

LOUISIANA



**DEPARTMENT OF
HEALTH**
AND HOSPITALS

REQUEST FOR PROPOSALS

**MONEY FOLLOWS THE PERSON-MY PLACE LOUISIANA
OFFICE FOR CITIZENS WITH DEVELOPMENTAL DISABILITIES
DEPARTMENT OF HEALTH AND HOSPITALS**

**RFP #305PUR-DHHRFP-HRAPMFP-OCDD
Proposal Due Date/Time: January 23, 2014 @4:00 PM CST**

Release Date: December 18, 2013

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Glossary

Case management: Services that assist eligible enrollees to secure medical and other services necessary for appropriate health care treatment. Services include the assessment of an eligible individual to determine service needs, development of a specific care plan, referral and related activities to help an individual obtain needed services, and monitoring and follow-up activities.

CMS: Centers for Medicare and Medicaid Services: The federal agency which regulates and monitors the Money Follows the Person Rebalancing Demonstration in all participating states.

CPOC: A comprehensive plan of care is the master plan that spells out in detail how and what services a waiver recipient will receive in the community setting.

DD: A developmental disability originates before age 22, can be expected to continue indefinitely, and constitutes a substantial handicap to the person's ability to function normally.

DHH: Department of Health and Hospitals is the state agency which promotes health and seeks to ensure access to medical, preventive and rehabilitative services for all citizens of the State of Louisiana.

Disability: With respect to an individual, (A) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (B) a record of such impairment; or (C) being regarded as having an impairment.

Group Home (also called board and care home): Residence which offers housing and personal care services to a small number of residents (usually 3 to 16). Also known as an Intermediate Care Facility for individuals with a developmental disability.

Home and Community Based Services (HCBS): Services or other supports to help people with disabilities of all ages to live in the community. Each state has a mix of programs and funding sources. The Medicaid program pays for many of these services in all states.

Home and Community-Based Services Waiver: Section 2176 of the Omnibus Reconciliation Act of 1987 permits states to offer, under a waiver, a wide array of home and community-based services that an individual may need to avoid institutionalization. Regulations to implement the act list the following services as community and home-based services which may be offered under the waiver program: case management, homemaker, home health aide, personal care, adult day health care, habilitation, respite care and other services.

HRAP: Housing Relocation Assistance Program is the My Place Louisiana program that provides licensed real estate brokers and/or agents to work with families and waiver recipients to establish and locate well-maintained, safe and affordable rental or sale properties.

HUD: U.S. Department of Housing and Urban Development.

ICF/DD: An Intermediate Care Facility/Developmental Disability is a health care facility for individuals who have a developmental disability. ICF/DD is available only for individuals in need of, and receiving, active treatment (AT) services. AT refers to aggressive, consistent implementation of a program of specialized and generic training, treatment and health services. ICF/DD is distinct from acute care

hospitals, psychiatric hospitals, and skilled nursing facilities. There are both public and private ICF/DD facilities.

Louisiana Licensed real estate broker and/or agent: A person licensed by the Louisiana Real Estate Commission to arrange the buying and selling of real estate for a fee.

Louisiana Real Estate Commission (LREC): a state government regulatory agency established to regulate the licensing of real estate professionals and protect consumers.

Medicaid (Title XIX): Federal- and state-funded program of medical assistance to low-income individuals of all ages. There are income eligibility requirements for Medicaid.

MFP: Money Follows the Person Rebalancing Demonstration (MFP) is a CMS initiative that supports both transition of persons from institutions to community-based supports and rebalancing of the long-term care services system through system improvements. Known as My Place Louisiana or My Place, it is managed by Louisiana Medicaid (Bureau of Health Services Financing), with administrative authority for program office components delegated to OCDD and OAAS (Office of Aging and Adult Services).

Must: Denotes a mandatory requirement.

My Place Louisiana or My Place: The local name for the federal MFP Demonstration program administered in Louisiana.

Nursing Home: A long-term care facility licensed by the state that offers 24-hour room and board and health care services, including basic and skilled nursing care, rehabilitation and a range of other treatments and therapies.

OCDD: Office for Citizens with Developmental Disabilities provides supports and services through a variety of locations throughout the state to support the dignity, quality of life and security in the everyday lives of people with developmental disabilities and their families. The OCDD holds delegated authority from Louisiana Medicaid to oversee administrative functions of developmental disabilities system eligibility, early intervention programs, state general fund programs, waiver programs, and ICF/DD programs.

OCDD My Place Louisiana Housing Coordinator: The individual responsible for statewide coordination, facilitation, and monitoring of the MFP demonstration participant's transition with regard to locating housing.

Original: Denotes must be signed in ink.

Real Estate Agent: A person licensed to operate under the supervision of a real estate broker. Under the broker's supervision, the real estate agent can negotiate and arrange real estate sales; negotiate and arrange showing of properties, listings of properties, filling in contracts, listing agreements, and purchase contracts.

Real Estate Broker: A person who is authorized to act as an agent for the sale of land. Broker is synonymous to Real Estate Agent by law.

REALTORS®: A real estate professional who is a member of the National Association of REALTORS® and subscribes to its strict Code of Ethics. A REALTORS® is a broker, agent, property manager, appraiser or counselor who is licensed to perform real estate duties.

Redacted Proposal: This is the removal of confidential and/or proprietary information from one copy of the proposal for public records purposes.

Shall, Will: Denotes a mandatory requirement.

Should, May, Can: Denotes a preference, but not a mandatory requirement.

SPOE: Single Point of Entry.

SSA: Social Security Administration.

SSC: A supports and services center (SSC) is a state operated ICF/DD facility which houses and supports people with developmental disabilities in the State of Louisiana.

Supplemental Security Income (SSI): A program of support for low-income aged, blind and disabled persons, established by Title XVI of the Social Security Act.

Support Coordination Agency: The agency which is responsible for coordinating services for recipients. OCDD contracts with two or three agencies per region (10 regions); one agency at a time works with a service recipient.

Support Coordinator: An employee of the support coordination agency assigned to work directly with the service recipient, conduct planning, oversee approvals, and monitor service and supports delivery.

Waiver: The Federal Government allows or grants States permission to waive certain Federal requirements in order to operate a specific kind of program. They are often used to authorize managed care, or alternative delivery or reimbursement systems (Example: 1915i waiver).

I. GENERAL INFORMATION

A. Background

1. The mission of the Department of Health and Hospitals (DHH) is to protect and promote health and to ensure access to medical, preventive, and rehabilitative services for all citizens of the State of Louisiana. The Department of Health and Hospitals is dedicated to fulfilling its mission through direct provision of quality services, the development and stimulation of services of others, and the utilization of available resources in the most effective manner.
2. DHH is comprised of the Medical Vendor Administration (Medicaid), Office for Citizens with Developmental Disabilities, Office of Behavioral Health, Office of Aging and Adult Services, and the Office of Public Health. Under the general supervision of the Secretary, these principal offices perform the primary functions and duties assigned to DHH.
3. DHH, in addition to encompassing the program offices, has an administrative office known as the Office of the Secretary, a financial office known as the Office of Management and Finance, and various bureaus and boards. The Office of the Secretary is responsible for establishing policy and administering operations, programs, and affairs.
4. The Office for Citizens with Developmental Disabilities (OCDD) serves as the Single Point of Entry (SPOE) into the developmental disabilities services system and oversees public and private residential services for people with developmental disabilities. OCDD is committed to ensuring quality services and supports, information and opportunities for choice to people of Louisiana with developmental disabilities and their families.
5. The Money Follows the Person Rebalancing Demonstration, known in Louisiana as My Place Louisiana (My Place), is a Centers for Medicare & Medicaid Services (CMS) funded program to help states try new ways of delivering Medicaid services. My Place Louisiana will help people move from an institution into home and community-based living settings, and then follow along for the first year of services to help ensure the transition's success. My Place Louisiana Transition and Housing Coordinators work with Support Coordination agencies and Supported Independent Living (SIL) provider agencies to assist with providing supports to ensure the health, safety and successful transition of people participating in the program. My Place Louisiana also supplies additional supports that are not provided through home and community-based services waivers to ensure the consumer can remain in the community.

B. Purpose of RFP

1. The purpose of this RFP is to solicit proposals from qualified proposers who are licensed real estate brokers and/or agents interested in contracting with the Louisiana Department of Health and Hospitals (DHH), Office for Citizens with Developmental Disabilities (OCDD) to perform Housing Relocation Assistance for the HRAP program. OCDD will contract with licensed real estate brokers to provide statewide relocation assistance for up to **320** My Place Louisiana adults and children (with parental involvement) with developmental disabilities transitioning from institutions, such as nursing homes, hospitals, and Intermediate Care Facilities for the Developmentally Disabled (ICF/DD). Relocation assistance is inclusive of supporting the person or family to locate a personal residence that meets their needs and arrange for rental and/or purchase of such residence.
2. A contract is necessary to have licensed real estate brokers and/or agents available to assist My Place participants in their efforts to find, lease and/or purchase well-maintained, affordable, accessible and safe housing in a timely manner.

C. Invitation to Propose

DHH Office for Citizens with Developmental Disabilities/My Place Louisiana program is inviting qualified proposers to submit proposals to provide statewide relocation assistance to adults and children (with parental involvement) with developmental disabilities transitioning in accordance with the specifications and conditions set forth herein.

D. RFP Addenda

In the event it becomes necessary to revise any portion of the RFP for any reason, the Department shall post addenda, supplements, and/or amendments to all potential proposers known to have received the RFP. Additionally, all such supplements shall be posted at the following web address:

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

May also be posted at:

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

It is the responsibility of the proposer to check the DOA website for addenda to the RFP, if any.

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 4th Street, 5th Floor

Baton Rouge, LA 70802

Email: Mary.Fuentes@LA.GOV

Fax: (225) 342-9046

2. All communications relating to this RFP must be directed to the DHH RFP Coordinator person 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.

B. Proposer Inquiries

1. The Department will consider written inquiries regarding the requirements of the RFP or Scope of Services to be provided before the date specified in the Schedule of Events. To be considered, written inquiries and requests for clarification of the content of this RFP must be received at the above address or via the above fax number or email address by the date specified in the Schedule of Events. Any and all questions directed to the RFP coordinator will be deemed to require an official response and a copy of all questions and answers will be posted by the date specified in the Schedule of Events to both of the following web links:

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

and may also be posted at:

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

2. Action taken as a result of verbal discussion shall not be binding on the Department. Only written communication and clarification from the RFP Coordinator shall be considered binding.

C. Pre-Proposal Conference

1. Not Required for this RFP

D. Schedule of Events

DHH reserves the right to deviate from this Schedule of Events.

Schedule of Events	
Public Notice of RFP	December 18, 2013
Deadline for Receipt of Written Questions	December 26, 2013
Response to Written Questions	January 06, 2014
Deadline for Receipt of Written Proposals	January 23, 2014 @4:00 PM CST
Proposal Evaluation Begins	January 24, 2014
Contract Award Announced	January 29, 2014
Contract Negotiations Begin	January 30, 2014
Contract Begins	February 15, 2014

III. Scope Of Work

A. Project Overview

A developmental disability is a severe, chronic disability of a person that is attributable to an intellectual or physical impairment or combination of intellectual and physical impairments, manifested before that person reaches age twenty-two, and is likely to continue indefinitely. A developmental disability results in substantial functional limitation in three or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency. Some common developmental disabilities include intellectual disability (mental retardation), Down syndrome, cerebral palsy, or autism.

- The Housing Relocation Assistance Program (HRAP) supports the My Place Louisiana demonstration program in its efforts to transition people with DD from institutions to home and community based services. The largest barrier to transition people out of institutions is the lack of ability to find affordable, accessible, and safe housing. The My Place program was granted 100% Administrative funds from CMS to establish and run HRAP. Licensed real estate brokers and agents are sought to participate in the program to provide Housing Relocation Assistance. Receive referrals from the HRAP My Place Contracts Monitor;
- Interview transitioning My Place participants about their needs and abilities for housing;
- Research and locate housing based on the needs and preferences of the My Place participants;
- Pre-view properties;

- Provide tour (in person, video, pictures) and showing of housing options and along with detailed info about housing options;
- Assist in negotiating and finalizing leases or sales if necessary; and
- Throughout this process the contractor must maintain accurate records and keep the HRAP My Place Contracts Monitor informed according to the prescribed schedule.

The contractor must possess maturity, decorum, and cultural sensitivity, as they will be involved and communicating directly with individuals with developmental disabilities and their family members. People with disabilities, like all people, must be treated with respect and dignity, regardless of any cognitive deficit, mental illness, or physical disability. It is the responsibility of the contractor to assure that they and any of their employees administering ministerial duties throughout the contract process possess a values base that will ensure such treatment.

My Place participants may use augmentative/alternative or non-verbal communication methods, such as “talking” computers, communication boards, yes/no signs, gestures, or utterances. In some cases, family members or support staff (of the healthcare provider agency) will be present to assist the contractor to understand the responses. My Place participants may also exhibit the following:

- have difficulty with walking or cannot walk;
- use mobility devices such as wheelchairs or walkers; and

In some cases, ICF staff, family members or support staff (of the healthcare provider agency) will be present to provide mobility assistance. Experience with augmentative/alternative or non-verbal communication methods as well as mobility devices will be beneficial to the contractor. Individuals who may be eligible for My Place Louisiana must have been institutionalized for at least 90 consecutive days and meet the following criteria:

- Elders (age 65 and older) currently living in nursing facilities, hospitals, or rehabilitation hospitals
- Adults with physical disabilities (at a nursing facility level of care)
- People with developmental disabilities of any age living in an ICF/DD
- Children with developmental disabilities (age birth to 18 residing in a nursing facility) who meet the following criteria:
 1. Currently residing in a nursing facility, ICF/DD, or hospital;
 2. Meet Medicaid financial eligibility; and
 3. Meet level of care eligibility for community-based service(s)
 4. Be receiving an OCDD waiver such as a NOW, ROW or CC.

B. Deliverables

The contractor shall be a licensed real estate broker or agent with experience in locating housing, subsidized housing opportunities or marketing realty (buying, renting, or leasing). The contractor shall provide housing relocation assistance to My Place participants in order to help locate rental properties or properties for sale within a designated region of the state. The contractor must be a broker or agent licensed by the Louisiana Real Estate Commission to conduct real estate transactions in the state of Louisiana. There are 10 Regions which shall be serviced (See Attachment VI). Each designated region shall be “covered” by one contractor per region and shall be determined by the area that each contractor agrees to serve. If for any reason one region goes un-contracted a contractor can agree to cover that region. My Place staff will determine which contractor serves which region(s). The list of Louisiana parishes within each DHH region is attachment VI in this RFP.

1. General Requirements:

The contractor shall:

a. Maintain contact with the HRAP My Place Contracts Monitor who will provide necessary training, oversee contracts, send referrals, monitor completion of referrals, and approve invoices for processing.

b. Attend a 1 day (8 hours) orientation, which will include the Abuse/Neglect Training and orientation at the Department of Health & Hospitals 628 North 4th, Bienville Bldg. located **in Baton Rouge, LA**, conducted by OCDD staff to familiarize contractors with the My Place participant population and the requirements of the grant program. Travel expenses shall be reimbursed in accord with PPM49 (<http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>).

- Contractor shall successfully complete abuse/neglect reporting training. Reporting instances of expected abuse, neglect, or exploitation is required by law; see La.Ch.C. Arts. 609 and 603 (children) and La.R.S. 15:1504 (adults). The training is 2 hours in length.

c. Accept referrals from the HRAP My Place Contracts Monitor to assist My Place participants by providing housing relocation assistance as requested in the referral.

- A referral is required. The contractor shall not work directly with My Place participants using services, families, support coordination agencies, or service providers without first receiving a referral from the HRAP My Place Contracts Monitor.
- Referrals are time-sensitive. The state maintains a time-clock for transitions that generally requires a move to occur within 90 calendar days from the start of the planning process. Contractors shall receive referrals from HRAP My Place Contracts Monitor and shall have up to 180 calendar days to complete referral tasks (Programmatic Requirements A-G).

d. Maintain records of the type and the amount of housing relocation assistance provided to each referred My Place participant and submit required documentation as outlined in the Programmatic, General and Record Keeping Requirements to the HRAP My Place Contracts Monitor per the timelines and specifications in the contract.

Note that Contractors, at their expense, may request additional training to “b” above to support optimal outcomes, or the OCDD Contracts Monitor of these contracts may recommend additional training for performance improvement.

2. Programmatic Requirements

Upon receiving a referral from the HRAP My Place Contracts Monitor, the contractor shall implement the Relocation Assistance Process as follows:

a. Interview the transitioning My Place participant (also family, provider agency, support coordinator as applicable) to determine criteria for housing options (location, budget, interior/exterior amenities, etc.). When identifying criteria, and in interviewing the My Place participant and/or other involved party, the Contractor must distinguish between criteria that are required or necessary and criteria that are preferable but not necessary. The contractor may choose to use a variety of interview methods including interview by telephone, interview by person, or asking the My Place participant to fax or email a list of his/her criteria using a standardized form. The contractor shall use a communication method that is applicable to the OCDD client, such as:

- Sign Language
 - Communication Boards
 - Applicable Electronic Devices
- b. Research and locate available housing options based upon identified criteria from My Place staff. Contractor shall complete a property information sheet with pertinent information to include but not be limited to, the following: address, general specifications for home, neighborhood description, costs inclusive of deposits, whether the landlord will accept a housing voucher, availability of public transportation (illustrative list) and close points of interest.
- c. Preview the property or properties to make sure they are suitable (may negotiate maximum number of previews per referral). This will require the contractor to travel to any new (not previously viewed) properties and physically view the interior/exterior of the property to make sure it fits the identified criteria. Properties which have been previously viewed recently (within 6 months) may not need to be viewed again if the contractor is familiar with the details of the property.
- d. Provide a tour/ showing (picture, video, or in person) of the housing options to the My Place participant and any other parties associated with the My Place participant. The contractor may provide transportation or arrange to meet the My Place participant on site. The contractor may provide any form of physical showing of the property or properties that the My Place participant and/or other involved parties agree to, including a slideshow presentation, pictures via a digital camera, a recorded walk-through of the property via a camcorder, or a live showing.
- e. Provide detailed written information to the My Place participants, provider agency and/or support coordinator regarding the housing options. Using the property information sheet, the contractor must note the pros and cons of each potential property, addressing both the necessary criteria and the preferable but not necessary criteria. The contractor may choose to use a variety of methods for providing the written information including mailing, faxing, or emailing the information to the necessary parties. The chosen method must be available to the My Place participant and/or other involved parties (i.e., have access to internet or fax machine) and must be agreed upon by the involved parties. The contractor shall respond to any and all questions presented by the My Place participant, provider agency and/or support coordinator by the method of communication agreed upon by all parties.
- f. Assist in negotiation and finalization of the lease or purchase agreement, and facilitate communication between the landlord/seller and individual (if needed) or other involved party through the move date. The estimated work time for Item (f) is up to 6 hours. Completion of Item (f) may not be necessary for every referral. This assistance will be used less frequently than the other items listed above. An additional payment of \$125 shall be made to the Contractor for completion of this item.

Note that the Contractor shall receive a performance-based payment for supporting a person referred to secure housing within 60 calendar days of referral (payment may be made past 60 calendar days with justification). A performance-based payment for achieving outcomes shall be made following the My Place participant's move to their new home. The incentive payment to the Contractor shall be \$250.

3. Record Keeping Requirements

The contractor shall maintain accurate and properly indexed records on all referrals for at least five years after last payment and shall produce those records for inspection upon request of the DHH contract monitor. Electronic records shall be maintained in a readily available format that does not prohibit, delay, or otherwise impede inspection and complies with DHH IT requirements. The contractor shall maintain the referral forms created for the HRAP program within each individual My Place participant record which is provided by the My Place Housing Relocation Contract Monitor

C. Liquidated Damages

1. In the event the Contractor fails to meet the performance standards specified within the contract, the liquidated damages defined below may be assessed. If assessed, the liquidated damages will be used to reduce the Department's payments to the Contractor or if the liquidated damages exceed amounts due from the Department, the Contractor will be required to make cash payments for the amount in excess. The Department may also delay the assessment of liquidated damages if it is in the best interest of the Department to do so. The Department may give notice to the Contractor of a failure to meet performance standards but delay the assessment of liquidated damages in order to give the Contractor an opportunity to remedy the deficiency; if the Contractor subsequently fails to remedy the deficiency to the satisfaction of the Department, DHH may reassert the assessment of liquidated damages, even following contract termination.
 - a. Late submission of any required report - \$50 per working day, per report.
 - b. Failure to fill vacant contractually required key staff positions within 90 days - \$500 per working day from 91st day of vacancy until filled with an employee approved by the Department.
 - c. Failure to maintain all client files and perform all file updates according to the requirements in the contract, as evidenced in client files when reviewed during monitoring site visit - \$100 per client.
 - d. Late submission of invoices beginning 10 business days after the stated due date - \$50 per working day per invoice.
2. The decision to impose liquidated damages may include consideration of some or all of the following factors:
 - a. The duration of the violation;
 - b. Whether the violation (or one that is substantially similar) has previously occurred;
 - c. The Contractor's history of compliance;
 - d. The severity of the violation and whether it imposes an immediate threat to the health or safety of the consumers;
 - e. The "good faith" exercised by the Contractor in attempting to stay in compliance.

D. Fraud and Abuse

1. The contractor shall have internal controls and policies and procedures in place that are designed to prevent, detect, and report known or suspected fraud and abuse activities.
2. Such policies and procedures must be in accordance with state and federal regulations. Contractor shall have adequate staffing and resources to investigate unusual incidents and develop and implement corrective action plans to assist the contractor in preventing and detecting potential fraud and abuse activities.

E. Technical Requirements

The Contractor must maintain hardware and software compatible with current DHH requirements which are as follows:

- The contractor shall be responsible for procuring and maintaining hardware and software resources which are sufficient to successfully perform the services detailed in this RFP.
- The contractor shall adhere to state and federal regulations and guidelines as well as industry standards and best practices for systems or functions required to support the requirements of this RFP.
- The contractor shall clearly identify any systems or portions of systems outlined in the proposal which are considered to be proprietary in nature.
- Unless explicitly stated to the contrary, the contractor shall be responsible for all expenses required to obtain access to DHH systems or resources which are relevant to successful completion of the requirements of this RFP. The contractor shall also be responsible for expenses required for DHH to obtain access to the Contractor's systems or resources which are relevant to the successful completion of the requirements of this RFP. Such expenses shall be inclusive of hardware, software, network infrastructure and any licensing costs.
- Any confidential information must be encrypted to FIPS 140-2 standards when at rest or in transit.
- Contractor owned resources must be compliant with industry standard physical and procedural safeguards (NIST SP 800-114, NIST SP 800-66, NIST 800-53A, ISO 17788, etc.) for confidential information (HITECH, HIPAA part 164)
- Any contractor use of flash drives or external hard drives for storage of DHH data must first receive prior written approval from the Department and upon such approval shall adhere to FIPS 140-2 hardware level encryption standards.
- All contractor utilized computers and devices must:
 - i. Be protected by industry standard virus protection software which is automatically updated on a regular schedule.
 - ii. Have installed all security patches which are relevant to the applicable operating system and any other system software.
 - iii. Have encryption protection enabled at the Operating System level.

F. Subcontracting

The contractor shall not contract with any other party for furnishing any of the work and professional services required by the contract without the express prior written approval of the Department. The contractor shall not substitute any subcontractor without the prior written approval of the Department. For subcontractor(s), before commencing work, the contractor will provide letters of agreement, contracts or other forms of commitment which demonstrate that all requirements pertaining to the contractor will be satisfied by all subcontractors through the following:

1. The subcontractor(s) will provide a written commitment to accept all contract provisions.
2. The subcontractor(s) will provide a written commitment to adhere to an established system of accounting and financial controls adequate to permit the effective administration of the contract.

G. Insurance Requirements

Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-: VI. This rating requirement shall be waived for Worker's Compensation coverage only.

1. Contractor's Insurance

The contractor shall not commence work under this contract until it has obtained all insurance required herein. Certificates of Insurance, fully executed by officers of the Insurance Company shall be filed with the Department for approval. The contractor shall not allow any subcontractor to commence work on subcontract until all similar insurance required for the subcontractor has been obtained and approved. If so requested, the contractor shall also submit copies of insurance policies for inspection and approval of the Department before work is commenced. Said policies shall not be canceled, permitted to expire, or be changed without thirty (30) days' notice in advance to the Department and consented to by the Department in writing and the policies shall so provide.

2. Workers' Compensation Insurance

Before any work is commenced, the contractor shall obtain and maintain during the life of the contract, Workers' Compensation Insurance for all of the contractor's employees employed to provide services under the contract. In case any work is subcontracted, the contractor shall require the subcontractor similarly to provide Workers' Compensation Insurance for all the latter's employees, unless such employees are covered by the protection afforded by the contractor. In case any class of employees engaged in work under the contract at the site of the project is not protected under the Workers' Compensation Statute, the contractor shall provide for any such employees, and shall further provide or cause any and all subcontractors to provide Employer's Liability Insurance for the protection of such employees not protected by the Workers' Compensation Statute.

3. Commercial General Liability Insurance

The contractor shall maintain during the life of the contract such Commercial General Liability Insurance which shall protect contractor, the Department, and any subcontractor during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as for claims for property damages, which may arise from operations under the contract, whether such operations be by the contractor or by a subcontractor, or by anyone directly or indirectly employed by either of them, or in such a manner as to impose liability to the Department. Such insurance shall name the Department as additional insured for claims arising from or as the result of the operations of the Contractor or its subcontractors. In the absence of specific regulations, the amount of coverage shall be as follows: Commercial General Liability Insurance, including bodily injury, property damage and contractual liability, with combined single limits of \$1,000,000.

4. Insurance Covering Special Hazards

Special hazards as determined by the Department shall be covered by rider or riders in the Commercial General Liability Insurance Policy or policies herein elsewhere required to be furnished by the contractor, or by separate policies of insurance in the amounts as defined in any Special Conditions of the contract included therewith. **Not applicable for this contract.**

5. Licensed and Non-Licensed Motor Vehicles

The contractor shall maintain during the life of the contract, Automobile Liability Insurance in an amount not less than combined single limits of \$1,000,000 per occurrence for bodily injury/property damage. Such insurance shall cover the use of any non-licensed motor vehicles engaged in operations within the terms of the contract on the site of the work to be performed thereunder, unless such coverage is included in insurance elsewhere specified.

6. Subcontractor's Insurance

The contractor shall require that any and all subcontractors, which are not protected under the contractor's own insurance policies, take and maintain insurance of the same nature and in the same amounts as required of the contractor.

H. Resources Available to Contractor

The Office for Citizens with Developmental Disabilities/My Place Louisiana will have an assigned staff member who will be responsible for primary oversight of the contract. This individual will schedule meetings to discuss progress of activities and problems identified.

I. Contract Monitor

All work performed by the contract will be monitored by the My Place Louisiana Program Monitor or designee:

Keneshie Morrison

Department of Health and Hospitals
Office for Citizens with Developmental Disabilities
Money Follows the Person demo/My Place Louisiana
628 N. 4th Street
PO Box 3117, Bin #21
Baton Rouge, LA 70821-3117

J. Term of Contract

The contract shall commence on or near the date approximated in the Schedule of Events. The term of this contract shall be for a period of 36 months. The continuation of this contract is contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract.

K. Payment Terms

The contractor shall submit deliverables in accordance with established timelines and shall submit itemized invoices monthly or as defined in the contract terms. Payment of invoices shall be subject to approval of OCDD My Place Program Monitor of approval authority. Continuation of payment is dependent upon available funding.

L. Independent Assurances

1. The State of Louisiana/OCDD will also require the Contractor and /or subcontractors, if performing a key internal control, to submit to an independent SSAE 16 SOC 1 and/or type II audit of its internal controls and other financial and performance audits from outside companies to assure both the financial viability of the (outsourced) program and the operational viability, including the policies and procedures placed into operation. The audit firm will conduct tests and render an independent opinion on the operating effectiveness of the controls and procedures. When required by the state the contractor shall be required to provide a quality control plan, such as third party Quality Assurance (QA), Independent Verification and Validation (IV &V), and other internal project/ program reviews and audits.

2. These audits will require the Contractor to provide any assistance, records access, information system access, staff access, and space access to the party selected to perform the independent audit. The audit firm will submit to the State Agency and/or Contractor a final report on controls placed in operations for the project and includes a detailed description of the audit firm's tests of the operating effectiveness of controls.

3. The Contractor shall supply the Department with an exact copy of the report within thirty (30) calendar days of completion. When required by Office of Public Health, such audits may be performed annually during the term of the contract. The Contractor shall agree to implement recommendations as suggested by the audits within three months of report issuance at no cost to

the State. If cost of the audit is to be borne by the Contractor, it was included in the response to the RFP.

III. Proposals

A. General Information

This section outlines the provisions which govern determination of compliance of each proposer's response to the RFP. The Department shall determine, at its sole discretion, whether or not the requirements have been reasonably met. Omissions of required information shall be grounds for rejection of the proposal by the Department.

B. Contact After Solicitation Deadline

After the date for receipt of proposals, no proposer-initiated contact relative to the solicitation will be allowed between the proposers and DHH until an award is made.

C. Code of Ethics

Proposers are responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics is the only entity which can officially rule on ethics issues.

D. Rejection and Cancellation Issuance of this solicitation does not constitute a commitment by DHH to award a contract or contracts or to enter into a contract after an award has been made. The Department reserves the right to take any of the following actions that it determines to be in its best interest:

1. Reject all proposals received in response to this solicitation;
2. Cancel this RFP; or
3. Cancel or decline to enter into a contract with the successful proposer at any time after the award is made and before the contract receives final approval from the Division of Administration, Office of Contractual Review.

In accordance with the provisions of R.S. 39:2192, in awarding contracts after August 15, 2010, any public entity is authorized to reject a proposal or bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the following provisions of the Louisiana Revised Statutes of 1950 governing public contracts: Title 38, Chapter 10 (public contracts); Title 39, Chapter 16 (professional, personal, consulting, and social services procurement); or Title 39, Chapter 17 (Louisiana Procurement Code).

E. Award Without Discussion

The Secretary of DHH reserves the right to make an award without presentations by proposers or further discussion of proposals received.

F. Assignments

Any assignment, pledge, joint venture, hypothecation of right or responsibility to any person, firm or corporation should be fully explained and detailed in the proposal. Information as to the experience and qualifications of proposed subcontractors or joint ventures should be included in

the proposal. In addition, written commitments from any subcontractors or joint ventures should be included as part of the proposal.

G. Proposal and Contract Preparation Costs

The proposer assumes sole responsibility for any and all costs and incidental expenses associated with the preparation and reproduction of any proposal submitted in response to this RFP. The proposer to which the contract is awarded assumes sole responsibility for any and all costs and incidental expenses that it may incur in connection with: (1) the preparation, drafting or negotiation of the final contract; or (2) any activities that the proposer may undertake in preparation for, or in anticipation or expectation of, the performance of its work under the contract before the contract receives final approval from the Division of Administration, Office of Contractual Review. The proposer shall not include these costs or any portion thereof in the proposed contract cost. The proposer is fully responsible for all preparation costs associated therewith even if an award is made but subsequently terminated by the Department.

H. Errors and Omissions

The Department reserves the right to make corrections due to minor errors of proposer identified in proposals by the Department or the proposer. The Department, at its option, has the right to request clarification or additional information from proposer.

I. Ownership of Proposal

All proposals become the property of the Department and will not be returned to the proposer. The Department retains the right to use any and all ideas or adaptations of ideas contained in any proposal received in response to this solicitation. Selection or rejection of the offer will not affect this right. Once a contract is awarded, all proposals will become subject to the Louisiana Public Records Act.

J. Procurement Library/Resources Available To Proposer

Relevant material related to this RFP will be posted at the following web address: <http://new.dhh.louisiana.gov/index.cfm/page/147>.

K. 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 copy of the Redacted (cd or flash drive). No facsimile or emailed proposals will be accepted. The cost proposal and financial statements should 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 4th Street, 5th 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

L. Proprietary and/or Confidential Information

1. Pursuant to the Louisiana Public Records Act (La. R.S. 44:1 et. seq.), all public proceedings, records, contracts, and other public documents relating to this RFP shall be open to public inspection. Proposers should refer to the Louisiana Public Records Act for further clarification, including protections sought for proprietary and/or trade secret information. Proposers are reminded that cost proposals will not be considered confidential under any circumstance and that protections for technical proposals must be claimed by the proposer at the time of submission of its technical proposal.

M. Proposal Format

1. An item-by-item response to the Request for Proposals is requested.
2. There is no intent to limit the content of the proposals, and proposers may include any additional information deemed pertinent. Emphasis should be on simple, straightforward and concise statements of the proposer's ability to satisfy the requirements of the RFP.

N. Requested Proposal Outline:

- Introduction/Administrative Data
- Project Execution
- Relevant Real Estate Experience
- Personnel Qualifications
- Additional Information
- Financial Condition
- Cost and Pricing Analysis

O. Proposal Content

1. Proposals should include information that will assist the Department in determining the level of quality and timeliness that may be expected. The agency shall determine, at its sole discretion, whether or not the RFP provisions have been reasonably met. The proposal should describe the background and capabilities of the proposer, give details on how the services will be provided, and shall include a breakdown of proposed costs. Work samples may be included as part of the proposal. The Proposer should clearly indicate which region or regions are being proposed.
2. Proposals should address how the proposer intends to assume complete responsibility for timely performance of all contractual responsibilities in accordance with federal and state laws, regulations, policies, and procedures.
3. Proposals should define proposer's functional approach in providing services and identify the tasks necessary to meet the RFP requirements of the provision of services, as outlined in Section II.

4. Introduction/Administrative Data

- a. The introductory section should contain summary information about the proposer's organization. This section should state proposer's knowledge and understanding of the needs and objectives of DHH Office for Citizens with Developmental Disabilities/My Place Louisiana/Central Office as related to the scope of this RFP. It should further cite its ability to satisfy provisions of the Request for Proposal.
- b. This introductory section should include a description of how the proposer's organizational components communicate and work together in both an administrative and functional capacity from the top down. This section should contain a brief summary setting out the proposer's management philosophy including, but not limited to, the role of Quality Control, Professional Practices, Supervision, Distribution of Work and Communication Systems. This section should include an organizational chart displaying the proposer's overall structure.
- c. This section should also include the following information:
 - i. Location of Administrative Office with Full Time Personnel, include all office locations (address) with full time personnel.
 - ii. Name and address of principal officer;
 - iii. Name and address for purpose of issuing checks and/or drafts;
 - iv. For corporations, a statement listing name(s) and address(es) of principal owners who hold five percent interest or more in the corporation.
 - v. If out-of-state proposer, give name and address of local representative; if none, so state;
 - vi. If any of the proposer's personnel named is a current or former Louisiana state employee, indicate the Agency where employed, position, title, termination date, and social security number;
 - vii. If the proposer was engaged by DHH within the past twenty-four (24) months, indicate the contract number and/or any other information available to identify the engagement; if not, so state; and
 - viii. Proposer's state and federal tax identification numbers.
 - ix. Veteran/Hudson Initiative: Proposer should demonstrate participation in Veteran Initiative and Hudson Initiative Small Entrepreneurships or explanation if not applicable. (See Attachment I)
- d. The following information **must** be included in the proposal:
 - i. Certification Statement: The proposer must sign and submit an original Certification Statement (See Attachment II).
 - ii. Copy of Current REALTORS license for the state of Louisiana

5. Project Execution

The proposer should articulate an understanding of, and ability to effectively implement services as outlined within Section II of the RFP. In this section the proposer should state the approach it intends to use in achieving each objective of the project as outlined, including a project work plan and schedule for implementation. In particular, the proposer should:

- a. Provide a written explanation of the organizational structures of both operations and program administration, and how those structures will support service implementation, per region proposed. Individual components should include plans for supervision, training, technical assistance, as well as collaboration as appropriate.

- b. Provide a strategic overview including all elements to be provided.
 - c. Demonstrate an ability to hire staff with the necessary experience and skill set that will enable them to effectively meet the needs of consumers served, per region proposed.
 - d. Demonstrate an understanding of, and ability to implement, the various types of organizational strategies to be integrated within the day to day operations, which are critical in organizing their functioning and maximizing productivity, per region proposed.
 - e. Demonstrate knowledge of services to be provided and effective strategies to achieve objectives and effective service delivery, per region proposed.
 - f. Describe approach and strategy for project oversight and management.
 - g. Articulate the need for, and the ability to implement, a plan for continuous quality improvement; this includes (but is not limited to) reviewing the quality of services provided and staff productivity.
 - h. Demonstrate an understanding of and ability to implement data collection as needed.
 - i. Explain processes that will be implemented in order to complete all tasks and phases of the project in a timely manner, as outlined within Section II.
 - j. Articulate the ability to develop and implement an All Hazards Response plan in the event of an emergency event.
 - k. Refer to specific documents and reports that can be produced as a result of completing tasks, to achieve the requested deliverables.
 - l. Identify all assumptions or constraints on tasks.
 - m. Discuss what flexibility exists within the work plan to address unanticipated problems which might develop during the contract period.
 - n. If the proposer intends to subcontract for portions of the work, include specific designations of the tasks to be performed by the subcontractor, per region proposed.
 - o. Document procedures to protect the confidentiality of records in DHH databases, including records in databases that may be transmitted electronically via e-mail or the Internet.
6. Relevant Real Estate Experience
- a. The proposal should indicate the proposer or the proposer's firm has a record of prior successful experience in the implementation of the services sought through this RFP. Proposers should include statements specifying the extent of responsibility on prior projects and a description of the projects' scope and similarity to the projects outlined in this RFP. All experience under this section should be in sufficient detail to allow an adequate evaluation by the Department. The proposer should have, within the last 24 months implemented a similar type project. Proposers should give at least two customer references for projects implemented in at least the last 24 months. References should include the name, email address and telephone number of each contact person.

- b. In this section, a statement of the proposer's involvement in litigation that could affect this work should be included. If no such litigation exists, proposer should so state.

7. Personnel Qualifications

- a. The purpose of this section is to evaluate the relevant experience, resources, and qualifications of the proposed staff to be assigned to this project. The experience of proposer's personnel in implementing similar services to those to be provided under this RFP will be evaluated. The adequacy of personnel for the proposed project team will be evaluated on the basis of project tasks assigned, allocation of staff, professional skill mix, and level of involvement of personnel.
- b. Proposers should state job responsibilities, workload and lines of supervision. An organizational chart identifying individuals and their job titles and major job duties should be included. The organizational chart should show lines of responsibility and authority.
- c. Job descriptions, including the percentage of time allocated to the project and the number of personnel should be included and should indicate minimum education, training, experience, special skills and other qualifications for each staff position as well as specific job duties identified in the proposal. Job descriptions should indicate if the position will be filled by a sub-contractor.
- d. Key personnel and the percentage of time directly assigned to the project should be identified.
- e. Résumés of all known personnel should be included. Resumes of proposed personnel should include, but not be limited to:
 - Experience with proposer,
 - Previous experience in projects of similar scope and size.
 - Educational background, certifications, licenses, special skills, etc.
- f. If subcontractor personnel will be used, the proposer should clearly identify these persons, if known, and provide the same information requested for the proposer's personnel.

8. Additional Information

As an appendix to its proposal, if available, proposers should provide copies of any policies and procedures manuals applicable to this contract, inclusive of organizational standards or ethical standards. This appendix should also include a copy of proposer's All Hazards Response Plan, if available.

9. Financial Condition

- a. The organization's financial solvency will be evaluated. The proposer's ability to demonstrate adequate financial resources for performance of the contract or the ability to obtain such resources as required during performance under this contract will be considered.
- b. Proposal should include for each of the last three (3) years, copies of financial statements, preferably audited, including at least a balance sheet and profit and loss statement, or other appropriate documentation which would demonstrate to the Department the proposer's financial resources sufficient to conduct the project.

10. Cost

- a. Proposer shall specify costs for performance of tasks. The Proposer shall indicate the region or regions being proposed. The Proposer shall provide a price for deliverable #1 (attendance at the one day orientation session), exclusive of travel expenses which shall be reimbursed in accordance with PPM-49.
- b. The Proposer shall provide an all-inclusive unit price for deliverable #2 listed on Attachment VI (or in the same format as Attachment VI) for each year of the contract. The unit price shall be inclusive of all expenses, including travel. Using the estimated quantity listed on the region's cost template, Proposers shall provide a total per year cost for each year of the contract, and a 3 year total cost.

V. Evaluation and Selection

A. Evaluation Criteria

The following criteria will be used to evaluate proposals:

- 1. Evaluations will be conducted by a Proposal Review Committee.
- 2. Evaluations of the financial statements will be conducted by a member of the DHH Office of the Secretary Division of Fiscal Management
- 3. Scoring will be based on a possible total of 100 points. The proposal with the highest total score by region will be recommended for award.
- 4. Cost will be evaluated in the following manner. The Proposer with the lowest 3 year cost per region will receive 25 points. Other proposers will receive cost scores based upon the following formula:

$$25 \quad \times \quad \frac{\text{Lowest 3-year cost proposal}}{\text{Cost of proposal being rated}} \quad = \quad \frac{\text{Proposal}}{\text{Cost points}}$$

Note that the estimated quantities per region on Attachment VI, Cost Template, are based on historical data and are for evaluation purposes only. The Department does not guarantee these quantities.

Evaluation Criteria	Assigned Weight
Introduction/Understanding of RFP	5
Work Plan/Project Execution	20
Real Estate Experience	15
Qualification of Personnel	20
Cost	25
Financial Statements	5
Veteran and Hudson Initiatives	10
Total	100

B. On-Site Presentations/Demonstrations

Not required for this RFP

C. Evaluation Team

The evaluation of proposals will be accomplished by an evaluation team, to be designated by the Department, which will determine the proposal(s) most advantageous to the Department, taking into consideration cost and the other evaluation factors set forth in the RFP.

D. Administrative and Mandatory Screening

All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals that are not in compliance will be excluded from further consideration.

E. Clarification of Proposals

The Department reserves the right to seek clarification of any proposal for the purpose of identifying and eliminating minor irregularities or informalities, including resolving inadequate proposal content, or contradictory statements in a proposer’s proposal.

F. Announcement of Award

Subject to the provisions of Paragraph IV.D above, the Department will award the contract to the proposer with the highest graded proposal in each region and deemed to be in the best interest of the Department. All proposers will be notified of the contract award. The Department will notify the successful proposer(s) and proceed to negotiate contract terms. Mandatory requirements established by the Department and/or the Evaluation Team are not subject to negotiation.

VI. CONTRACTUAL INFORMATION

A. The contract between DHH and the Contractor shall include the standard DHH contract form (CF-1/Attachment III) including a negotiated scope of work, the RFP and its amendments and addenda, and the Contractor’s proposal. The attached CF-1 contains basic information and general terms and conditions of the contract to be awarded.

B. Mutual Obligations and Responsibilities: The state requires that the mutual obligations and responsibilities of DHH and the successful proposer be recorded in a written contract. While final wording will be resolved at contract time, the intent of the provisions will not be altered and will include all provisions as specified in the attached CF-1.

- C. Retainage - the Department shall secure a retainage of 10% from all billings under the contract as surety for performance. On successful completion of contract deliverables, the retainage amount may be released on an annual basis. Within ninety (90) days of the termination of the contract, if the contractor has performed the contract services to the satisfaction of the Department and all invoices appear to be correct, DHH shall release all retained amounts to the contractor.
- D. In addition, to terms of the CF-1 and supplements, the following will be incorporated into the contract awarded through this RFP:
1. Personnel Assignments: The Contractor's key personnel assigned to this contract may not be replaced without the written consent of the Department. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. Key personnel for these purposes will be determined during contract negotiation. Replacement personnel must be trained upon assuming the duties related to this contract.
 2. Force Majeure: The contractor and the Department are excused from performance under contract for any period they may be prevented from performance by an Act of God, strike, war, civil disturbance, epidemic or court order.
 3. Order of Precedence: The contract shall, to the extent possible, be construed to give effect to all provisions contained therein; however, where provisions conflict, the intent of the parties shall be determined by giving a first priority to provisions of the contract excluding the RFP and the proposal; second priority to the provisions of the RFP; and third priority to the provisions of the proposal.
 4. Entire Agreement: This contract, together with the RFP and addenda issued thereto by the Department, the proposal submitted by the contractor in response to the Department's RFP, and any exhibits specifically incorporated herein by reference constitute the entire agreement between the parties with respect to the subject matter.
 5. Board Resolution/Signature Authority: The contractor, if a corporation, shall secure and attach to the contract a formal Board Resolution indicating the signatory to the contract is a corporate representative and authorized to sign said contract.
 6. Warranty to Comply with State and Federal Regulations: The contractor shall warrant that it shall comply with all state and federal regulations as they exist at the time of the contract or as subsequently amended.
 7. Warranty of Removal of Conflict of Interest: The contractor shall warrant that it, its officers, and employees have no interest and shall not acquire any interest, direct or indirect, which conflicts in any manner or degree with the performance of services hereunder. The contractor shall periodically inquire of its officers and employees concerning such conflicts, and shall inform the Department promptly of any potential conflict. The contractor shall warrant that it shall remove any conflict of interest prior to signing the contract.
 8. If the contractor is a corporation, the following requirement must be met prior to execution of the contract:
 - a. If a for-profit corporation whose stock is not publicly traded-the contractor must file a Disclosure of Ownership form with the Louisiana Secretary of State.

- b. If the contractor is a corporation not incorporated under the laws of the State of Louisiana- the contractor must obtain a Certificate of Authority pursuant to R.S. 12:301-302 from the Louisiana Secretary of State.
- c. The contractor must provide written assurance to the agency from contractor's legal counsel that the contractor is not prohibited by its articles of incorporation, bylaws or the laws under which it is incorporated from performing the services required under the contract.

Attachments:

- I. Veteran and Hudson Initiatives**
- II. Certification Statement**
- III. DHH Standard Contract Form (CF-1)**
- IV. HIPAA BAA**
- V. DHH Regional Map**
- VI. Cost Template**

**Minimum Required Language - Request for Proposal (RFP)
Veteran-Owned and Service-Connected Small Entrepreneurships (Veteran Initiative) and
Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs**

Participation of Veteran Initiative and Hudson Initiative small entrepreneurships will be scored as part of the technical evaluation.

The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurships (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the state. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) small entrepreneurship are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at https://smallbiz.louisianaforward.com/index_2.asp.

Ten percent (10%) of the total evaluation points on this RFP are reserved for proposers who are themselves a certified Veteran or Hudson Initiative small entrepreneurship or who will engage the participation of one or more certified Veteran or Hudson Initiatives small entrepreneurships as subcontractors.

Reserved points shall be added to the applicable proposers' evaluation score as follows:

Proposer Status and Reserved Points

- Proposer is a certified small entrepreneurship: Full amount of the reserved points
- Proposer is not a certified small entrepreneurship but has engaged one or more certified small entrepreneurships to participate as subcontractors or distributors. Points will be allocated based on the following criteria:
 - the number of certified small entrepreneurships to be utilized
 - the experience and qualifications of the certified small entrepreneurship(s)
 - the anticipated earnings to accrue to the certified small entrepreneurship(s)

If a proposer is not a certified small entrepreneurship as described herein, but plans to use certified small entrepreneurship(s), proposer shall include in their proposal the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract.

During the term of the contract and at expiration, the Contractor will also be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each.

The statutes (R.S 39:2171 *et. seq.*) concerning the Veteran Initiative may be viewed at <http://legis.la.gov/lss/lss.asp?doc=671504>; and the statutes (R.S 39:2001 *et. seq.*) concerning the Hudson Initiative may be viewed <http://legis.la.gov/lss/lss.asp?doc=96265>. The rules for the Veteran Initiative (LAC 19:VII. Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII Chapters 11 and 13) may be viewed at <http://www.doa.louisiana.gov/osp/se/se.htm>.

A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurships may be obtained from the Louisiana Economic Development Certification System at https://smallbiz.louisianaforward.com/index_2.asp. Additionally, a list of Hudson and Veteran Initiative small entrepreneurships, which have been certified by the Louisiana Department of Economic Development and who have opted to register in the State of Louisiana LaGov Supplier Portal https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg may be accessed from the State of Louisiana Procurement and Contract (LaPAC) Network <http://wwwprd.doa.louisiana.gov/osp/lapac/vendor/srchven.asp>. When using this site, determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.) and select SmallE, VSE, or DVSE.

CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT: The State requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date	
Official Contact Name	
Email Address	
Fax Number with Area Code	
Telephone Number	
Street Address	
City, State, and Zip	

Proposer certifies that the above information is true and grants permission to the Department to contact the above named person or otherwise verify the information I have provided.

By its submission of this proposal and authorized signature below, proposer certifies that:

1. The information contained in its response to this RFP is accurate;
2. Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
4. Proposer's technical and cost proposals are valid for at least 90 days from the date of proposer's signature below;
5. Proposer understands that if selected as the successful Proposer, he/she will have **20** calendar days from the date of delivery of initial contract in which to complete contract negotiations, if any, and execute the final contract document. The Department has the option to waive this deadline if actions or inactions by the Department cause the delay.
6. Proposer certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov>).

Authorized Signature:

Original Signature Only: Electronic or Photocopy Signature are NOT Allowed

Print Name:

Title:

During the performance of this agreement, the Contractor hereby agrees to the following terms and conditions:

1. Contractor hereby agrees to adhere as applicable to the mandates dictated by Titles VI and VII of the Civil Rights Act of 1964, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act of 1990 as amended; the Rehabilitation Act of 1973 as amended; Sec. 202 of Executive Order 11246 as amended, and all applicable requirements imposed by or pursuant to the regulations of the U. S. Department of Health and Human Services. Contractor agrees not to discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, political beliefs, disabled veteran, veteran status, or any other non-merit factor.
2. Contractor shall abide by the laws and regulations concerning confidentiality which safeguard information and the patient/My Place participant confidentiality. Information obtained shall not be used in any manner except as necessary for the proper discharge of Contractor's obligations. (The Contractor shall establish, subject to review and approval of the Department, confidentiality rules and facility access procedures.)
3. The State Legislative Auditor, Office of the Governor, Division of Administration, and Department Auditors or those designated by the Department shall have the option of auditing all accounts pertaining to this contract during the contract and for a three year period following final payment. Contractor grants to the State of Louisiana, through the Office of the Legislative Auditor, Department of Health and Hospitals, and Inspector General's Office, Federal Government and/or other such officially designated body the right to inspect and review all books and records pertaining to services rendered under this contract, and further agrees to guidelines for fiscal administration as may be promulgated by the Department. Records will be made available during normal working hours.

Contractor shall comply with federal and state laws and/or DHH Policy requiring an audit of the Contractor's operation as a whole or of specific program activities. Audit reports shall be sent within thirty (30) days after the completion of the audit, but no later than six (6) months after the end of the audit period. If an audit is performed within the contract period, for any period, four (4) copies of the audit report shall be sent to the Department of Health and Hospitals, Attention: **Division of Fiscal Management, P.O. Box 91117, Baton Rouge, LA 70821-3797** and one (1) copy of the audit shall be sent to the **originating DHH Office**.

4. Contractor agrees to retain all books, records and other documents relevant to the contract and funds expended thereunder for at least four (4) years after final payment or as prescribed in 45 CFR 74:53 (b) whichever is longer. Contractor shall make available to the Department such records within thirty (30) days of the Department's written request and shall deliver such records to the Department's central office in Baton Rouge, Louisiana, all without expense to the Department. Contractor shall allow the Department to inspect, audit or copy records at the contractor's site, without expense to the Department.
5. Contractor shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation), without written consent of the Department thereto, provided, however, that claims for money due or to become due to Contractor from the Department under this contract may be assigned to a bank, trust company or other financial institution without advanced approval. Notice of any such assignment or transfer shall be promptly furnished to the Department and the Division of Administration, Office of Contractual Review.
6. Contractor hereby agrees that the responsibility for payment of taxes from the funds received under this contract shall be Contractor's. The contractor assumes responsibility for its personnel providing services hereunder and shall make all deductions for withholding taxes, and contributions for unemployment compensation funds, and shall maintain, at Contractor's expense, all necessary insurance for its employees, including but not limited to automobile insurance, workers' compensation and general liability insurance.
7. Contractor shall obtain and maintain during the contract term all necessary insurance including automobile insurance, workers' compensation insurance, and general liability insurance. The required insurances shall protect the Contractor, the Department of Health and Hospitals, and the State of Louisiana from all claims related to Contractor's performance of this contract. Certificates of Insurance shall be filed with the Department for approval. Said policies shall not be canceled, permitted to expire, or be changed without thirty (30) days advance written notice to the Department. Commercial General Liability Insurance shall provide protection during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as claims for property damages, with combined single limits prescribed by the Department.
8. In cases where travel and related expenses are required to be identified separate from the fee for services, such costs shall be in accordance with State Travel Regulations. The contract contains a maximum compensation which shall be inclusive of all charges including fees and travel expenses.
9. No funds provided herein shall be used to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition or any election ballot or a proposition or matter having the effect of law being considered by the legislature or any local governing authority. Contracts with individuals shall be exempt from this provision.
10. Should contractor become an employee of the classified or unclassified service of the State of Louisiana during the effective period of the contract, Contractor must notify his/her appointing authority of any existing contract with State of Louisiana and notify the contracting office of any additional state employment. This is applicable only to contracts with individuals.
11. All non-third party software and source code, records, reports, documents and other material delivered or transmitted to Contractor by State shall remain the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract. All non-third party software and source code, records, reports, documents, or other material related to this contract and/or obtained or prepared by Contractor in connection with the

performance of the services contracted for herein shall become the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract.

12. Contractor shall not enter into any subcontract for work or services contemplated under this contract without obtaining prior written approval of the Department. Any subcontracts approved by the Department shall be subject to conditions and provisions as the Department may deem necessary; provided, however, that notwithstanding the foregoing, unless otherwise provided in this contract, such prior written approval shall not be required for the purchase by the contractor of supplies and services which are incidental but necessary for the performance of the work required under this contract. No subcontract shall relieve the Contractor of the responsibility for the performance of contractual obligations described herein.
13. No person and no entity providing services pursuant to this contract on behalf of contractor or any subcontractor is prohibited from providing such services by the provisions of R.S. 42:1113 as amended in the 2008 Regular Session of the Louisiana Legislature.
14. No claim for services furnished or requested for reimbursement by Contractor, not provided for in this contract, shall be allowed by the Department. In the event the Department determines that certain costs which have been reimbursed to Contractor pursuant to this or previous contracts are not allowable, the Department shall have the right to set off and withhold said amounts from any amount due the Contractor under this contract for costs that are allowable.
15. This contract is subject to and conditioned upon the availability and appropriation of Federal and/or State funds; and no liability or obligation for payment will develop between the parties until the contract has been approved by required authorities of the Department; and, if contract exceeds \$20,000, the Director of the Office of Contractual Review, Division of Administration in accordance with La. R.S. 39:1502.
16. The continuation of this contract is contingent upon the appropriation of funds from the legislature to fulfill the requirements of the contract. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.
17. Any alteration, variation, modification, or waiver of provisions of this contract shall be valid only when reduced to writing, as an amendment duly signed, and approved by required authorities of the Department; and, if contract exceeds \$20,000, approved by the Director of the Office of Contractual Review, Division of Administration. Budget revisions approved by both parties in cost reimbursement contracts do not require an amendment if the revision only involves the realignment of monies between originally approved cost categories.
18. Any contract disputes will be interpreted under applicable Louisiana laws and regulations in Louisiana administrative tribunals or district courts as appropriate.
19. Contractor will warrant all materials, products and/or services produced hereunder will not infringe upon or violate any patent, copyright, trade secret, or other proprietary right of any third party. In the event of any such claim by any third party against DHH, the Department shall promptly notify Contractor in writing and Contractor shall defend such claim in DHH's name, but at Contractor's expense and shall indemnify and hold harmless DHH against any loss, expense or liability arising out of such claim, whether or not such claim is successful. This provision is not applicable to contracts with physicians, psychiatrists, psychologists or other allied health providers solely for medical services.
20. Any equipment purchased under this contract remains the property of the Contractor for the period of this contract and future continuing contracts for the provision of the same services. Contractor must submit vendor invoice with reimbursement request. For the purpose of this contract, equipment is defined as any tangible, durable property having a useful life of at least (1) year and acquisition cost of \$1000.00 or more. The contractor has the responsibility to submit to the Contract Monitor an inventory list of DHH equipment items when acquired under the contract and any additions to the listing as they occur. Contractor will submit an updated, complete inventory list on a quarterly basis to the Contract Monitor. Contractor agrees that upon termination of contracted services, the equipment purchased under this contract reverts to the Department. Contractor agrees to deliver any such equipment to the Department within 30 days of termination of services.
21. Contractor agrees to protect, indemnify and hold harmless the State of Louisiana, DHH, from all claims for damages, costs, expenses and attorney fees arising in contract or tort from this contract or from any acts or omissions of Contractor's agents, employees, officers or My Place participants, including premises liability and including any claim based on any theory of strict liability. This provision does not apply to actions or omissions for which LA R.S. 40:1299.39 provides malpractice coverage to the contractor, nor claims related to treatment and performance of evaluations of persons when such persons cause harm to third parties (R.S. 13:5108.1(E)). Further it does not apply to premises liability when the services are being performed on premises owned and operated by DHH.
22. Any provision of this contract is severable if that provision is in violation of the laws of the State of Louisiana or the United States, or becomes inoperative due to changes in State and Federal law, or applicable State or Federal regulations.
23. Contractor agrees that the current contract supersedes all previous contracts, negotiations, and all other communications between the parties with respect to the subject matter of the current contract.

THIS CONTRACT CONTAINS OR HAS ATTACHED HERETO ALL THE TERMS AND CONDITIONS AGREED UPON BY THE CONTRACTING PARTIES. IN WITNESS THEREOF, THIS CONTRACT IS SIGNED ON THE DATE INDICATED BELOW.

**STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS**

SIGNATURE

DATE

Mark Thomas

SIGNATURE

DATE

Kathy Kliebert

NAME

NAME

OCDD *Interim* Assistant Secretary or Designee

Secretary, Department of Health and Hospitals or Designee

TITLE

TITLE

SIGNATURE

DATE

Keneshie Morrison

SIGNATURE

DATE

NAME

NAME

MFP/My Place Louisiana Housing Coordinator

TITLE

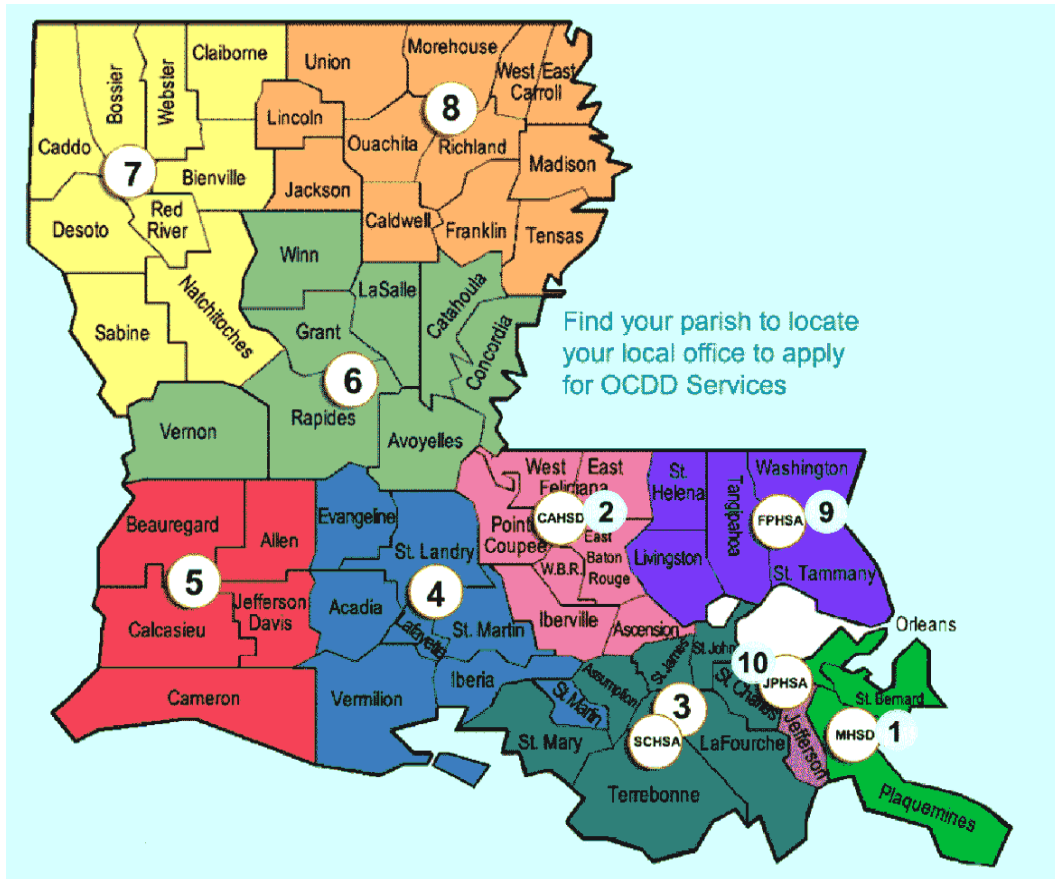
TITLE

HIPAA Business Associate Addendum

This HIPAA Business Associate Addendum is hereby made a part of this contract in its entirety as Attachment IV to the contract.

1. The Louisiana Department of Health and Hospitals (“DHH”) is a Covered Entity, as that term is defined herein, because it functions as a health plan and as a health care provider that transmits health information in electronic form.
2. Contractor is a Business Associate of DHH, as that term is defined herein, because contractor either: (a) creates, receives, maintains, or transmits PHI for or on behalf of DHH; or (b) provides legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, or financial services for DHH involving the disclosure of PHI.
3. Definitions: As used in this addendum –
 - A. The term “HIPAA Rules” refers to the federal regulations known as the HIPAA Privacy, Security, Enforcement, and Breach Notification Rules, found at 45 C.F.R. Parts 160 and 164, which were originally promulgated by the U. S. Department of Health and Human Services (DHHS) pursuant to the Health Insurance Portability and Accountability Act (“HIPAA”) of 1996 and were subsequently amended pursuant to the Health Information Technology for Economic and Clinical Health (“HITECH”) Act of the American Recovery and Reinvestment Act of 2009.
 - B. The terms “Business Associate”, “Covered Entity”, “disclosure”, “electronic protected health information” (“electronic PHI”), “health care provider”, “health information”, “health plan”, “protected health information” (“PHI”), “subcontractor”, and “use” have the same meaning as set forth in 45 C.F.R. § 160.103.
 - C. The term “security incident” has the same meaning as set forth in 45 C.F.R. § 164.304.
 - D. The terms “breach” and “unsecured protected health information” (“unsecured PHI”) have the same meaning as set forth in 45 C.F.R. § 164.402.
4. Contractor and its agents, employees and subcontractors shall comply with all applicable requirements of the HIPAA Rules and shall maintain the confidentiality of all PHI obtained by them pursuant to this contract and addendum as required by the HIPAA Rules and by this contract and addendum.
5. Contractor shall use or disclose PHI solely: (a) for meeting its obligations under the contract; or (b) as required by law, rule or regulation (including the HIPAA Rules) or as otherwise required or permitted by this contract and addendum.
6. Contractor shall implement and utilize all appropriate safeguards to prevent any use or disclosure of PHI not required or permitted by this contract and addendum, including administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of DHH.
7. In accordance with 45 C.F.R. § 164.502(e)(1)(ii) and (if applicable) § 164.308(b)(2), contractor shall ensure that any agents, employees, subcontractors or others that create, receive, maintain, or transmit PHI on behalf of contractor agree to the same restrictions, conditions and requirements that apply to contractor with respect to such information, and it shall ensure that they implement reasonable and appropriate safeguards to protect such information. Contractor shall take all reasonable steps to ensure that its agents’, employees’ or subcontractors’ actions or omissions do not cause contractor to violate this contract and addendum.
8. Contractor shall, within three (3) days of becoming aware of any use or disclosure of PHI, other than as permitted by this contract and addendum, report such disclosure in writing to the person(s) named in section 14 (Terms of Payment), page 1 of the CF-1. Disclosures which must be reported by contractor include, but are not limited to, any security incident, any breach of unsecured PHI, and any “breach of the security system” as defined in the Louisiana Database Security Breach Notification Law, La.R.S. 51:3071 *et seq.* At the option of DHH, any harm or damage resulting from any use or disclosure which violates this contract and addendum shall be mitigated, to the extent practicable, either: (a) by contractor at its own expense; or (b) by DHH, in which case contractor shall reimburse DHH for all expenses that DHH is required to incur in undertaking such mitigation activities.
9. To the extent that contractor is to carry out one or more of DHH’s obligations under 45 C.F.R. Part 164, Subpart E, contractor shall comply with the requirements of Subpart E that apply to DHH in the performance of such obligation(s).
10. Contractor shall make available such information in its possession which is required for DHH to provide an accounting of disclosures in accordance with 45 CFR § 164.528. In the event that a request for accounting is made directly to contractor, contractor shall forward such request to DHH within two (2) days of such receipt. Contractor shall implement an appropriate record keeping process to enable it to comply with the requirements of this provision. Contractor shall maintain data on all disclosures of PHI for which accounting is required by 45 CFR § 164.528 for at least six (6) years after the date of the last such disclosure.
11. Contractor shall make PHI available to DHH upon request in accordance with 45 CFR § 164.524.
12. Contractor shall make PHI available to DHH upon request for amendment and shall incorporate any amendments to PHI in accordance with 45 CFR § 164.526.
13. Contractor shall make its internal practices, books, and records relating to the use and disclosure of PHI received from or created or received by contractor on behalf of DHH available to the Secretary of the U. S. DHHS for purposes of determining DHH’s compliance with the HIPAA Rules.
14. Contractor shall indemnify and hold DHH harmless from and against any and all liabilities, claims for damages, costs, expenses and attorneys’ fees resulting from any violation of this addendum by contractor or by its agents, employees or subcontractors, without regard to any limitation or exclusion of damages provision otherwise set forth in the contract.
15. The parties agree that the legal relationship between DHH and contractor is strictly an independent contractor relationship. Nothing in this contract and addendum shall be deemed to create a joint venture, agency, partnership, or employer-employee relationship between DHH and contractor.
16. Notwithstanding any other provision of the contract, DHH shall have the right to terminate the contract immediately if DHH determines that contractor has violated any provision of the HIPAA Rules or any material term of this addendum.
17. At the termination of the contract, or upon request of DHH, whichever occurs first, contractor shall return or destroy (at the option of DHH) all PHI received or created by contractor that contractor still maintains in any form and retain no copies of such information; or if such return or destruction is not feasible, contractor shall extend the confidentiality protections of the contract to the information and limit further uses and disclosure to those purposes that make the return or destruction of the information infeasible.

DHH by Region Map



Region 1

Orleans
Plaquemines
St. Bernard

St. Landry
St. Martin
Vermilion

Red River
Sabine
Webster

Region 2

Ascension
East Baton Rouge
West Baton Rouge
East Feliciana
West Feliciana
Iberville
Pointe Coupee

Region 5

Allen
Beauregard
Calcasieu
Cameron
Jefferson Davis

Region 8

Caldwell
East Carroll
West Carroll
Franklin
Jackson
Lincoln
Madison
Morehouse
Ouachita
Richland
Tensas
Union

Region 3

Assumption
Lafourche
St. Charles
St. James
St. John
St. Mary
Terrebonne

Region 6

Avoyelles
Catahoula
Concordia
Grant
LaSalle
Rapides
Vernon
Winn

Region 9

Livingston
St. Helena
St. Tammany
Tangipahoa
Washington

Region 4

Acadia
Evangeline
Iberia
Lafayette

Region 7

Bienville
Bossier
Caddo
Claiborne
Desoto
Natchitoches

Region 10

Jefferson (East and West)

Cost Template – Region 1

Proposers must complete a cost proposal in the following format to be considered for award. If it is not completed, the Proposer will be disqualified from consideration.

Instructions:

Proposal shall include all anticipated costs of successful implementation of all deliverables outlined in the RFP. Proposers may provide services in one or more regions. **Proposers shall provide a unit price for each deliverable for each Year in the table.** This rate shall be fully burdened with all costs for the provision of services including travel and expenses; with the exception of travel for the day of Orientation.

****The Historical Data provided is for evaluation purposes only.***

#	Deliverables	Estimated Quantity	Proposed Cost/Each	Total
1	Completion of One-day (8 hour) Orientation (to include Abuse & Neglect training) in Baton Rouge, LA. (Time to be determined) <i>Price shall not include travel. Travel expenses shall be paid in accordance with PPM 49</i> http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm	1	\$	\$
2	Acceptance of Referral for Relocation Assistance Interview to Identify Property Criteria Research and Location of Available Properties Preview Available Properties Provide a Tour of Chosen Properties Provide a Written Review of Available Properties <i>Price shall include travel.</i>	12	\$	\$
	TOTAL COST FOR YEAR _____			
	Region 1 Orleans Plaquemines St. Bernard			\$

Cost Template – Region 2

Proposers must complete a cost proposal in the following format to be considered for award. If it is not completed, the Proposer will be disqualified from consideration.

Instructions:

Proposal shall include all anticipated costs of successful implementation of all deliverables outlined in the RFP. Proposers may provide services in one or more regions. **Proposers shall provide a unit price for each deliverable for each Year in the table.** This rate shall be fully burdened with all costs for the provision of services including travel and expenses; with the exception of travel for the day of Orientation.

****The Historical Data provided is for evaluation purposes only.***

#	Deliverables	Estimated Quantity	Proposed Cost/Each	Total
1	Completion of One-day (8 hour) Orientation (to include Abuse & Neglect training) in Baton Rouge, LA. (Time to be determined) <i>Price shall not include travel. Travel expenses shall be paid in accordance with PPM 49</i> http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm	1	\$	\$
2	Acceptance of Referral for Relocation Assistance Interview to Identify Property Criteria Research and Location of Available Properties Preview Available Properties Provide a Tour of Chosen Properties Provide a Written Review of Available Properties <i>Price shall include travel.</i>	10	\$	\$
TOTAL COST FOR YEAR _____				
<u>Region 2</u> Ascension East Baton Rouge West Baton Rouge Iberville East Feliciana Pointe Coupee West Feliciana				\$

Cost Template – Region 3

Proposers must complete a cost proposal in the following format to be considered for award. If it is not completed, the Proposer will be disqualified from consideration.

Instructions:

Proposal shall include all anticipated costs of successful implementation of all deliverables outlined in the RFP. Proposers may provide services in one or more regions. **Proposers shall provide a unit price for each deliverable for each Year in the table.** This rate shall be fully burdened with all costs for the provision of services including travel and expenses; with the exception of travel for the day of Orientation.

****The Historical Data provided is for evaluation purposes only.***

#	Deliverables	Estimated Quantity	Proposed Cost/Each	Total
1	Completion of One-day (8 hour) Orientation (to include Abuse & Neglect training) in Baton Rouge, LA. (Time to be determined) <i>Price shall not include travel. Travel expenses shall be paid in accordance with PPM 49</i> http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm	1	\$	\$
2	Acceptance of Referral for Relocation Assistance Interview to Identify Property Criteria Research and Location of Available Properties Preview Available Properties Provide a Tour of Chosen Properties Provide a Written Review of Available Properties <i>Price shall include travel.</i>	4	\$	\$
TOTAL COST FOR YEAR _____				
<u>Region 3</u> Assumption St. James Lafourche St. John St. Charles St. Mary Terrebonne				\$

Cost Template – Region 4

Proposers must complete a cost proposal in the following format to be considered for award. If it is not completed, the Proposer will be disqualified from consideration.

Instructions:

Proposal shall include all anticipated costs of successful implementation of all deliverables outlined in the RFP. Proposers may provide services in one or more regions. **Proposers shall provide a unit price for each deliverable for each Year in the table.** This rate shall be fully burdened with all costs for the provision of services including travel and expenses; with the exception of travel for the day of Orientation.

****The Historical Data provided is for evaluation purposes only.***

#	Deliverables	Estimated Quantity	Proposed Cost/Each	Total
1	Completion of One-day (8 hour) Orientation (to include Abuse & Neglect training) in Baton Rouge, LA. (Time to be determined) <i>Price shall not include travel. Travel expenses shall be paid in accordance with PPM 49</i> http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm	1	\$	\$
2	Acceptance of Referral for Relocation Assistance Interview to Identify Property Criteria Research and Location of Available Properties Preview Available Properties Provide a Tour of Chosen Properties Provide a Written Review of Available Properties <i>Price shall include travel.</i>	15	\$	\$
TOTAL COST FOR YEAR _____				\$
Region 4				
Acadia Iberia				
Evangeline St. Martin				
Lafayette Vermilion				
St. Landry				

Cost Template – Region 5

Proposers must complete a cost proposal in the following format to be considered for award. If it is not completed, the Proposer will be disqualified from consideration.

Instructions:

Proposal shall include all anticipated costs of successful implementation of all deliverables outlined in the RFP. Proposers may provide services in one or more regions. **Proposers shall provide a unit price for each deliverable for each Year in the table.** This rate shall be fully burdened with all costs for the provision of services including travel and expenses; with the exception of travel for the day of Orientation.

****The Historical Data provided is for evaluation purposes only.***

#	Deliverables	Estimated Quantity	Proposed Cost/Each	Total
1	Completion of One-day (8 hour) Orientation (to include Abuse & Neglect training) in Baton Rouge, LA. (Time to be determined) <i>Price shall not include travel. Travel expenses shall be paid in accordance with PPM 49</i> http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm	1	\$	\$
2	Acceptance of Referral for Relocation Assistance Interview to Identify Property Criteria Research and Location of Available Properties Preview Available Properties Provide a Tour of Chosen Properties Provide a Written Review of Available Properties <i>Price shall include travel.</i>	5	\$	\$
TOTAL COST FOR YEAR _____				
<u>Region 5</u> Allen Beauregard Calcasieu Cameron Jefferson Davis				\$

Cost Template – Region 6

Proposers must complete a cost proposal in the following format to be considered for award. If it is not completed, the Proposer will be disqualified from consideration. Prices shall include travel as specified in Item (O).10.a

Instructions:

Proposal shall include all anticipated costs of successful implementation of all deliverables outlined in the RFP. Proposers may provide services in one or more regions. **Proposers shall provide a unit price for each deliverable for each Year in the table.** This rate shall be fully burdened with all costs for the provision of services including travel and expenses; with the exception of travel for the day of Orientation.

****The Historical Data provided is for evaluation purposes only.***

#	Deliverables	Estimated Quantity	Proposed Cost/Each	Total
1	Completion of One-day (8 hour) Orientation (to include Abuse & Neglect training) in Baton Rouge, LA. (Time to be determined) <i>Price shall not include travel. Travel expenses shall be paid in accordance with PPM 49</i> http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm	1	\$	\$
2	Acceptance of Referral for Relocation Assistance Interview to Identify Property Criteria Research and Location of Available Properties Preview Available Properties Provide a Tour of Chosen Properties Provide a Written Review of Available Properties <i>Price shall include travel.</i>	21	\$	\$
TOTAL COST FOR YEAR _____				
Region 6 Avoyelles Winn Catahoula Vernon Concordia Rapides Grant LaSalle				\$

Cost Template – Region 7

Proposers must complete a cost proposal in the following format to be considered for award. If it is not completed, the Proposer will be disqualified from consideration.

Instructions:

Proposal shall include all anticipated costs of successful implementation of all deliverables outlined in the RFP. Proposers may provide services in one or more regions. **Proposers shall provide a unit price for each deliverable for each Year in the table.** This rate shall be fully burdened with all costs for the provision of services including travel and expenses; with the exception of travel for the day of Orientation.

****The Historical Data provided is for evaluation purposes only.***

#	Deliverables	Estimated Quantity	Proposed Cost/Each	Total
1	Completion of One-day (8 hour) Orientation (to include Abuse & Neglect training) in Baton Rouge, LA. (Time to be determined) <i>Price shall not include travel. Travel expenses shall be paid in accordance with PPM 49</i> http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm	1	\$	\$
2	Acceptance of Referral for Relocation Assistance Interview to Identify Property Criteria Research and Location of Available Properties Preview Available Properties Provide a Tour of Chosen Properties Provide a Written Review of Available Properties <i>Price shall include travel.</i>	16	\$	\$
TOTAL COST FOR YEAR _____				
<u>Region 7</u> Bienville Webster Bossier Sabine Caddo Red River Claiborne Desoto Natchitoches				\$

Cost Template – Region 8

Proposers must complete a cost proposal in the following format to be considered for award. If it is not completed, the Proposer will be disqualified from consideration.

Instructions:

Proposal shall include all anticipated costs of successful implementation of all deliverables outlined in the RFP. Proposers may provide services in one or more regions. **Proposers shall provide a unit price for each deliverable for each Year in the table.** This rate shall be fully burdened with all costs for the provision of services including travel and expenses; with the exception of travel for the day of Orientation.

****The Historical Data provided is for evaluation purposes only.***

#	Deliverables	Estimated Quantity	Proposed Cost/Each	Total
1	Completion of One-day (8 hour) Orientation (to include Abuse & Neglect training) in Baton Rouge, LA. (Time to be determined) <i>Price shall not include travel. Travel expenses shall be paid in accordance with PPM 49</i> http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm	1	\$	\$
2	Acceptance of Referral for Relocation Assistance Interview to Identify Property Criteria Research and Location of Available Properties Preview Available Properties Provide a Tour of Chosen Properties Provide a Written Review of Available Properties <i>Price shall include travel.</i>	6	\$	\$
TOTAL COST FOR YEAR _____				
<u>Region 8</u> Caldwell Union East Carroll Tensas West Carroll Richland Franklin Ouachita Jackson Morehouse Lincoln Madison				\$

Cost Template – Region 9

Proposers must complete a cost proposal in the following format to be considered for award. If it is not completed, the Proposer will be disqualified from consideration.

Instructions:

Proposal shall include all anticipated costs of successful implementation of all deliverables outlined in the RFP. Proposers may provide services in one or more regions. **Proposers shall provide a unit price for each deliverable for each Year in the table.** This rate shall be fully burdened with all costs for the provision of services including travel and expenses; with the exception of travel for the day of Orientation.

****The Historical Data provided is for evaluation purposes only.***

#	Deliverables	Estimated Quantity	Proposed Cost/Each	Total
1	Completion of One-day (8 hour) Orientation (to include Abuse & Neglect training) in Baton Rouge, LA. (Time to be determined) <i>Price shall not include travel. Travel expenses shall be paid in accordance with PPM 49</i> http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm	1	\$	\$
2	Acceptance of Referral for Relocation Assistance Interview to Identify Property Criteria Research and Location of Available Properties Preview Available Properties Provide a Tour of Chosen Properties Provide a Written Review of Available Properties <i>Price shall include travel.</i>	11	\$	\$
TOTAL COST FOR YEAR _____				
	<u>Region 9</u> Livingston St. Helena St. Tammany Tangipahoa Washington			\$

Cost Template – Region 10

Proposers must complete a cost proposal in the following format to be considered for award. If it is not completed, the Proposer will be disqualified from consideration.

Instructions:

Proposal shall include all anticipated costs of successful implementation of all deliverables outlined in the RFP. Proposers may provide services in one or more regions. **Proposers shall provide a unit price for each deliverable for each Year in the table.** This rate shall be fully burdened with all costs for the provision of services including travel and expenses; with the exception of travel for the day of Orientation.

****The Historical Data provided is for evaluation purposes only.***

#	Deliverables	Estimated Quantity	Proposed Cost/Each	Total
1	Completion of One-day (8 hour) Orientation (to include Abuse & Neglect training) in Baton Rouge, LA. (Time to be determined) <i>Price shall not include travel. Travel expenses shall be paid in accordance with PPM 49</i> http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm	1	\$	\$
2	Acceptance of Referral for Relocation Assistance Interview to Identify Property Criteria Research and Location of Available Properties Preview Available Properties Provide a Tour of Chosen Properties Provide a Written Review of Available Properties <i>Price shall include travel.</i>	3	\$	\$
	TOTAL COST FOR YEAR _____			
	Region 10 Jefferson (East and West)			\$

COST TEMPLATE – TOTAL

Proposers must complete a total cost proposal in the following format to be considered for award. If it is not completed, the Proposer will be disqualified from consideration

Instructions: Proposal shall include all anticipated costs of successful implementation of all deliverables outlined in the RFP. Enter total proposed cost for successful implementation for all 3 years per Region that is being proposed.

REGION #	TOTAL 3 YEAR COST
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
3 Year Total	\$



Office for Citizens with Developmental Disabilities
My Place Louisiana: Housing Relocation Assistance Program

Form #1: Referral for Relocation Assistance

Referral #: ____ .HRA.4116

Date referred: _____

Referred to (Contractor Name): _____

Name of referred person/family: _____

Contact information (name, phone number, email, etc):

Current address/residence: _____

Region/Parish moving to: _____

Proposed move date: _____

Single Referral (moving alone)

Family Referral (moving with family)

List of family members:

Multiple Referrals (moving with other waiver recipients)

Name/referral # of roommate(s):

My Place Housing Contracts Manager or Representative

Date

Relocation Assistance Contractor

Date

By signing this form, Contractor accepts the referral and agrees to abide by timelines as noted in Statement of Work. Please sign and date form and fax to My Place Housing Contracts Manager.