

for its public operation known as the **UNM HEALTH SCIENCES CENTER**, specifically the **UNM HOSPITALS**, the **UNM MEDICAL GROUP, INC.**, a New Mexico nonprofit and University Research Park and Economic Development Act corporation (the “UNMMG”), and the **UNM SANDOVAL REGIONAL MEDICAL CENTER, INC.**, a New Mexico nonprofit and University Research Park and Economic Development Act corporation (“SRMC”).

*(for purposes of this RFP, the UNMH, the UNMMG, and SRMC are collectively referred to as the*

**PURCHASING DEPARTMENT  
933 Bradbury Dr. SE, Suite 3165  
ALBUQUERQUE, NM 87106**

**ISSUANCE DATE: December 2, 2021**

## **RFP 472-22 REVENUE CYCLE ANALYSIS SERVICES**

- 1. Offer Due Date/Time:** ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT SPECIALIST OR DESIGNEE REFERENCED ON THIS COVER PAGE NO LATER THAN **4:00 PM MOUNTAIN STANDARD TIME ON October 7, 2022**. Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded for each proposal. Any proposal received after the deadline will not be accepted and will be returned unopened. It is solely the responsibility of each proposer to assure that its proposal is delivered at the specified place and prior to the deadline for submission. Proposals, which for any reason are 0.0000093(a)20(n)33

## **5. Table of Contents:**

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## **SECTION I. INTRODUCTION AND GENERAL INFORMATION**

The purpose of this Request of Proposals (RFP) 450-21 is to solicit sealed proposals to establish contract(s) through competitive negotiations for the procurement of goods and/or services as set forth in **Exhibit A, Scope of Work**.

It is intended that this RFP will result in UNMH entering into a contractual agreement with one or more successful Offeror(s), for an **Initial Contract Term of up to four years (4)** with an option to automatically renew for additional terms, as provided for in NMSA 13-1-150 (Multi-Term Contract). Continuation of the contract(s) is contingent upon satisfactory contract compliance by the Contractor, as determined by UNMH. The UNMH must approve all contract renewals, amendments and adjustments.

### **1.1 Forms and Exhibits.**

were present with respect to this RFP; or hold any staff of UNMH liable for any uncertainty, inconsistency, error, omission, or ambiguity in any part of this RFP.

## **1.5 Clarification and Questions**

### **1.5.1 Submission. Offerors may request clarification of this RFP by:**

- 1.5.1.1 Submitting all requests for clarification by email to the Procurement Specialist identified on page 1 of this RFP or as otherwise directed by the Procurement Specialist;
- 1.5.1.2 Including the Offeror's address, telephone number, facsimile number and email address;
- 1.5.1.3 If the question pertains to a specific section of this RFP, reference should be made to the specific section number and page; and
- 1.5.1.4 Submitting all requests for clarification no later than **2:00 PM MST, September 30, 2022.**

1.5.2 Questions and Answers. The UNMH will provide Offerors with written responses in the form of addenda to questions that are submitted in accordance with Section(s) 1.5.1 and 1.6. All addenda shall form part of this RFP. Questions and answers will be distributed in numbered addenda. In answering the Offeror's questions, the Procurement Specialist will include in all addenda the questions asked but will not attribute the questions to any Offeror. Notwithstanding the foregoing, the Procurement Specialist may in its sole discretion answer similar questions from various Offerors only once, edit the questions for clarity, and elect not to respond to questions that are either inappropriate or not comprehensible.

**1.6 Issued Addenda.** Each Offeror shall be responsible for verifying before submitting its Proposal that it has received all addenda that have been issued. All addenda will be posted on the UNMH proposal website visit <http://hsc.unm.edu/health/about/bids-proposals/proposals.html>. Instructions, clarifications or amendments which affect this RFP may only be made by addendum.

**1.7 Amendments to the RFP.** UNMH shall have the right to amend or supplement this RFP in writing prior to the Closing Time. No other statement, whether written, oral or inferred, will amend this RFP. The addenda shall be binding on each Offeror.

### **1.8 Clarification of Offeror's Proposal**

- 1.8.1 UNMH shall have the right at any time after Proposal submission, to seek clarification from any Offeror in respect of such Offeror's Proposal, without contacting other Offerors. UNMH is not obliged to seek clarification of any aspect of a Proposal.
- 1.8.2 Any clarifications sought shall not be an opportunity to either correct errors or to change the Offeror's Proposal in any sub



## **SECTION II. PROPOSAL COPIES AND FORMAT**

### **2.1 Number of Responses and Copies**

Offeror's proposal shall be clearly labeled and numbered and indexed as outlined in **Section 2.2. Proposal Format**. Proposals must be submitted as outlined below. The original copy shall be clearly marked as such on the front of the binder. Each portion of the proposal must be submitted in separate binders and must be prominently displayed on the front cover.

2.1.1 Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to RFP 472-22 REVENUE CYCLE ANALYSIS SERVICES.

2.1.2 **Proposal - One (1) ORIGINAL, Three (3) HARD COPIES, and one (1) ELECTRONIC COPY of the proposal; ORIGINAL and COPIES shall be in separate labeled binders. The proposal can NOT be emailed.**

2.1.3 **Electronic Copies - The electronic version/copy of the proposal must mirror the physical binders submitted (i.e. One (1) cd/usb,). The electronic version can NOT be emailed and must contain only one file. The original, hard copy and electronic copy information must**

b. Facility Support

D. Exhibits

1. Resident Vetera

**SECTION III. ADDITIONAL INSTRUCTIONS TO OFFERORS**

**3.1** In accordance with NMSA 1978 § 13-1-

**SECTION IV. REQUEST FOR PROPOSAL GENERAL TERM AND CONDITIONS.**

9. DISCLOSURE OF PROPOSAL CONTENTS. The proposals will be kept confidential until UNMH awards a price agreement. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for material that is proprietary or confidential. The Procurement Managers will not disclose or make public any pages of a proposal on which the Offeror has stamped or imprinted “proprietary” or “confidential” subject to the following requirements:

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the Offeror’s organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3A-1 to 573A-7 NMSA 1978. The price of service offered or the cost of services proposed shall not be designated a proprietary or confidential information.

will be exercised in increments as indicated in the RFP's specifications, or if not stated, in one-year terms.

19. GOVERNING LAW. All resultant Purchase Order/Agreements shall be construed in accordance

28. **NEW MATERIALS REQUIRED.** All materials and equipment delivered and/or installed under this RFP shall be new and be the standard products of a manufacturer regularly engaged in the production of the materials and equipment. Where two or more units of the same class of materials and/or equipment are required, the units shall be the products of the same manufacturer. Any manufacturer's data supplied with the item(s) shall be submitted to UNMH's authorized representative.
29. **OSHA REGULATIONS.** The Seller shall abide by Federal Occupational Safety and Health Administration (OSHA) regulations, the State of New Mexico Environmental Improvement Board's Occupational Health and Safety Regulations that apply to the work performed under this RFP. The Seller shall defend, indemnify, and hold UNMH free and harmless against any and all claims, loss, liability and expense resulting from any alleged violation(s) of said regulation(s) including but not limited to, fines or penalties, judgments, court costs and attorney's fees.
- 30.

Seller, its agents and employees shall not accrue leave, retirement, insurance, bonding or any other benefit afforded to employees of the University as a result of any resultant Purchase Order/Agreement.

38. **SITE FAMILIARITY.** The Seller shall be responsible for thoroughly inspecting the site and work to be done prior to submission of an offer. The Seller warrants by this submission that the site has been thoroughly inspected and the work to be done and that the offer includes all costs required to complete the work. The failure of the Seller to be fully informed regarding the requirements of this Request will not constitute grounds or any claim, demand for adjustment or the withdrawal of an offer after the opening.
39. **SITE INSPECTION.** The site(s) referenced in this RFP are available for inspection. Arrangements may be made by contacting the individual listed on the cover sheet.

**EXHIBIT A**  
**SCOPE OF WORK**

Assess opportunities to improve the patient financial experience through front-end processes related to patient responsibility estimates and co-pay collections to back-end functions related to customer service, patient billing, and follow-up.

**EXHIBIT B  
EVALUATION CRITERIA**

**1. EVALUATION CRITERIA**

1. Identification and authority of project manager; project team members; their project work experience, and the amount of time team members have worked together on fund flow analysis services.

**iv. Company Experience.**

1. Provide a brief narrative of the Offeror's history of the company and leadership structure of the company, proven experience, capheBT/F86ianal2(e14(y ofQq0.00000912 0

3. Provide a narrative summary of your organization's approach to meet the requirements of the project, as described above in **Exhibit A, Scope of Work**.
4. Describe your organization's approach to the project including:
  - a. A description of specific tools, methods, techniques used to complete the deliverables for described in the **Exhibit A, Scope of Work**



**EXHIBIT D  
AUTHORIZED SIGNATURE PAGE**

**THE FOLLOWING OFFEROR INFORMATION SHOULD BE COMPLETED AND RETURNED WITH THE RFP:**

Please note that the information requested on the certification form is for reporting purposes only and will not be used in evaluating or awarding an agreement.

**ACKNOWLEDGMENT OF ADDENDA**

The undersigned acknowledges receipt of the following addenda:

Addenda No. \_\_\_\_\_ Dated \_\_\_\_\_

Addenda No. \_\_\_\_\_ Dated \_\_\_\_\_

Addenda No. \_\_\_\_\_ Dated \_\_\_\_\_

**New Mexico State Preference Number** (Pursuant to Sections 13-1-1, 13-1-21.2 & 13-4-2 NMSA 1978, Offerors Claiming 5% Preference Must be Certified Prior to IFB or RFP Opening):

Resident Business: Pref. Number \_\_\_\_\_

Resident Manufacturer: Pref. Number \_\_\_\_\_

Resident Offeror: Pref. Number \_\_\_\_\_

Resident Veterans Preference Certification Yes \_\_\_\_\_ No \_\_\_\_\_

The undersigned, as an authorized representative for the Company named below, acknowledges that the Offeror has examined this RFP with its related documents and is familiar with all of the conditions surrounding the described materials, labor and/or services. Offeror hereby agrees to furnish all labor, materials and supplies necessary to comply with the specifications in accordance with the Terms and Conditions set forth in this IFP and at the prices stated within the IFP.

The undersigned further states that the company submitting this IFP is not in violation of any applicable

## **EXHIBIT E**

Is this firm a (please check):          Division          Subsidiary          Affiliated? Primary NAICS Code:  
If an item above is checked, please provide the name and address of the Parent Company below:

Check All Categories That Apply:

- 1. Small Business
- 2. Small Disadvantaged Business (**Must be SBA Certified**)
- 3. Woman Owned Small Business
- 4. HUBZone Small Business Concern (**Must be SBA Certified**)
- 5. Veteran Owned Small Business
- 6. Disabled Veteran Owned Small Business
- 7. Historically Black College/Ug0 G[(2036 (

<b>Please return this form to:</b>  The University of New Mexico Hospitals Purchasing Department MSC01 1240 Albuquerque, NM 87131 505-277-2036 (voice) <u>505-277-7774 (fax)</u>	<b>NOTE:</b>  This certification is valid for a one year period. It is your responsibility to notify us if your size or ownership status changes during this period. After one year, you are required to re-certify with us.
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Notice: In accordance with U.S.C. 645(d), any person who misrepresents a firm's proper size classification shall (1) be punished by imposition of a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

If you have difficulty determining your size status, you may contact the Small Business Administration at 1-800-ASK-SBA or 202-205-6618. You may also access the SBA website at [www.sba.gov/size](http://www.sba.gov/size) or you may contact the SBA Government Contracting Office at 817-684-5301.  
(Rev. 6/2002)

**EXHIBIT F**  
**THE UNIVERSITY OF NEW MEXICO HOSPITALS SUPPLIER CONFLICT OF INTEREST**  
**AND DEBARMENT/SUSPENSION CERTIFICATION FORM**

**CONFLICT OF INTEREST. The authorized Person, Firm and/or Corporation states that to the best of his/her belief and knowledge:** No employee or Regent of The University of New Mexico Hospitals (or close relative), with the exception of the person(s) identified below, has a direct or indirect financial interest in the Offeror or in the proposed transaction. Offeror neither employs, nor is negotiating to employ, any University of New Mexico Hospitals employee, Regent or close relative, with the exception of the person(s) identified below. Offeror did not participate, directly or indirectly, in the preparation of specifications upon which the IFB or offer is made. If the Offeror is a New Mexico State Legislator or if a New Mexico State Legislator holds a controlling interest in Offeror, please identify the legislator:  
\_\_\_\_\_ List below the name(s) of any University or New Mexico

solicitation, the Offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT:** The undersigned company agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).

**CERTIFICATION:** The undersigned hereby certifies that he/she has read the above CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTION (APR 1991) and CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT requirements and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the Offeror named below.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Name Typed: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/zip: \_\_\_\_\_

**EXHIBIT G**  
**INSURANCE REQUIREMENTS**

**CERTIFICATES OF INSURANCE:** The Offeror shall furnish the Owner one copy each of Certificates

**EXHIBIT H**

**CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (APRIL 1991)**

1. The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to influence Certain Federal Transactions, I included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.
2. The Offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after; December 23, 1989;
  - a. Federal appropriated funds have not been paid and will not be paid to any person for influencing or attempting to Influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement;
  - b. If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal Transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the Offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.
  - c. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**CERTIFICATION**

The undersigned hereby certifies that he/she has read the above CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTION (APR 1991) requirements and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the Offeror named below.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Name Typed: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/zip: \_\_\_\_\_

**EXHIBIT I  
COST PROPOSAL**

1. **Total Project Cost** – In this **Exhibit I**, provide pricing details below to meet full compliance of scope and requirements as defined in this RFP based on milestones achieved. This shall include everything necessary to complete the scope of work. The Offeror should provide separately in this exhibit, cost on all required services and any additional costs such as travel, mailings, reproduction costs, etc.
2. **Prices** – All prices/discounts shall be F.O.B. destination and shall include all parts, labor, materials, software, surcharges, supplies, freight, administrative costs, etc., to fulfill the terms, conditions, and scope of work as called for in this RFP.
3. **A description of additional charges for any extra services – including a not to exceed amount.**
4. Prices shall remain firm throughout the life of the ensuing agreement.  
**If your company would like UNMH to consider alternative pricing models, please include them in addition to the minimum requirements listed below. Any charges not specifically identified in this section of your response will be considered free of charge.**

Description of Milestones	Percentage of Total Cost	Flat Fee
Services rendered to Kick off meeting	20%	
Completion of staff interviews	30%	
Delivery of Final Report	30%	
Presentation of Final Report Via Zoom	20%	
<b>TOTAL</b>	<b>100%</b>	

**Travel: Any applicable costs associated with reasonable out-**

**EXHIBIT J  
SAMPLE AGREEMENT**

[NOTE: THIS CONTRACT IS SUBJECT TO COMPLIANCE WITH UNM BUSINESS POLICY NO. 4325 AND REQUIRES LEGAL REVIEW BY THE OFFICE OF UNIVERSITY COUNSEL.]

**PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement (this “Agreement”) is entered into effective \_\_\_\_\_ between the Regents of the University of New Mexico, for its public operation known as University of New Mexico Hospitals (“UNMH”), and \_\_\_\_\_, a \_\_\_\_\_ *[identify other party as a government entity, corporation, partnership, nonprofit, etc., and the state where incorporated or doing business; for example: a New Mexico nonprofit corporation]* (“Contractor”).

RECITALS

- A. UNMH has issued a Request for Proposals No. \_\_\_\_\_ (the “RFP”) for [describe services] \_\_\_\_\_ .
- B. Contractor has responded to the RFP and assures UNMH that it is qualified and willing to perform such servid794Q10/F2 12SNo.

**II.**

electronic data, network security failure, unauthorized access and/or use or other intrusions, infringement of any intellectual property rights (except patent infringement and trade secret misappropriation), unintentional breach of contract, negligence or breach of duty to use reasonable care, breach of any duty of confidentiality, invasion of privacy, or violation of any other legal protections for personal information, defamation, libel, slander, commercial disparagement, negligent transmission of computer virus, worm, logic bomb, or Trojan horse, negligence in connection with denial of service attacks, or negligent misrepresentation.

V. FINANCIAL REQUIREMENTS

- A. Compensation.** Contractor will accept as payment in full by UNMH for services provided by Contractor under this Agreement the following amounts:

\_\_\_\_\_

The maximum amount payable under this Agreement shall not exceed  
\$ .

[NOTE: IF CONTRACT IS NOT SUBJECT TO BIDDING UNDER THE NM  
PROCUREMENT CODE, THE MAXIMUM AMOUNT PAYABLE MAY NOT EXCEED  
\$30,000.]

- B. Billing.** During the term, Contractor will submit monthly invoices to UNMH within thirty (30) days after services are provided. Invoices will be sent to the following address:

\_\_\_\_\_

- C. Payment.** UNMH will pay Contractor within a reasonable time after receipt of invoices from Contractor. Disputed invoices will be resolved in good faith by Contractor and UNMH in a timely manner. Payment will be sent to the following address:

\_\_\_\_\_

- D. Accounting.** Contractor will keep an accurate record of all work performed regarding this Agreement, and will make such records available to UNMH at all reasonable times.

VI. TERM AND TERMINATION

- A. Term/Termination.** This Agreement will become effective on the date first set forth above, and will continue in effect until \_\_\_\_\_, unless earlier terminated at any time with or without cause by delivering written notice to the other party at least thirty (30) days in advance of the proposed date of termination. Thereafter, this Agreement may be renewed by written agreement of the parties for \_\_\_ additional one-year terms. In no event will the term of this Agreement extend beyond .

**B. Multi-Term Determination.** Pursuant to Section 13-1-151 NMSA 1978, it has been determined that the estimated requirements covered in this Agreement are reasonably firm and continuing and a multi-term contract will serve the best interests of UNMH.

**VII. SECURITY PLAN AND AUDIT.** Contractor shall complete and provide to UNMH a Self-Assessment Questionnaire, attached hereto as Exhibit \_\_, within thirty (30) days from the date of execution of this Agreement. Contractor shall also complete and provide to UNMH the results of an audit by a third party independent company (e.g., SSAE16)

physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of electronic Protected Health Information, in accordance with the Business Associate Addendum to this Agreement, and shall, upon request, provide evidence of such to UNMH. Contractor shall not, in any event, assign, delegate, transfer, or subcontract this Agreement, in whole or in part and/or directly or indirectly, to any off-shore entity. Furthermore, Contractor will not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the prior written approval of UNMH. Violation of this provision shall give UNMH the right to immediately terminate this Agreement and subject Contractor to the indemnification provision set forth in Section IV.B of this Agreement.

- E. Governing Law.** This Agreement will be construed, interpreted, governed and enforced in accordance with the statutes, judicial decisions, and other laws of the State of New Mexico, without regard to its conflict of law provisions.
- F. Severability.** The invalidity or unenforceability of any term or provision of this Agreement will in no way affect the validity or enforceability of any other term or provision to the extent permitted by law.
- G. Headings.** Headings and captions used in this Agreement are for convenience and ease of reference only and will not be used to construe, interpret, expand or limit the terms, conditions, or other provisions of this Agreement.
- H. Patient Records.** The parties will maintain the confidentiality of patient medical records in accordance with applicable federal and state laws and regulations.
- I. Confidentiality**
  - 1. Compensation.** Contractor and UNMH will not disclose the



under Medicare. The parties are entering into this Agreement with the intent of complying fully with the Medicare/Medicaid antifraud statute. To this end, the parties expressly agree that nothing contained in this Agreement is intended to, or shall in the context of the administration of this Agreement, require either party to refer any patients to the other, or to any affiliate or subsidiary of the other; rather, the purpose of this Agreement is to clarify the parties' understanding with regard to services to be provided to Contractor by UNMH.

**R. No Inducement to Refer.** Nothing contained in this Agreement will require either party or any physician of a party to admit or refer any patients to the other party's facilities. The parties enter into this Agreement with the intent of conducting their relationship in full compliance with applicable federal, state and local law, including the Medicare/Medicaid Anti-Fraud and Abuse Amendments and the Physician Ownership and Referral Act (commonly known as the Stark Law). Notwithstanding any unanticipated effect of any of the provisions herein, neither party will intentionally conduct itself under the terms of this Agreement in a manner to constitute a violation of these provisions.

**S. Notices.** Any notice required to be given pursuant to the terms and provisions of this Agreement will be made in writing and delivered either by: (i) actual delivery of the notice into the hands of the party entitled thereto, including by a nationally recognized overnight express common courier; or (ii) by the mailing of the notice in the U.S. mail to the address set forth below of the party entitled thereto, by registered or certified mail, return receipt requested. The notice shall be deemed to be received on the date of its actual receipt by the party entitled thereto.

To UNMH:                      University of New Mexico Hospitals  
   Purchasing Director  
  
   *933 Bradbury Dr. SE, Ste. 3165*  
   Albuquerque, New Mexico 87106

To Contractor:              \_\_\_\_\_  
   \_\_\_\_\_  
   \_\_\_\_\_

*Attn:*

**T. Binding Effect.** This Agreement is binding upon, and inures to the benefit of, the parties to this Agreement and their respective successors and assigns.

**CONTRACTOR:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

3.5.1.1.1.1 Title: \_\_\_\_\_

**REGENTS OF THE UNIVERSITY OF NEW MEXICO,  
3.5.1.1.1.2 FOR UNM HOSPITALS**

By: \_\_\_\_\_ Date:

Florencio Gallegos  
Purchasing Director

Approved as to form:

\_\_\_\_\_ Date:

Office of University Counsel