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REQUEST FOR PROPOSAL  
RFP# AX-24-004 Student Health Clinic

**ADDENDUM NO. 1**  
**Vendor Questions Received in Response to the RFP**

**NOTE: The following questions were copied verbatim from vendor submissions. Our responses follow. Vendors must acknowledge receipt of all addenda as part of their proposal response package – see Bid Signature Page of Request for Proposal.**

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1. Will we be expected to provide our electronic medical record software in the student clinic?

**A1: Yes**

2. On average, how many patients are seen per clinic session (8 clinics per week per RFP)?

**A2: Based on annual utilization data, there is an average of 90 visits per month.**

3. Is the complexity of visits typically lower- average charge is a 99213?

**A3: Yes, the majority are lower in complexity with the occasional outlier.**

4. Is there any vitals equipment, exam beds, other medical equipment I saw in the exam rooms, provided by UAFS or will we need to include all of this in the start-up costs? Or will the current vendor leave these items if a new vendor is selected? This would change the financial calculations considerably.

**A4: The following are owned by UAFS and would be left in the clinic. The desktop computers, monitors, phones, and copying machine would remain.**

- 2 basic exam tables
- 1 AED
- 1 EKG
- 2 scales
- 1 hand-help electric thermometer
- 2 manual blood pressure cuffs
- 1 hand-held otoscope/ophthalmoscope
- 1 green oxygen canister on cart
- 1 McKesson Urine Analyzer machine
- 1 pocket pulse oximeter

- 2 paper towel-glove holders
- 2 wall-mounted soap dispensers
- 2 wall-mounted alcohol dispensers
- 1 adjustable, free-standing exam light
- 2 rolling chairs
- 5 metal trash cans
- 4 plastic trash cans
- 2 wall-mounted sharps container holders
- 2 small, two drawer cabinets
- 8 glass supply-holder (for Q-tips, etc.) canisters
- 2 computers/keyboards/towers/mice
- 4 monitor screens
- 2 copy machines
- 3 small refrigerators
- 6 file cabinets
- 1 TV
- 5 phones

5. Are there any paper towel dispensers or hand sanitizer dispensers provided by UAFS or will the contractor be expected to provide and install those items just like they would with medical equipment?

**A5: Any mounted dispensers are provided by UAFS. Free standing bottles of hand sanitizer are supplied by the vendor.**

6. On the tour I noticed there were two nursing staff members at the front – is it recommended we have 2 providers or a support staff for our provider and what type of provider’s license should those staff members have?

**A6: Current staffing model is for a full-time medical assistant and nurse practitioner. A medical doctor provides oversight. Since there isn’t a separate office, both sit at the front desk as it is also the office.**

7. Would UAFS be renovating the potential new space the clinic is moving into prior to the vendor starting? This space would need considerable renovating to be similar to the current space it appears and more work to be done to provide water/sink to that area.

**A7: Our hope is to have the new space ready prior to the new vendor starting. We do need to provide water and sinks to the area, although we are still evaluating how to drain the sinks. The drains are the crux of the renovation, and we are looking at all potential options. We will also have to finalize cabinets, etc. at the new location.**