

# **Addendum # 1**

## **Changes to RFP Coordinator and Proposal Submission**

COST REPORTING SERVICES FOR THE STATE OF LOUISIANA

DEPARTMENT OF HEALTH AND HOSPITALS

RFP # 305PUR-DHHRFP-COSTRPT-2014-OBH

### **II. ADMINISTRATIVE INFORMATION**

#### **A. RFP Coordinator**

1. Requests for copies of the RFP and written questions or inquiries must be directed to the RFP coordinator listed below

**Mary Fuentes**

**Department of Health and Hospitals**

**Division of Contracts and Procurement Support**

**628 N 4<sup>th</sup> Street, 5<sup>th</sup> Floor**

**Baton Rouge, LA 70802**

**Email: [Mary.Fuentes@LA.GOV](mailto:Mary.Fuentes@LA.GOV)**

**Fax: (225)342-9046**

**Tara Talbert**

**Department of Health and Hospitals**

**Office of Behavioral Health**

**628 N 4<sup>th</sup> Street, 4<sup>th</sup> Floor**

**Baton Rouge, LA 70802**

**Email: [Tara.Talbert@LA.GOV](mailto:Tara.Talbert@LA.GOV)**

**Phone: (225)342-3840**

**Fax: (225)342-8912**

2. All communications relating to this RFP must be directed to the DHH RFP Coordinator named above. All communications between Proposers and other DHH staff members concerning this RFP shall be strictly prohibited. Failure to comply with these requirements shall result in proposal disqualification.

3. This RFP is available in pdf at the following web links:

<http://wwwprd1.doa.louisiana.gov/OSP/LaPAC/pubMain.cfm>

<http://new.dhh.louisiana.gov/index.cfm/newsroom/category/47>

## **L. Proposal Submission**

1. All proposals must be received by the due date and time indicated on the Schedule of Events. Proposals received after the due date and time will not be considered. It is the sole responsibility of each proposer to assure that its proposal is delivered at the specified location prior to the deadline. Proposals which, for any reason, are not so delivered will not be considered.

2. Proposer shall submit one (1) original hard copy (The Certification Statement must have original signature signed in ink) and should submit one (1) electronic copy (cd or flash drive) of the entire proposal and six (6) hard copies of the proposal. Proposer may provide one electronic copy of the Redacted (cd or flash drive). No facsimile or emailed proposals will be accepted. The cost proposal and financial statements shall be submitted separately from the technical proposal; however, for mailing purposes, all packages may be shipped in one container.

3. Proposals must be submitted via U.S. mail, courier or hand delivered to:

**~~If courier mail or hand delivered:~~**

~~Mary Fuentes  
Department of Health and Hospitals  
Division of Contracts and Procurement Support  
628 N 4<sup>th</sup> Street, 5<sup>th</sup> Floor  
Baton Rouge, LA 70802~~

**~~If delivered via US Mail:~~**

~~Mary Fuentes  
Department of Health and Hospitals  
Division of Contracts and Procurement Support  
P.O. Box 1526  
Baton Rouge, LA 70821-1526~~

**If courier mail or hand delivered:**

Tara Talbert  
Department of Health and Hospitals  
Office of Behavioral Health  
628 N 4<sup>th</sup> Street, 4<sup>th</sup> Floor  
Baton Rouge, LA 70802

**If delivered via US Mail:**

Tara Talbert  
Department of Health and Hospitals  
Office of Behavioral Health  
P.O. Box 4049  
Baton Rouge, LA 70821-4049