



**Health Standards Section**

REQUEST FOR INFORMATION (RFI)  
for the  
Louisiana Nurse Aide Competency  
Evaluation Program and Registry Services

**RFI #:**

**Response Due Date/Time: April 26, 2023 at 4:30 p.m.**

**Release Date: March 24, 2023**

**THIS IS A REQUEST FOR INFORMATION (“RFI”) ONLY:** This RFI is issued solely for information and planning purposes; it does not constitute a Request for Proposal, application, or proposal abstract. This RFI does not commit the State to contract for any supplies or services or make a grant award. Further, the State is not seeking proposals through this RFI and will not accept unsolicited proposals. Respondents are advised that the State will not pay for any information or administrative costs incurred in response to this RFI. All costs associated with responding to this RFI will solely be at the interested party’s expense.

Information obtained as a result of this RFI may be used by the State for program planning on a non-attribution basis. All submission materials become State property and will not be returned. The State will accept requests from any interested party to keep the information in its submission confidential and will agree to confidentiality, if appropriate, in accordance with State and federal law. Only information that is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a response to this RFI identified as such must be clearly marked and will be handled in accordance with the Louisiana Public Records Act, *i.e.*, La. R.S. 44:1-44 and applicable rules and regulations. Any response marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse. In all other cases, the State may publicly post a summary of the comments received.

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# 1 GENERAL INFORMATION

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## 1.1 BACKGROUND

Pursuant to law, the Louisiana Department of Health (“LDH” or “Department”), Health Standards Section (“HSS”), is responsible for establishing the education, training, and examination requirements for nurse aides, and the issuance, revocation, denial, or suspension of nurse aide registration. The Department is seeking information from organizations who can administer the Competency Evaluation Program (“CEP”) on behalf of the LDH, HSS.

## 1.2 PURPOSE OF RFI

This RFI is being issued for the purpose of gathering information from vendors, stakeholders, and other entities who can offer the Competency Evaluation Program (“CEP”) or similar national exam and skills evaluation services consistent with CFR 42, Section 483.150 through 483.154 to meet the Agency’s needs and expectations.

## 1.3 PROJECT OVERVIEW

If an RFP is eventually issued, the successful vendor must be able to provide all of the services required by federal and State laws, regulations, and rules throughout the contract term, unless otherwise noted.

At the very least, responders shall provide information regarding the competency examination, reports, and monitoring of testing activities and other requirements, and an effective computer-based registry database system that adequately provides all required access and services, including interstate transfers or reciprocity.

Minimum information that must be included in a response include, but are not limited to, the following:

**1.3.1** How registry data will be transferred from previous vendor(s).

**1.3.2** How online access will be provided through vendor’s website.

**1.3.3** Show how a standardized, secure, psychometrically sound and legally defensible knowledge, theory, and clinical skills performance-based examination that meets federal and Louisiana state curriculum requirements to evaluate competency to function as a certified nursing assistant in Louisiana nursing facilities will be developed.

**1.3.4** Make it clear how knowledge-based test banks will be coordinated, facilitated, and created with LDH-HSS and other knowledgeable parties. It must also be clear how examinations (competency evaluations) will be designed to meet the most recent federal and state requirements as of the time of the examination and in accordance with specified objectives in the “Louisiana Nursing Assistant Training Curriculum.”

**1.3.5** Indicate how Louisiana nurse assistant test evaluators will be recruited and trained.

**1.3.6** Give evidence as to how mass communication to facilities, training programs, and the general public on the Nurse Assistant and CNA Registry changes throughout the state will be shared.

## **2 ADMINISTRATIVE INFORMATION**

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### **2.1 RFI COORDINATOR**

Requests for copies of the RFI and any questions must be directed to the RFI Coordinator listed below:

Ash-Leigh Garcia RN

[ash-leigh.garcia@la.gov](mailto:ash-leigh.garcia@la.gov)

Program Manager

Louisiana Department of Health – Health Standards Section

This RFI has been posted to LaPAC and the LDH Website, which can be found at the following links:

LaPAC: <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>

LDH Website: <https://ldh.la.gov/index.cfm/newsroom/category/46>

### **2.2 SCHEDULE OF EVENTS**

LDH reserves the right to deviate from this Schedule of Events at any time and without notice.

<b>Activity/Event</b>	<b>Date</b>
Public Notice of RFI	March 24, 2023
Deadline for Receipt of Written Inquiries	March 31, 2023
Deadline for LDH Response to Written Inquiries	April 12, 2023
Deadline for Final Response to RFI	April 26, 2023

### **2.3 RESPONSE CONTENT**

Responders are asked to limit the Executive Summary, Background and Experience, and Cost Structure sections to no more than ten (10) pages total of the entire response.

#### **2.3.1 Executive Summary**

This section should serve to introduce the responding vendor or stakeholder. At a minimum, it should include administrative information including the name of the responder’s point of contact, phone number, email address, and any other pertinent contact information. Limit this section to no more than one page.

### **2.3.2 Background and Experience**

Responders should give a brief description of the company history, organizational structure, and number of years in business. Responders should also describe their experience with projects of this type and any experience gained from working with other states or governmental entities of comparable size and diversity, and especially highlight any prior experience working with other States. Responders should describe their connection to and history with States and what changes should be addressed in the project that would be most helpful to them.

Provide general information about your company: full legal name of the organization; name of the CEO and other upper managers--including CTO, CIO, and VP of Engineering, country and full address of the headquarters; website address, email, telephone number, and other contact information; and name and contact information of the person responsible for responding to the RFI.

Provide information regarding the structure and focus of your company, including, but not limited to, the following: background and history; size of the company; areas of expertise; organizational structure; vision and goals; services that are offered, quality/ies that set your company apart from its competition.

### **2.3.3 Approach and Methodology**

Responder should provide approach and methodology recommended to accomplish the scope of services described. Best practices garnered from previous experience with this scope of services should be described. Provide a list of issues/concerns that were not taken into consideration in the Project Overview described herein that you think is important for the agency to consider. Provide alternative solutions for accomplishing the project objectives, if applicable, and any other additional pertinent information.

### **2.3.4 Cost Structure**

The services shall be provided at no cost to the Agency. All services provided shall be funded by examination fees payable by the exam candidates.

## **2.4 RESPONSE INSTRUCTIONS**

### **2.4.1 Response Submittal**

Responders interested in providing information requested by this RFI must submit responses, not to exceed twenty-five (25) total pages in length, no later than the deadline for response to the RFI in the Schedule of Events.

The responses must be received by electronic copy only to [ash-leigh.garcia@la.gov](mailto:ash-leigh.garcia@la.gov) on or before the date and time specified in the Schedule of Events. Email submission is the only acceptable method of delivery. Fax, mail, and courier delivery shall not be accepted. Responses misdirected or otherwise received late, or corrupted files, may not be reviewed.

## **2.5 ADDITIONAL INSTRUCTIONS AND NOTIFICATIONS TO RESPONDERS**

### **2.5.1 RFI Addendum(a)/Cancellation**

LDH reserves the right to revise any part of this RFI by issuing an addendum(a) to the RFI at any time. Issuance of this RFI, or subsequent addendum(a), if any, does not constitute a commitment by LDH or the State to issue an RFP or any other process resulting in award of a contract of any type or form. In addition, LDH may cancel this RFI at any time, without incurring any liability from responders or potential responders.

### **2.5.2 Ownership of Response**

The materials submitted in response to the RFI shall become the property of the State.

### **2.5.3 Cost of Preparation**

LDH shall not be liable to any responders or potential responders for any costs incurred in developing a response, preparing for discussions (if any are held), or any other costs that may be incurred by a responder, or potential responder, responding to this RFI.