertising consulting, Media Planning, Negotiation and Buying Creative Development and Production Services for Advertising in all Media
713/481-3340	David Stutts	Sentigy Network Solutions, Inc.	Houston	TX	WO	Sentigy is a Consulting Firm that helps Organizations optimize their Processes in Areas of Technology and Human Capital.
	Leonard Childress	Texas Procurement Center	Houston	TX	BL	Purchasing, CO-OP Working w/ State & Local Govts;
	Jane H. Stanford	Strategic Management Solutions, Inc.	Corpus Christi	TX	WO	Management Consulting Services, especially Planning Consulting & related activities such as Mission & Objective Setting, Formulating Strategies;
	Alonzo Villarreal	Strategic & Organizational	San Antonio	TX	HI	Strategic Planning, Stakeholder & Cultural Analysis, Organizational

M D Anderson Contact Information for HUB Questions:

Marian Nimon, Telephone Number: 713/745-8352
Donna Schneider, Telephone Number: 713/745-8348, e-mail: dschnei@mdanderson.org
Claudie Booth, Telephone Number: 713/745-8353, e-mail: cabooth@mdanderson.org

Section 10

AGREEMENT FOR

BETWEEN

THE UNIVERSITY OF TEXAS M. D. ANDERSON CANCER CENTER

AND

M. D. Anderson Agreement No. 506- _ - _.

This Agreement ("Agreement"), effective as of _____, 2004, is by and between The University of Texas M. D. Anderson Cancer Center ("M. D. Anderson"), a component institution of The University of Texas System ("System"), which has its principal address at 1515 Holcombe Boulevard, Houston, Texas 77030, and _____, which has its principal address at _____ ("Contractor"). In consideration of the Recitals and the mutual benefits and covenants in this Agreement, the parties hereby confirm and agree as follows:

RECITALS

- A.** M. D. Anderson desires to obtain certain goods and/or services as described in the Scope of Work attached hereto as Rider 101; and
- B.** Contractor represents that it has the knowledge, ability, skills and resources to provide the services required under this Agreement, and M. D. Anderson in reliance on such assurances is willing to contract with Contractor on the terms and conditions set forth in this Agreement.

AGREEMENT

Section 1. TERM OF AGREEMENT:

- 1.1 The term of this Agreement will be for a period of _____ (____) months, commencing on _____ and continuing through _____, unless sooner canceled or terminated in accordance with the provisions of this Agreement, including all riders, schedules, exhibits, or other documents attached to and incorporated into this Agreement.
- 1.2 M. D. Anderson will have the right to renew this Agreement every twelve (12) months for a 12-month term for a maximum of three (3) renewal periods, subject to the terms and conditions in this Agreement. A renewal will be effective if evidenced by a written renewal notice signed by M. D. Anderson and delivered to Contractor prior to termination.

Section 2. SCOPE OF WORK:

- 2.1 Contractor will provide the goods and/or services to M. D. Anderson as described in the Scope of Work attached hereto as Rider No. 101.

Section 3. CONSIDERATION AND INVOICING:

- 3.1 For services rendered, Contractor will be compensated in accordance with the Fee Schedule attached hereto as Rider No. 102.

3.2 The total cost of the goods and/or services under this Agreement will not exceed \$_____ (the "Cap Amount") without the prior written authorization of M. D. Anderson's Procurement Services Department. Absent prior written authorization, invoices for amounts in excess of the Cap Amount will not be paid and will be returned unpaid.

3.3 Invoices must be submitted to:

Original
Accounts Payable
The University of Texas
M. D. Anderson Cancer Center

Copy
Customer Department
Customer Name
Title

P.O. Box 301401
Houston, Texas 77230-1401

The University of Texas
M. D. Anderson Cancer Center
1515 Holcombe Blvd., Unit Customer's #
Houston, Texas 77030

3.4 If M. D. Anderson's expenditures under this Agreement reach or exceed \$100,000, Contractor will submit a plan for the utilization of Historically Underutilized Businesses ("HUB") in accordance with M. D. Anderson's requirements. If any purchase order issued for less than \$100,000 in connection with this Agreement ultimately reaches or exceeds that amount due to later additions or other changes to this Agreement, Contractor will immediately comply with all HUB subcontracting requirements. Contractor may obtain information regarding such requirements from M. D. Anderson's HUB Manager at (713) 745-8300. If Agreement or any resulting purchase order is not conducive to HUB and/or subcontracting opportunities, M. D. Anderson's Procurement Services will execute the required M. D. Anderson form stating such. Otherwise, all HUB forms are attached hereto as Rider 104.

3.5 Contractor must reference the Purchase Order number and Contractor's Tax Identification number on all invoices. Moreover, all correspondence regarding this Agreement must reference the Agreement number.

3.6 Contractor will submit invoices within sixty (60) calendar days of completion of the work being invoiced. M. D. Anderson will not be obligated to pay invoices that are not received within sixty (60) calendar days of completion of the work, unless any valid delays are identified to, and approved in writing by, M. D. Anderson prior to the delay.

Section 4. PROJECT COORDINATOR & ACCEPTANCE OF WORK:

4.1 All work performed under this Agreement will be subject to the review, coordination, and approval of a Project Coordinator. Unless and until a successor is appointed by M. D. Anderson, the Project Coordinator will be:

4.2 All the work performed under this Agreement will be completed to the satisfaction of the Project Coordinator, who will, in all cases, determine the amount, quality, acceptability and fitness of the work that is to be paid for under this Agreement. The Project Coordinator will decide all questions that may arise as to the fulfillment of the Agreement on the part of Contractor, and the Project Coordinator's determination and decision thereon will be final and conclusive.

4.3 If the work performed by Contractor does not conform to the requirements of this Agreement as determined by the Project Coordinator, M. D. Anderson, at its option, may request Contractor to re-perform the work at no additional charge to M. D. Anderson or may request a deduction from the contract price as mutually agreed upon between Contractor and M. D. Anderson.

Section 5. ATTACHMENTS

The documents marked below are attached to and fully incorporated into this Agreement as substantive parts of this Agreement.			
	Rider 101. Scope of Work/Specifications		Rider 107. Travel Policy
	Rider 102. Fee Schedule		Rider 108. Data Compliance
X	Rider 103. Standard Terms & Conditions		Rider 109. Confidential/Non-Disclosure Statement
	Rider 104. HUB Plan		Rider 110. Source Code Escrow
	Rider 105. Contractor's Affirmations & Warranties		Rider 111. Business Associate Agreement
	Rider 106. Premises Rules		Other

Having agreed to the foregoing terms, and with the intention of being bound, the parties have executed this Agreement as of the dates shown below.

The University of Texas
M. D. Anderson Cancer Center

[Insert Contractor's Name]

(Name)
Contract Administrator
Procurement Services

By: _____
Authorized Signature

[Insert Name & Title]

Date

Tax Identification No.

Date

Dear Vendor: Please review this three page agreement and all attached Riders.	
<u>REVIEW</u>	
<p>This proposed Agreement and all "X" attachments have been reviewed and</p> <p style="margin-left: 100px;"><input type="checkbox"/> are acceptable</p> <p style="margin-left: 100px;"><input type="checkbox"/> are acceptable as noted</p>	
_____	Signed
_____	Printed Name
_____	Vendor
_____	Date
(This box is used for RFP responses only.)	

Respondents were advised to complete the rectangular section of the last page of the Sample Agreement and return the document. If exceptions are taken to any document in the RFP, respondents were asked to identify such exceptions in their RFP responses.

**Request for Proposal
Pricing Schedule
StrategicSourcing Diagnostics/MN**

Section 3 - Page 1 of 1 Bid Opening Date: **Dec. 6, 2004** at 2:00 p.m. Bid Number:

BIDDER MUST FILL IN ---> Submitted by: _____
(Company Name)

ITEM	DESCRIPTION	BILLABLE HOURS	HOURLY RATE	TOTAL CHARGES
1.	<p>Respondents to this Request for Proposal must include a pricing schedule with their proposal. All charges for respondent's services must be itemized and listed on this document.</p> <p>Cost</p>			
		SUB-TOTAL PAGE		\$
PAYMENT TERMS: Net 30	F.O.B. All Bids FOB Destination - Full Freight Allowed unless otherwise noted.	Delivery Days	TOTAL:	

STATE SALES TAX EXEMPTION: Purchases made for state use are exempt from the State Sales Tax - Art. 20.04 (F) Chapter 20, Title 122A Taxation, General, R.C.S. 1925, as amended by the 57th Legislature first called session, 1961. DO NOT INCLUDE TAX IN YOUR BID.

- END OF ADDENDUM NO. 1 -