**ADDENDUM 2**

DATE: July 14, 2014

PROJECT: Plastinated Specimens

RFP NO: 744-R1426

OWNER: University of Texas Health Science Center
 Houston, Texas

TO: Prospective Proposers

This Addendum forms part of Contract Documents and modifies Bid Documents dated,

June 4, 2014, with amendments and additions noted below.

The following questions were submitted before the deadline:

1. Regarding the **Sections of Head**:

It states you need "13 horizontal, 3 frontal, 1 sagittal...4 sets of each required," does this mean you need (4) 13 horizontal slices of head, (4) 3 frontal slices of head, and so on?

*Answer: Yes – this is correct.*

1. On the Whole Head Specimen No. 1 (Pages 35-37) does this include page 38, as well? Or is that an entirely different specimen dissection?

*Answer: 38 would have to be a separate specimen.  We are asking for all the features for each specimen to be included in one specimen as opposed to using several specimens to cover the anatomy requested for a given specimen, but someone may offer more than one specimen to cover all these features.  In the latter case they may be able to work page 38 in with the extra specimens.*

1. I have checked the University requirements for each specimen with our director of anatomy and plastination, we are able to meet the specifications of each specimen, however in order to submit the proposal we are supposed to hand in high resolution pictures, correct? Of some of the specimens on your list we do not have any pictures and will not be able to provide any until July 7th. How are we to handle those specimens?
*Answer: For the purpose of evaluating the specimens, if the specimen as specified is not available for illustration, a picture of a similar specimen may be submitted, with the understanding that our specifications for each specimen will be honored in the final product.  Again, in a few cases more than one specimen may be required to cover all the anatomy described for a specimen, but one as described would be preferred.*
2. In your proposal paper you are asking for a delivery schedule (6.2) given in calendar days. For some of the specimens we are facing a production time of 24 months after receipt of final Purchase order for others we would be able to deliver after 12 months or maybe even earlier. Is there a possibility to split such a complex order into 3 deliveries, let’s say the first delivery after 12 months, 2nd delivery after 18 months and final delivery after 24 months?
*Answer: Our Dean wishes to put these specimens to work in a new curriculum in the spring of 2016.  Obtaining each specimen as soon as possible would be a very good thing allowing us to work on the written material that must be created for the new curriculum.  24 months would pose a problem in this time frame, and we hope January 2016 would be realistic.*
3. I am confused about the sections of the head: is it correct that 1 set includes: 13 horizontal sections, 3 frontal sections (level1,2,3) and 1 sagittal section? And of these sets you will require 4. Could you please define “thick” in thick sagittal section please. How thick should the sagittal section be? Usually we offer 10 – 15 mm. As for the horizontal sections we can offer slices of about 3mm thickness or 10 - 15 mm thickness.
Answer: You are correct.  For example, we need 4 sets of 13 horizontal sections, 4 sets of frontal sections, and 4 sagittal sections.
Horizontal sections 10 to 15 mm in thickness is preferable to 3 mm.
The sagittal section mainly needs to demonstrate the temporomandibular joint on the medial side.  We would like the lateral side to demonstrate lateral and medial pterygoid muscles as illustrated.  This would probably require 15 to 20 mm thickness.
4. Are we going to upload our pictures to a server?
*Answer: For the proposal submission we would like to see printed copies of pictures. We also ask for a copy of your proposal on a CDROM so the pictures should be included on the cd. We do not have a server to upload the pictures to.*
5. Section 4 in Appendix One is also not clear: what is meant by “Ref.:........Services related to the............. “ what do I write there?
*Answer: Don’t worry about filling that top section out. I should have filled in the information about the RFP, so that was my mistake. You would just need to acknowledge that you have seen the Addenda documents that are posted on our website. So far there is only one, but I will be posting a second one on Monday after the question deadline.*
6. Appendix Two: is meant as a sample agreement to see what the contract will look like if we get the purchase order, correct? So I will need to check with our insurance if the agreement fits with our insurance terms?
Do I need to fill in anything in Appendix Two for the proposal?

*Answer: You are correct. You do not need to fill anything in Appendix 2 at this time. This is just so that you can see what our contract looks like if you are to be awarded the project and can begin reviewing our terms and conditions.*