

STATE OF LOUISIANA
LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS
Request for Proposals #305PUR-DHHRFP-APPRSERV-OS/OMF
Accounting Reports for Accounting Purposes
ADDENDUM III
Revised Deliverables

II. SCOPE OF WORK
B. Revised Deliverables

PHASE I

The contractor shall:

- Complete the Summary Appraisal Reports and one Consolidated Summary appraisal Report on properties valued at \$5,000 and greater for each facility owned (land improvements, buildings, fixed equipment and movable equipment) by DHH as specified in the contract to include the Mental Health Centers and Clinics, Supports and Service Centers, and Mental Health Hospitals and Rehabilitation Centers. The most current version is listed in Attachment VI, (subject to change). Phase I shall be considered complete when the contractor has received a list of facilities with their phone numbers and email addresses from DHH and has entered into the contractor's database the information to report and can prove this by sending a rough draft of the final reports to DHH and the Program Manager.
- Provide close up reports on facilities that have merged with another facility or have closed
*Phase I shall be completed by ~~December 1, 2013~~ **January 2, 2014***

PHASE II

The contractor shall:

- Update appraisal reports by the end of each fiscal year in accordance with the procedures set forth by DHH.
 - o The first year of this contract, the due date shall be ~~December 2013~~ **January 2014**, and for additional years, if contract is renewed, update shall be due at end of fiscal year
- Update records of plant changes, test checking by personal inspection as required to:
 - o Allocate group costs to individual asset units
 - o Properly classify costs as to accounts and departments
 - o Verify or correct recorded treatment of additions, alterations, retirements, and transfers
- Review and establish remaining life data on plant assets as follows:
 - o Consult with management and informed personnel, as directed by DHH, regarding actual or contemplated changes in operations, which might affect the useful life of existing assets
 - o Establish useful lives of the assets acquired during the year using AHA guidelines and based upon experience and informed judgment
 - o Make recommendations as to reasonable depreciation provision under the prevailing conditions that may have a material effect on the interpretations of the property and depreciation data; and furnish recommendations on improving or simplifying the property records.

*Phase II shall be completed by ~~December 15, 2013~~ **January 31, 2014***