

**ADDENDUM 2**

**THIRD PARTY LIABILITY (TPL) SERVICES**

RFP #: 3000011897

**Proposal Due Date/Time: May 29, 2020, 11:59 PM**

Release Date: March 20, 2020

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**Due to the COVID-19 Public Health Emergency declared by Governor John Bel Edwards in Proclamation Numbers 41, 37, 33, 32, 30, 27, and 25 JBE 2020, electronic proposal delivery is being utilized for this RFP.**

**Request for Proposals for Third Party Liability (TPL) Services Cover Page**

NAME OF PROGRAM: Medicaid Vendor Administration

RFP #: 3000011897

Proposal Due Date/Time: May ~~15~~ **29**, 2020

Release Date: March 20, 2020

**1.6 Schedule of Events**

EVENT	DATE
RFP advertised in newspapers and posted to LaPAC	March 20, 2020
Deadline for receipt of written inquiries	April 17, 2020 5 p.m., Central Time
Deadline to answer written inquiries, on or about	May 1, 2020
Deadline for receipt of <b>electronic</b> proposals	<del>May 15, 2020</del> <b>May 29, 2020</b> <del>4 p.m.</del> <b>11:59 p.m.</b> , Central Time
Presentations & Discussions (if applicable) Those Proposers reasonably susceptible of receiving an award will be selected to provide On Site presentations or demonstrations of services and/or products.	Date: TBA Time: TBA Location: TBA
Notice of Intent to award announcement, and 14-day protest period begins, on or about	TBA
Contract execution, on or about	TBA

**NOTE:** The Department of Health reserves the right to revise this schedule. Revisions, if any, before the Proposal Submission Deadline will be formalized by the issuance of an addendum to the RFP.

**1.7. Electronic Submittal - Technical and Cost Proposals**

Firms or individuals who are interested in providing services requested under this RFP must submit a **an electronic** proposal containing the mandatory information specified ~~in this section~~. The proposal must be received ~~in hard copy (printed) version by the RFP Coordinator~~ **by electronic copy to [LDHMedicaidSystemsProposals@la.gov](mailto:LDHMedicaidSystemsProposals@la.gov)** on or before the date and time specified in the Schedule of Events. ~~FAX or mail~~ **Email submissions are the shall not be only acceptable method of delivery.** Fax,

mail, and courier delivery shall not be acceptable. Proposers emailing their proposals should allow sufficient mail-delivery time to ensure receipt of their proposal by the date and time specified in the Schedule of Events.

The proposal package must be emailed to: [LDHMedicaidSystemsProposals@la.gov](mailto:LDHMedicaidSystemsProposals@la.gov) with the Subject Line: RFP# 3000011897 TPL RFP Proposal Submission – [Proposer Name]. If the file size of the email submission exceeds server requirements, the email submission may be broken into smaller emails with “Part 1 of \_\_\_” included at the end of each original Subject Line (e.g. RFP# 3000011897 TPL RFP Proposal Submission – [Proposer Name] – Part 1 of 3).

**Proposer shall submit:**

- One (1) ~~Original (clearly marked “Original”)~~ technical proposal and ~~cost proposal hard copy~~ in PDF and Microsoft Word formats with the file named: RFP# 3000011897 TPL RFP Technical Proposal - [Proposer Name]; (the Certification Statement must have **electronic signatures or scans of original signature signed in ink**);
- One (1) ~~electronic copy (on USB flash drive)~~ of the entire technical and cost proposal in PDF and Microsoft Excel formats with the file named: RFP #3000011897 TPL RFP Cost Proposal - [Proposer Name]; and
- One (1) ~~electronic copy (on USB flash drive)~~ of its ~~Redacted Technical and Cost Proposal~~ redacted technical proposal, if applicable, in PDF and Microsoft Word formats with the file named: RFP #3000011897 TPL RFP Redacted Technical Proposal - [Proposer Name].

**Proposer should submit:**

- ~~Six (6) hard copies of the technical proposal; and~~
- One (1) electronic copy ~~(on USB flash drive)~~ of the most recent two (2) years’ **audited** financial statements, ~~preferably audited.~~

~~At least one electronic copy of the~~ The proposal shall contain **electronic signatures or scans of** original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. **An electronic signature as provided by LAC 4:l.701 et seq. is considered an original signature.** A certified copy of a board resolution granting such authority should be submitted if the Proposer is a corporation. The proposal ~~containing original signatures~~ will be retained for incorporation into any contract resulting from this RFP.

~~All electronic copies must be searchable. The cost proposal and financial statements shall be submitted separately from the technical proposal; however, for mailing purposes, all packages may be shipped in one container.~~

### 1.7.2. Proposal Delivery

The proposal package must be emailed to: [LDHMedicaidSystemsProposals@la.gov](mailto:LDHMedicaidSystemsProposals@la.gov) with the Subject Line: RFP# 3000011897 TPL RFP Proposal Submission – [Proposer Name].

~~The proposal package must be delivered at the Proposer's expense to:~~

Tamara Manuel  
RFP Coordinator  
Louisiana Department of Health  
628 N 4th Street, 6th Floor  
Baton Rouge, LA 70802  
(225) 342-3882

~~Proposers must label the package(s) containing the proposals as Sealed Proposal. See Attachment J. Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to the Louisiana Department of Health physical location. The Louisiana Department of Health is not responsible for any delays caused by the Proposer's chosen means of proposal delivery. Proposer is solely responsible for the timely delivery of its proposal. Failure to meet the proposal opening date and time shall result in rejection of the proposal.~~

The State assumes no liability for assuring accurate/complete e-mail transmission and receipt. The responsibility solely lies with each Proposer to ensure their proposal is received at the specified email address prior to the deadline for submission. Proposals received after the deadline, corrupted files, and incomplete submissions (e.g. Part 1 and Part 2 of 3 are received, but Part 3 is not) will not be considered.

State servers limit email sizes to 30MB uncompressed and 10MB encrypted. If your email exceeds these sizes, you must send multiple emails to avoid rejection and non-delivery.

### **1.8.11. Certification Statement**

The Proposer must sign ~~electronically or submit a scanned signature on and submit an original~~ Attachment B. Certification Statement.

### **1.10.2. Proposer Inquiries**

Written questions regarding RFP requirements or Scope of Services must be ~~submitted~~ emailed to the RFP Coordinator listed below. All communications relating to this RFP must be directed to the RFP Coordinator. All communications between Proposers and other LDH staff members concerning this RFP shall be strictly prohibited. Failure to comply with these requirements shall result in proposal disqualification.

Tamara Manuel  
RFP Coordinator  
Louisiana Department of Health  
~~628 N. 4th Street — 6th floor~~  
~~Baton Rouge, LA 70802~~  
Email: tamara.manuel@LA.GOV  
Phone: (225) 342-3882

## Attachment B: Certification Statement

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

The State requests that the Proposer designate one person as Official Contact 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 180 calendar days from the date of Proposer's signature below;

- 5) Proposer understands that if selected as the successful Proposer, he/she will have 30 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>).
- 7) Proposer understands that, if selected as a Contractor, the Louisiana Department of Revenue (LDR) must determine that it is current in the filing of all applicable tax returns and reports and in payment of all taxes, interest, penalties, and fees owed to the state and collected by the LDR. Proposer shall comply with R.S. 39:1624(A)(10) by providing its seven-digit LDR account number in order for tax payment compliance status to be verified.
- 8) Proposer further acknowledges its understanding that issuance of a tax clearance certificate by LDR is a necessary precondition to the approval of any contract by the Office of State Procurement. The contracting agency reserves the right to withdraw its consent to any contract without penalty and proceed with alternate arrangements, should a prospective Contractor fail to resolve any identified outstanding tax compliance discrepancies with the LDR within seven (7) days of such notification.
- 9) In preparing its response, the Proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminate business activities, or take any other action intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. Proposer also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting action. The State reserves the right to reject the response of the Proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.
- 10) Proposer certifies that the cost submitted was independently arrived at without collusion.

Authorized Signature:

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~~Original Signature Only~~: Electronic or Photocopy Signature are **NOT** Allowed

Print Name:

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Title:

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## **ATTACHMENT J: Label "Sealed Proposal"**

**Deleted -- Not Applicable with Electronic Submission**