



REQUEST FOR PROPOSALS

for

STAFF AUGMENTATION FOR EMERGENCY OPERATIONAL SUPPORT

EMERGENCY MEDICAL SERVICES

LOUISIANA DEPARTMENT OF HEALTH

RFP #: 3000014547

Proposal Due Date/Time: March 30, 2020, 4:00 PM CDT

Release Date: February 27, 2020

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REQUEST FOR PROPOSALS
FOR
Staff Augmentation for Emergency Operational Support

Part 1 – Administrative and General Information

1.1 Purpose

The purpose of this Request for Proposals (RFP) is to obtain competitive proposals from qualified Proposers who are interested in providing readiness and response for emergency support staff augmentation to LDH during a declared state of emergency. The successful proposer will support the EMS in the provision of the following five project activities:

- i. EMS Tactical Operations Center
- ii. Ambulance Processing Sites
- iii. EMS DRC Field Support
- iv. Bus Triage Site
- v. Paramedic Resource Pool

Contingency contracts are necessary to assist LDH to effectively respond to declared emergencies and serve the needs of Louisiana citizens. The contract awarded as a result of this RFP will be in effect on a contingency basis and the response phase shall only be activated at the direction of the State Health Officer/designee during a state declared emergency.

1.2 Background

The mission of the Louisiana Department of Health (LDH) 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 Louisiana Department of Health 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.

LDH is comprised of the Medical Vendor Administration (Medicaid), the Office for Citizens with Developmental Disabilities, the Office of Behavioral Health, the 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 LDH.

LDH, 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.

Within LDH, the Emergency Medical Services (EMS) plays a vital role in the State of Louisiana's preparation for and response to disasters. During a declared emergency, LDH is the lead state agency for Emergency Support Function #8 (ESF #8).

1.3 Goals and Objectives

During a declared emergency, ESF #8 is responsible for the management and coordination of specialized transportation, such as ground and air ambulances, used to move patients to and from a variety of locations. LDH is responsible for coordinating State assets and other resources to be provided under this contract award.

http://gohsep.la.gov/Portals/0/2014_State_EOP_Final_Copy_Updated_1272015.pdf

Prior to, during or after any declared emergency, such as a major hurricane strike, ESF #8 may be responsible for the coordination of medical emergency transportation assets/resources to fulfill the following requests:

- a. Local EMS/911 support
- b. Hospital and nursing home evacuations
- c. Home health and homebound evacuations
- d. EMS support at Critical Transportation Needs Shelters and Medical Special Needs Shelters
- e. Special population evacuations (neonates, pediatric ICU patients, etc.)
- f. Search and Rescue support
- g. Support to all other ESFs

Depending upon the size and timing of a disaster event, LDH may not have sufficient staff to operate. The goal of this contract will be to contract with a contractor who through readiness efforts will be able to provide response staff augmentation for necessary tasks enabling LDH to operate timely and efficiently.

This proposal will be awarded to one contractor for all Readiness and Response project activities.

It is the goal of LDH to streamline processes in coordinating support of project activities for the EMS Tactical Operations Center (TOC), Ambulance Processing Site, EMS DRC Field Support, Bus Triage and Paramedics Resource Pool. There is a savings to LDH to contract with one centralized command control point for all deliverables by minimizing readiness costs.

It is key to have one contractor on the same page as LDH and responsible to stand ready to respond seamlessly in the event of a disaster. Centralizing this management expedites coordination of statewide resources required during emergency events. This will eliminate duplication of processes and minimize communication efforts to streamline activation and management of resources.

It is the intent of the Department of Health to accommodate cooperative purchasing in any contract awarded from this solicitation according to Section 1.48.

1.4 Term of Contract

The term of any contract resulting from this RFP shall begin on or near the date approximated in the Schedule of Events. LDH shall reserve the right to contract for up to thirty-six (36) months with the concurrence of the Contractor and all appropriate approvals. With all proper approvals and concurrence with the successful Contractor, agency may also exercise an option to extend for up to twenty-four (24) additional months at the rates provided in the cost template, terms and conditions of the initial contract term. Prior to the extension of the contract beyond the initial thirty-six (36) month term, prior approval by the Joint Legislative Committee on the Budget (JLCB) or other approval authorized by law shall be obtained. Such written evidence of JLCB approval shall be submitted, along with the contract amendment, to the Office of State Procurement (OSP) to extend contract terms beyond the initial 3-year term. The total contract term, with extensions, shall not exceed five (5) years. The continuation of this contract is contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract.

No contract/amendment shall be valid, nor shall the LDH be bound by the contract/amendment, until it has first been executed by the head of the using agency, or his designee, and the contractor and has been approved in writing by the director of the Office of Contractual Review.

1.5 Definitions

Agency	Louisiana Department of Health (LDH).
Activation	The implementation of business continuity capabilities, procedures, activities, and plans in response to an emergency or disaster declaration; the execution of the response and/or recovery plan.
All Hazards	Encompasses disaster responses to all types of hazards that may affect an area.
Bus Triage	Brief triage conducted to determine if evacuees traveling by bus from southeastern Louisiana are capable of further transport to northern Louisiana shelters.
Contractor	Any person having a contract with a governmental body; the selected proposer.
Declared State of Emergency	A declaration by the Governor of Louisiana that an emergency situation exists and that activates certain emergency measures.
Department or LDH	Louisiana Department of Health.

Discussions	For the purposes of this RFP, a formal, structured means of conducting written or oral communications/presentations with responsible Proposers who submit proposals in response to this RFP.
DOA	Division of Administration.
EMS	Emergency Medical Services.
EMS DRC	Emergency Medical Services Designated Regional Coordinators (EMS DRC) are regional volunteers that support emergency medical activities for the EMS. They are familiar with health care facilities in the region, potential threats (i.e. flooding), alternate resources and emergency management processes and procedures. EMS DRCs coordinate the need and response for emergency medical transportation with the TOC.
EMS Tactical Operations Center (TOC)	EMS tactical command center for in-coming medical transportation resources.
EMS TOC Manager	EMS personnel in charge of the TOC.
ESF #8	Emergency Support Function – Public Health and Medical Services provides public health and sanitation, emergency medical and hospital services, crisis counseling and mental health services to disaster victims and workers, supplements and supports disrupted or overburdened local medical personnel and facilities and relieves personal suffering and trauma. In addition, ESF #8 provides coordination of the State's Catastrophic Mass Fatality Plan which may be enacted during a state declaration.
H-Hour	The specific time an event or incident is to begin. With respect to hurricanes, the time at which tropical storm force winds hit the coast of Louisiana. H-0 is set by GOHSEP.
HSEEP	Homeland Security Exercise and Evaluation Program.
Incident Command Team (ICT)	Team structured to facilitate incident command.
May and Can	The terms "may" and "can" denote an advisory or permissible action.
Medical Institutional Evacuation Plan (MIEP)	MIEP is the back-up plan for medical facility's failed evacuation plan and may include but is not limited to hospitals and nursing homes.
Must	The term "must" denotes mandatory requirements.
Original	Denotes must be signed in ink.
OSP	Office of State Procurement.
OTS	Office of Technology Services.
Proposer	A firm or individual who responds to this RFP.
Redacted Proposal	The removal of confidential and/or proprietary information from one copy of the proposal for public records purposes.
Resources	Items from other sources which include but are not limited to personnel, ambulances, para-transit vehicles/equipment, and any other items or equipment temporarily made available to the State during a declared emergency.
RFP	Request for Proposals.

Shall and Will	The terms "shall" and "will" denote mandatory requirements.
Should	The term "should" denotes a desirable action.
Southeastern Contraflow	Reversal of highway traffic lanes which are normally configured for travel in one direction to facilitate evacuation such as during an evacuation out of the New Orleans Metropolitan area.
State	The State of Louisiana.
State Health Officer	The State Health Officer is appointed by the Secretary of the Louisiana Department of Health in accordance with Title 40 of the Louisiana Revised Statutes. The current State Health Officer is Dr. Jimmy Guidry. As used in this RFP, "State Health Officer" means the State Health Officer or his/her designee.

1.6 Schedule of Events

<u>Event</u>	<u>Date</u>
RFP advertised in newspapers and post to LaPac	February 27, 2020
Deadline for receipt of written inquiries	March 9, 2020
Deadline to answer written inquiries on or about	March 16, 2020
Deadline for receipt of proposals	March 30, 2020 4:00 PM CDT
Notice of Intent to award announcement, and 14-day protest period begins, on or about	April 13, 2020
Contract execution, on or about	April 27, 2020

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 Proposal Submittal

Firms or individuals who are interested in providing services requested under this RFP must submit a proposal containing the mandatory information specified in the section 1.9. The proposal must be received in hard copy (printed) version by the RFP Coordinator on or before the date and time specified in the Schedule of Events, Section 1.6. 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.

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

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

If courier mail or hand delivered:

**Bonnie Kemp (8th floor) / or Charlene Prentiss (9th floor)
Louisiana Department of Health
Office of the Secretary – Emergency Preparedness
628 N 4th Street, 8th Floor
Baton Rouge, LA 70802**

If delivered via US Mail:

**Bonne Kemp
Louisiana Department of Health
Office of the Secretary – Emergency Preparedness
P.O. Box 1526
Baton Rouge, LA 70821-1526**

1.8 Qualifications for Proposer

Proposer must have the skills, qualifications, financial resources and experience necessary to perform the Services listed herein and to provide the Deliverables in an efficient and cost-effective manner with the highest degree of quality and responsiveness.

Proposer shall have performed similar services for other public or private entities.

1.8.1 Mandatory Qualifications:

Proposers must meet the following qualifications prior to the deadline for receipt of proposals:

2 years of experience in medical staff augmentation for emergency disaster responses.

1.8.2 Desirable Qualifications:

It is desirable that Proposers should meet the following qualifications prior to the deadline for receipt of proposals:

- Proposer has actively participated in responding to emergency disasters.
- Proposer has the financial stability to provide services for multiple occurrences or longer lengths of time historically associated with paperwork and payment for these types of disasters.

1.9 Proposal Response Format

Proposals submitted for consideration should follow the format and order of presentation described below:

An item-by-item response to the Request for Proposals is requested.

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.

1.9.1 Cover Letter

A cover letter should be submitted on the Proposer's official business letterhead explaining the intent of the Proposer.

1.9.2 Table of Contents

The proposal should be organized in the order contained below.

Requested Proposal Outline:

- Relevant Corporate Experience

- Approach and Methodology
- Personnel Qualifications
- Additional Information
- Cost and Pricing Analysis

1.9.3 Executive Summary

This section serves to introduce the scope of the proposal. It shall include administrative information including proposer contact name and phone number, and the stipulation that the proposal is valid for a time period of at least ninety (90) calendar days from the date of submission. This section should also include a summary of the Proposer's qualifications and ability to meet the State agency's overall requirements in the timeframes set by the agency.

The executive summary should include a positive statement of compliance with the contract terms, see Sample Contract Template, Attachment III. If the Proposer cannot comply with any of the contract terms, an explanation of each exception should be supplied. The Proposer should address the specific language in the Sample Contract Template, Attachment III and submit whatever exceptions or exact contract modifications that its firm may seek. While final wording will be resolved during contract negotiations, the intent of the provisions will not be substantially altered.

Quality And Timeliness

Proposals should include information that will assist the Department in determining the level of quality and timeliness that may be expected. The Department 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.

Assume Complete Responsibility

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.

1.9.4 Company Background and Experience

The Proposer should give a brief description of their company including brief history, corporate or organization structure, number of years in business, and copies of the audited financial statements required by Section 1.23 of this RFP.

The proposal should indicate 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 shall include the name, email address and telephone number of each contact person.

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.

To be considered for award, a Proposer must be free of any actual or perceived conflict of interest that would create an appearance of impropriety or would interfere with the performance of its duties and obligations under this Contract, any other contract with LDH, or any applicable LDH written policies. A conflict of interest shall include, but is not limited to, the Proposer acting as a provider of ambulance services to LDH directly through a contract with LDH. Any Proposer that is found to have a conflict of interest will have the proposal rejected and will not be considered for award.

Proposers should clearly describe their ability to meet or exceed the qualifications described in the Mandatory Qualifications for Proposer section 1.8.

1.9.5 Approach and Methodology

Proposals should define the 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 Part 2. Proposals should include enough information to satisfy evaluators that the Proposer has the appropriate experience, knowledge and qualifications to perform the scope of services as described herein. Proposers should respond to all requested areas.

The Proposer should:

- Provide Proposer's understanding of the nature of the project and how its proposal will best meet the needs of the state agency.
- Define its functional approach in providing the services.
- Define its functional approach in identifying the tasks necessary to meet requirements.

- Describe the approach to Project Management and Quality Assurance.
- Provide a proposed Project Work Plan that reflects the approach and methodology, tasks and services to be performed, deliverables, timetables, and staffing.
- Present innovative concepts for consideration.

Administrative Data

- This 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 LDH's Office of Emergency Preparedness as related to the scope of this RFP. It should further cite its ability to satisfy the requirements of this RFP.
- This 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.
- This section should also include the following information:
 - Location of Administrative Office with Full Time Personnel, include all office locations (address) with full time personnel;
 - Name and address of principal officer;
 - Name and address for purpose of issuing checks and/or drafts;
 - For corporations, a statement listing name(s) and address(es) of principal owners who hold five percent interest or more in the corporation;
 - If out-of-state proposer, give name and address of local representative; if none, so state;
 - 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;
 - If the proposer was engaged by LDH 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;
 - Proposer's state and federal tax identification numbers; and
 - Veteran/Hudson Initiative: Proposer should demonstrate participation in Veteran Initiative and Hudson Initiative Small Entrepreneurships or explanation if not applicable. (See Attachment I)

Work Plan/Project Execution

- The proposer should articulate an understanding of, and ability to effectively implement services as outlined within Section II (Scope of Work) 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:
 - Provide a written explanation of the organizational structures of both operations and program administration, and how those structures will support service implementation. Individual components should include plans for supervision, training, technical assistance, as well as collaboration as appropriate.
 - Provide a strategic overview including all elements to be provided.
 - 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.
 - 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.
 - Demonstrate knowledge of services to be provided and effective strategies to achieve objectives and effective service delivery.
 - Describe approach and strategy for project oversight and management.
 - 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.
 - Demonstrate an understanding of and ability to implement data collection as needed.
 - 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.
 - Articulate the ability to develop and implement an All Hazards Response plan in the event of an emergency event.
 - Refer to specific documents and reports that can be produced as a result of completing tasks, to achieve the requested deliverables.
 - Identify all assumptions or constraints on tasks.
 - Discuss what flexibility exists within the work plan to address unanticipated problems which might develop during the contract period.
 - Document procedures to protect the confidentiality of records in LDH databases, including records in databases that may be transmitted electronically via e-mail or the Internet.

- If the proposer intends to subcontract for portions of the work, the proposer should identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Information required of the proposer under the terms of this RFP shall also be required for each subcontractor. The prime contractor shall be the single point of contact for all subcontract work.

1.9.6 Proposed Staff Qualifications

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.

- 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.
- Phase assigned key personnel and the percentage of time directly assigned to the project should be identified.
- Résumés of all known personnel should be included. Résumés 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.

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.

Proposers should clearly describe their ability to meet or exceed the qualifications described in the Mandatory Qualifications for Proposer section 1.8.

1.9.7 Veteran and Hudson Initiative Programs Participation

Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) participation:

- a. Twelve percent (12%) of the total evaluation points in this RFP are reserved for Proposers who are certified small entrepreneurships, or who will engage the participation of one or more

certified small entrepreneurship as subcontractors. Reserved points shall be added to the applicable Proposers' evaluation score as follows:

b. Proposer Status and Allotment of Reserved Points

- i. If the Proposer is a certified Veterans Initiative small entrepreneurship, the Proposer shall receive points equal to twelve percent (12%) of the total evaluation points in this RFP.
 - ii. If the Proposer is a certified Hudson Initiative small entrepreneurship, the Proposer shall receive points equal to ten percent (10%) of the total evaluation points in this RFP.
 - iii. If the Proposer demonstrates its intent to use certified small entrepreneurship(s) in the performance of contract work resulting from this solicitation, the Proposer shall receive points equal to the net percentage of contract work which is projected to be performed by or through certified small entrepreneurship subcontractors, multiplied by the appropriate number of evaluation points.
 - iv. The total number of points awarded pursuant to this Section shall not exceed twelve percent (12%) of the total number of evaluation points in this RFP.
- c. If the Proposer is a certified Veterans Initiative or Hudson Initiative small entrepreneurship, the Proposer must note this in its proposal in order to receive the full amount of applicable reserved points.
- d. If the Proposer is not a certified small entrepreneurship, but has engaged one (1) or more Veterans Initiative or Hudson Initiative certified small entrepreneurship(s) to participate as subcontractors, the Proposer shall provide the following information for each certified small entrepreneurship subcontractor in order to obtain any applicable Veterans Initiative or Hudson Initiative points:
- i. Subcontractor's name;
 - ii. Subcontractor's Veterans Initiative and/or the Hudson Initiative certification;
 - iii. A detailed description of the work to be performed; and
 - iv. The anticipated dollar value of the subcontract for the three-year contract term.

Note – *it is not mandatory to have a Veterans Initiative or Hudson Initiative certified small entrepreneurship subcontractor. However, it is mandatory to include this information in order to receive any allotted points when applicable.*

- e. If multiple Veterans Initiative or Hudson Initiative subcontractors will be used, the above required information should be listed for each subcontractor. The Proposer should provide a

sufficiently detailed description of each subcontractor's work so the Department is able to determine if there is duplication or overlap, or if the subcontractor's services constitute a distinct scope of work from each other subcontractor(s).

See also Attachment I.

1.9.8 Additional Information

As an appendix to its proposal, if available, the proposer 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 the proposer's All Hazards Response Plan, if available.

1.9.9 Cost Proposal

Proposer shall specify costs for performance of tasks. Proposal shall include all anticipated costs of successful implementation of all deliverables outlined. An item by item breakdown of costs shall be included in the proposal.

Readiness costs must be identified separate from Response costs.

Readiness Cost - is to be provided as one lump sum amount for each year of the contract and is to be inclusive of all labor, travel, and overhead/administrative costs to perform the Scope of Work as identified in the deliverables.

Response Cost - Hourly Rate to be paid for only active hours of duty that are documented as required in the Deliverables. Hourly Rate shall be inclusive of labor plus all lodging, meals, incidentals, and overhead costs while at State/LDH designated jobsite for both active/inactive duties.

Mobilization/Demobilization cost shall be listed per person deployed. It shall be inclusive of all travel expenses to deploy personnel from their point of origin to the LDH designated jobsite and from the LDH designated jobsite back to their point of origin. Mobilization/Demobilization cost shall also include any cost for overhead/ administrative cost such as, but not limited to rent, space, insurance, general office supplies, and technology equipment.

Proposers shall submit the breakdown in a similar format to the attached sample cost template form (See Attachment VI) for each year of the contract to demonstrate how cost was determined. Proposers must

complete a cost proposal in the format requested to be considered for award. Failure to complete will result in the rejection of the proposal.

1.9.10 Certification Statement

The proposer must sign and submit an original Certification Statement. (See Attachment II)

1.9.11 Outsourcing of Key Internal Controls:

Not applicable to this RFP.

1.10 Number of Copies of Proposals

The State requests that seven (7) sets of the proposal (1 original and 6 copies) be submitted to the RFP Coordinator at the address specified in section 1.7. At least one copy of the proposal shall contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. 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.

1.11 Technical and Cost Proposals

The State requests the following: technical and cost proposals are to be submitted under separate cover to be evaluated separately. For mailing purposes they may all be contained in one package, but within, each under separate covers.

- One (1) Original (clearly marked "Original") and six (6) copies of the technical proposal. All should be clearly marked "technical proposal".
- One (1) Original (clearly marked "Original") and six (6) copies of the cost proposal. All should be clearly marked "cost proposal".

1.12 Legibility/Clarity

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The Proposer's response should demonstrate an understanding of the requirements. Proposals prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP are also desired. Each Proposer shall be solely responsible for the accuracy and completeness of its proposal.

1.13 Confidential Information, Trade Secrets, and Proprietary Information

All financial, statistical, personal, technical and other data and information relating to the State's operation which are designated confidential by the State and made available to the contractor in order to carry out this contract, or which become available to the contractor in carrying out this contract, shall be protected by the contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the State. The identification of all such confidential data and information as well as the State's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the State in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used, with the written consent of the State, to carry out the intent of this paragraph. The contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract, or is rightfully obtained from third parties.

Under no circumstance shall the contractor discuss and/or release information to the media concerning this project without prior express written approval of the Louisiana Department of Health.

Only information which is in the nature of legitimate trade secrets or non-published financial data shall be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Records Act, R.S. 44:1 *et seq.*, and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety shall be rejected without further consideration or recourse.

1.14 Proposal Clarifications Prior to Submittal

1.14.1 Pre-proposal Conference

Not required for this RFP.

1.14.2 Proposer Inquiries

Written questions regarding RFP requirements or Scope of Services must be submitted 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.

Bonnie Kemp

Louisiana Department of Health

Office of the Secretary – Emergency Preparedness

628 N 4th Street, 8th Floor (if courier mail or hand delivered)

P.O. Box 1526 (if delivered via US Mail)

Baton Rouge, LA 70802

Email: Bonnie.Kemp2@la.gov

Fax: (225) 342-5568

LDH 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 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 the following web link:

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

May also be posted at:

<http://www.ldh.la.gov/index.cfm/newsroom/category/47>

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.

Only Bonnie Kemp or her designee has the authority to officially respond to a Proposer's questions on behalf of LDH. Any communications from any other individuals shall not be binding to LDH.

Note: LaPAC is the State's online electronic bid posting and notification system resident on the Office of State Procurement website <http://www.doa.la.gov/Pages/osp/Index.aspx>. In that LaPAC provides an immediate e-mail notification to subscribing Bidders/Proposers that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting. To receive the e-mail notification, Vendors/Proposers must register in the LaGov portal. Registration is intuitive at the following link:

https://lagoverpvendor.doa.louisiana.gov/iri/portal/anonymous?guest_user=self_reg.

Help scripts are available on OSP website under vendor center at:

<http://www.doa.la.gov/Pages/osp/vendorcenter/regnhelp/index.aspx>.

Procurement Library/Resources Available to Proposer

"Charges for copying are twenty-five cents (\$0.25) per page, payable at the time copies are made. Cash is not acceptable. Checks and/or money orders are to be made payable to the Louisiana Department of Health."

Relevant material related to this RFP will be posted at the following web address:

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

1.14.3 Blackout Period

The blackout period is a specified period of time during a competitive sealed procurement process in which any Proposer, bidder, or its agent or representative, is prohibited from communicating with any state employee or contractor of the State involved in any step in the procurement process about the affected procurement. The blackout period applies not only to state employees, but also to any contractor of the State. "Involvement" in the procurement process includes but may not be limited to project management, design, development, implementation, procurement management, development of specifications, and evaluation of proposals for a particular procurement. All solicitations for competitive sealed procurements will identify a designated contact person, as per Proposer Inquiries section of this RFP. All communications to and from potential Proposers, bidders, vendors and/or their representatives during the blackout period must be in accordance with this solicitation's defined method of communication with the designated contact person. The blackout period will begin upon posting of the solicitation. The blackout period will end when the contract is awarded.

In those instances in which a prospective Proposer is also an incumbent contractor, the State and the incumbent contractor may contact each other with respect to the existing contract only. Under no circumstances may the State and the incumbent contractor and/or its representative(s) discuss the blacked-out procurement.

Any bidder, Proposer, or state contractor who violates the blackout period may be liable to the State in damages and/or subject to any other remedy allowed by law.

Any costs associated with cancellation or termination will be the responsibility of the Proposer or bidder.

Notwithstanding the foregoing, the blackout period shall not apply to:

- A protest to a solicitation submitted pursuant to La. R.S. 39:1671;
- Duly noticed site visits and/or conferences for bidders or Proposers;
- Oral presentations during the evaluation process
- Communications regarding a particular solicitation between any person and staff of the procuring agency provided the communication is limited strictly to matters of procedure. Procedural matters include deadlines for decisions or submission of proposals and the proper means of communicating regarding the procurement, but shall not include any substantive matter related to the particular procurement or requirements of the RFP

1.15 Errors and Omissions in Proposal

The Department reserves the right to seek clarification of any proposal for the purpose of identifying and eliminating minor irregularities or informalities.

1.16 Changes, Addenda, Withdrawals

The State reserves the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP at any time. Addenda, if any, will be posted at:

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

May also be posted at:

<http://www.ldh.la.gov/index.cfm/newsroom/category/47>

It shall be the responsibility of the Proposer to check the website for addenda to the RFP.

1.17 Withdrawal of Proposal

A Proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To withdraw a proposal, a written request signed by the authorized representative of the Proposer must be submitted to the RFP coordinator identified in the RFP.

1.18 Waiver of Administrative Informalities

The Department shall reserve the right, at its sole discretion, to waive minor administrative informalities contained in any proposal.

1.19 Proposal Rejection/RFP Cancellation

Issuance of this RFP in no way shall constitute a commitment by LDH to award a contract(s) or to enter into a contract after an intent to 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, in whole or part, all proposals submitted 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 State Procurement.

1.20 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.

1.21 Cost of Offer Preparation

The Department shall not be liable for any costs incurred by proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Proposer in responding to this RFP shall be entirely the responsibility of the Proposer and shall not be reimbursed in any manner by the Department. 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.

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 State Procurement.

1.22 Taxes

Contractor shall be responsible for payment of all applicable taxes from the funds to be received under contract awarded from this RFP.

In accordance with R.S. 39:1624(A)(10), the Louisiana Department of Revenue must determine that the prospective contractor 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 Department of Revenue prior to the approval of this contract by the Office of State Procurement. The prospective contractor shall attest to its current and/or prospective compliance by signing the Certification Statement, Attachment II, submitted with its proposal, and also agrees to provide its seven-digit LDR Account Number to the contracting agency so that the prospective contractor's tax payment compliance status may be verified. The prospective contractor further acknowledges understanding that issuance of a tax clearance certificate by the Louisiana Department of Revenue is a necessary precondition to the approval and effectiveness of this contract by the Office of State Procurement. The contracting agency reserves the right to withdraw its consent to this contract without penalty and proceed with alternate arrangements should the vendor fail to resolve any identified apparent outstanding tax compliance discrepancies with the Louisiana Department of Revenue within seven (7) days of such notification.

1.23 Determination of Responsibility

Determination of the proposer's responsibility relating to this RFP shall be made according to the standards set forth in LAC 34:V.2536. The State must find that the selected proposer:

- Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;
- Has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them;
- Is able to comply with the proposed or required time of delivery or performance schedule;
- Has a satisfactory record of integrity, judgment, and performance; and
- Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposers should ensure that their proposals contain sufficient information for the State to make its determination by presenting acceptable evidence of the above to perform the contracted services.

- The Proposer should include with its proposal copies of audited financial statements for each of the last three (3) years, including at least a balance sheet and profit and loss statement, or other appropriate documentation, which would demonstrate to LDH the Proposer's financial resources sufficient to conduct the project, as required above.

1.24 Use of Subcontractors

LDH shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables specified in the RFP and proposal. This general requirement notwithstanding, proposers may enter into subcontractor arrangements, however, shall acknowledge in their proposals total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the proposer shall identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Information required of the proposer under the terms of this RFP shall also be required for each subcontractor. The prime contractor shall be the single point of contact for all subcontract work.

Unless provided for in the contract with the State, the prime contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the State.

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:

- The subcontractor(s) will provide a written commitment to accept all contract provisions.

- 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.

1.25 Written or Oral Discussions/Presentations

Not required for this RFP.

1.26 Acceptance of Proposal Content

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 rejected from further consideration.

1.27 Evaluation and Selection

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

The evaluation team may consult subject matter expert(s) to serve in an advisory capacity regarding any proposer or proposal. Such input may include, but not be limited to, analysis of Proposer financial statements, review of technical requirements, or preparation of cost score data.

1.28 Best and Final Offers (BAFO)

The State reserves the right to conduct a BAFO with one or more proposers determined by the committee to be reasonably susceptible of being selected for award. If conducted, the proposers selected will receive written notification of their selection, with a list of specific items to be addressed in the BAFO along with instructions for submittal. The BAFO negotiation may be used to assist the state in clarifying the scope of work or to obtain the most cost effective pricing available from the proposers.

The written invitation to participate in BAFO will not obligate LDH to a commitment to enter into a contract.

1.29 Contract Award and Execution

The State reserves the right to enter into a contract based on the initial offers received without further discussion of the proposals submitted. The State reserves the right to contract for all or a partial list of services offered in the proposals.

The RFP, including any addenda added, and the proposal of the selected Proposer shall become part of any contract initiated by the Department.

The selected Proposer shall be expected to enter into a contract that is substantially the same as the sample contract included in Attachment III. In no event shall a Proposer submit its own standard contract terms and conditions as a response to this RFP. The Proposer should submit with its proposal any exceptions or exact contract deviations that its firm wishes to negotiate. Negotiations may begin with the announcement of the selected Proposer.

If the contract negotiation period exceeds thirty (30) days or if the selected Proposer fails to sign the final contract within fourteen (14) days of delivery, LDH may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

1.30 Notice of Intent to Award

The Evaluation Team will compile the scores and make a recommendation to the head of the agency on the basis of the responsive and responsible proposer with the highest score. The Department will notify the successful Proposer and proceed to negotiate terms for final contract. Unsuccessful proposers will be notified in writing accordingly. The award of a contract is subject to the approval of the Division of Administration, Office of State Procurement. Any Proposer aggrieved by the proposed award has the right to submit a protest in writing to the State Chief Procurement Officer within fourteen (14) calendar days after the agency issues a Notice of Intent to award a contract.

The Department reserves the right to:

- Make an award without presentations by proposers or further discussion of proposals received;
- Enter into a contract without further discussion of the proposal submitted based on the initial offers received; or
- Contract for all or a partial list of services offered in the proposal. The proposals received (*except for that information appropriately designated as confidential in accordance with R.S. 44:3.2*), scores of each proposal considered along with overall scores of each proposal considered, and a narrative justifying selection shall be made available, upon request, to all interested parties after the "Notice of Intent to Award" letter has been issued.

1.31 Right to Prohibit Award

In accordance with the provisions of R.S. 39:2192, any public entity shall be authorized to reject a proposal from, or not award a 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 RFP awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, and all contracts under Chapter 17 of Title 39 of the Louisiana Procurement Code, including contracts for professional, personal, consulting, and social services.

1.32 Insurance Requirements for Contractors

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.

1.32.1 Contractor's Insurance

The Contractor shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the total contract amount. The Contractor shall not commence work under this contract until it has obtained all insurance required herein, including but not limited to Automobile Liability Insurance, Workers' Compensation Insurance and General Liability Insurance. 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' written notice in advance to the Department and consented to by the Department in writing and the policies shall so provide.

1.32.2 Minimum Scope and Limits of Insurance

1.32.2.1 Workers' Compensation

Workers' Compensation insurance shall be in compliance with the Workers' Compensation law of the State of the Contractor's headquarters. Employers Liability is included with a minimum limit of \$1,000,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

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 sublet, 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.

1.32.2.2 Commercial General Liability

Commercial General Liability insurance, including Personal and Advertising Injury Liability and Products and Completed Operations, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general annual aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

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.

1.32.2.3 Professional Liability (Errors and Omissions)

Professional Liability (Error & Omissions) insurance, which covers the professional errors, acts, or omissions of the Contractor, shall have a minimum limit of \$1,000,000. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under this contract. It shall provide coverage for the duration of this contract and shall have an expiration date no earlier than 30 days after the anticipated completion of the contract. The policy shall provide an extended reporting period of not less than 36 months from the expiration date of the policy, if the policy is not renewed.

1.32.2.4 Automobile Liability

Automobile Liability Insurance shall have a minimum combined single limit per accident of \$1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.

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.

1.32.2.5 Cyber Liability

Cyber liability insurance, including first-party costs, due to an electronic breach that compromises the State's confidential data shall have a minimum limit per occurrence of \$1,000,000. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under the contract. It shall provide coverage for the duration of the contract and shall have an expiration date no earlier than 30 days after the anticipated completion of the contract. The policy shall provide an extended reporting period of not less than 36 months from the expiration date of the policy, if the policy is not renewed. The policy shall not be cancelled for any reason, except non-payment of premium.

1.32.2.6 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.

1.32.3 Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions.

1.32.4 Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1.32.4.1 Commercial General Liability, Automobile Liability, and Cyber Liability Coverages

The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the contractor. ISO Forms CG 20 10 (for ongoing work) AND CG 20 37 (for completed work) (current forms approved for use in Louisiana), or equivalents, are to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Agency.

The Contractor's insurance shall be primary as respects the Agency, its officers, agents, employees and volunteers for any and all losses that occur under the contract. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.

1.32.4.2 Workers' Compensation and Employers Liability Coverage

To the fullest extent allowed by law, the insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

1.32.4.3 All Coverages

All policies must be endorsed to require 30 days written notice of cancellation to the Agency. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's policy. In addition, Contractor is required to notify Agency of policy cancellations or reductions in limits.

The acceptance of the completed work, payment, failure of the Agency to require proof of compliance, or Agency's acceptance of a non-compliant certificate of insurance shall release the Contractor from the obligations of the insurance requirements or indemnification agreement.

The insurance companies issuing the policies shall have no recourse against the Agency for payment of premiums or for assessments under any form of the policies.

Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

1.32.5 Acceptability of Insurers

All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with an A.M. Best's rating of **A-:VI or higher**. This rating requirement may be waived for workers compensation coverage only.

If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance within 30 days.

1.32.6 Verification of Coverage

Contractor shall furnish the Agency with Certificates of Insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any contract renewal or insurance policy renewal thereafter.

The Certificate Holder shall be listed as follows:

State of Louisiana

Louisiana Department of Health, Its Officers, Agents, Employees and Volunteers

P.O. Box 1526

Baton Rouge, LA 70821-1526

Staff Augmentation for Emergency Medical Operations

In addition to the Certificates, Contractor shall submit the declarations page and the cancellation provision for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.

Upon failure of the Contractor to furnish, deliver and maintain required insurance, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the contract.

1.32.7 Subcontractors

Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Agency reserves the right to request copies of subcontractor's Certificates at any time.

1.32.8 Workers' Compensation Indemnity

In the event Contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the State of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana Workers Compensation Act or otherwise, under any circumstance. The parties also hereby agree that the State of Louisiana, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of Contractor, its owners, agents and employees. The parties further agree that Contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of this contract.

1.33 Indemnification and Limitation of Liability

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under Contract.

Contractor shall be fully liable for the actions of its agents, employees, partners or subcontractors and shall fully indemnify and hold harmless the State and its Authorized Users from suits, actions, damages and costs of every name and description relating to personal injury and damage property caused by Contractor, its agents, employees, partners or subcontractors, without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of the State. If applicable, Contractor will indemnify, defend and hold the State and its Authorized Users harmless, without limitation, from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities and costs which may be finally assessed against the State in any action for infringement of a United States Letter Patent with respect to the Products furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that the State shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, the State or its Authorized Users may require Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Commissioner of Administration shall require.

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: i) Authorized User's unauthorized modification or alteration of a Product, Material or Service; ii) Authorized User's use of the Product in combination with other products not furnished by Contractor; iii) Authorized User's use in other than the specified operating conditions and environment.

In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion as the Authorized User's exclusive remedy to take action in the following order of precedence: (i) to procure for the State the right to continue using such item(s) or part (s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to the State up to the dollar amount of the Contract.

For all other claims against the Contractor where liability is not otherwise set forth in the Contract as being "without limitation", and regardless of the basis on which the claim is made, Contractor's liability for direct damages, shall be the greater of \$100,000, the dollar amount of the Contract, or two (2) times the charges rendered by the Contractor under the Contract. Unless otherwise specifically enumerated herein or in the work order mutually agreed between the parties, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as part of the work plan), even if the party has been advised of the possibility

of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings.

The State and Authorized User may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

1.34 Payment

Readiness Fees – Payment terms shall be negotiated with the successful Proposer. A retainage fee of ten percent (10%) shall be withheld from each approved invoice pending successful completion of the Readiness deliverables. Upon satisfactory completion of all tasks contained in the Statement of Work, retained funds will be paid.

Response Costs - During the execution of tasks contained in the Statement of Work, the Contractor may submit invoices, not more frequently than monthly. Payment of invoices shall be subject to approval of the Executive Director of Emergency Preparedness or designee.

Payments to the Contractor for services rendered for this Project shall be based on a certified and itemized invoice showing line item costs incurred. Any labor charges for approved services shall include the names of the employees, their classification, and the time worked. These shall be reimbursed at the approved billable rate for that classification established from the Contractor's Proposal. These rates shall be used for the duration of the Contract.

1.34.1 Electronic Vendor Payment Solutions

The Department desires to make payment to the awarded Proposer(s) electronically. The methods of payment may be via EFT, a method in which payment is sent directly from the State's bank to the payee's bank. Please see Attachment V for additional information regarding electronic payment methods and registration.

1.35 Termination

1.35.1 Termination of the Contract for Cause

The State may terminate this Contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) calendar days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) calendar days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the

Contract shall terminate on the date specified in such notice. Failure to perform within the time agreed upon in the contract may constitute default and may cause cancellation of the contract.

Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this contract provided that the Contractor shall give the State written notice specifying the State agency's failure and a reasonable opportunity for the State to cure the defect.

1.35.2 Termination of the Contract for Convenience

The State may terminate the Contract at any time without penalty by giving thirty (30) calendar days' written notice to the Contractor of such termination or negotiating with the Contractor an effective date. Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

1.35.3 Termination for Non-Appropriation of Funds

The continuation of this contract shall be contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract by the legislature. 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 of Title 39 of the Louisiana Revised Statutes of 1950 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 have not been appropriated.

1.36 Assignment

No Contractor shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the State. This provision shall not be construed to prohibit the Contractor from assigning to a bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

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. All assignments must be approved of by the Department.

1.37 Right to Audit

The State Legislative Auditor, internal auditors of LDH, the Division of Administration, or others so designated by DOA, and if applicable, federal auditors shall be entitled to audit the books and records of a contractor or any subcontractor under any negotiated contract or subcontract to the extent that such books and records relate to the performance of such contract or subcontract. Such books and records shall be maintained by the contractor for a period of five (5) years from the date of final payment under the prime contract and by the subcontractor for a period of five (5) years from the date of final payment under the subcontract.

1.38 Civil Rights Compliance

The contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, disability, or age in any matter relating to employment. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

1.39 Record Ownership

All records, reports, documents, or other material related to any contract resulting from this RFP and/or obtained or prepared by the Contractor in connection with the performance of the services contracted for herein shall become the property of the Department and shall, upon request, be returned by the Contractor to the department, at the Contractor's expense, at termination or expiration of the contract.

1.40 Entire Agreement/ Order of Precedence

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, shall constitute the entire agreement between the parties with respect to the subject matter.

In the event of any inconsistent or incompatible provisions, the signed contract (excluding the RFP and the Contractor's proposal) shall take precedence, followed by the provisions of the RFP, and then by the terms of the Contractor's proposal.

1.41 Contract Modifications

No amendment or variation of the terms of this contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract shall be binding on any of the parties.

1.42 Substitution of Personnel

The Contractor's personnel assigned to this Contract shall not be replaced without the prior written consent of the Department. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any State or Contractor personnel become unavailable due to resignation, illness, or other factors, excluding assignment to a project outside this contract, outside of the Department's or Contractor's reasonable control, as the case may be, the Department or the Contractor shall be responsible for providing an equally qualified replacement in time to avoid delays in completing tasks. The contractor will make every reasonable attempt to assign the personnel listed in his proposal.

1.43 Governing Law

This contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this contract shall be in the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana.

1.44 Claims or Controversies

Any claim or controversy arising out of the contract shall be resolved by the provisions of Louisiana Revised Statutes 39:1672.2-1672.4.

1.45 Code of Ethics

Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 *et seq.*, Code of Governmental Ethics) will apply to the Contractor in the performance of services called for in this contract. Proposers shall be responsible for determining that there will be no conflict or violation of the Louisiana Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics shall be the only entity which can officially rule on ethics issues. Notwithstanding, any potential conflict of interest that is known or should

reasonably be known by a proposer as it relates to the RFP should be immediately reported to the Department by the proposer.

1.46 Corporate Requirements

If the contractor is a corporation, the following requirements must be met prior to execution of the contract:

- If the contractor is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.
- 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.
- The contractor must provide written assurance to the Department 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.

1.47 Prohibition of Discriminatory Boycotts of Israel

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 terminated business activities, or taken other actions 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 actions. 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.

1.48 Cooperative Purchasing

COOPERATIVE PURCHASE

It is the intent of the Department of Health to accommodate cooperative purchasing in any contract awarded from this solicitation.

As described below, Political Subdivisions of the State, other State Agencies, Quasi State Agencies, External Procurement Units, and Agencies of the United States Government, are to be authorized (potential) users of the contract(s) resulting from this solicitation, subject to the pricing and terms set forth in the contract(s).

- Political Subdivisions of the State include, but are not limited to, parish governments, municipal governments, school districts, human service districts, local governments and public utilities.

- Quasi State Agencies include, but are not limited to, non-profit or for-profit organizations created by the State of Louisiana or any political subdivision or agency thereof, or any special district or authority, or unit of local government, to perform a public purpose.
- External Procurement Units include, but are not limited to, buying organizations not located in the State of Louisiana, which, if located in the State, would qualify as a public procurement unit. This includes other jurisdictions included in EMAC (Emergency Management Assistance Compact) as described in RS 29:733.

The current list of approved cooperating purchasing entities (including political subdivisions, quasi state agencies and external procurement units) is maintained and regularly updated on the OSP website at: <http://www.doa.la.gov/pages/osp/aboutus/approvedquasiunits.aspx> and may be used as a reference. This list does not include EMAC participants.

Bidders or contractors may prospectively choose to partially or entirely 'opt-out' of accommodating cooperative purchasing for such contract(s) by sending formal written notification of same to the Department of Health. This notification should clearly specify which individual type(s) of cooperative purchasing entities the bidder/contractor is choosing to not allow to participate in contract cooperative purchasing. Any purchase orders received by the contract-holder from cooperative purchasing entities prior to the contract-holder's opt-out notification to OSP must be honored in accordance with the contract.

The extent of participation (or non-participation) by any vendor in cooperative purchasing will not affect the award of any contract(s) resulting from this solicitation.

LDH reserves the right of refusal to extend this contract to other agencies and will require prior approval of the State's Medical Director.

In the event of an EMAC activation, contractor may seek reimbursement for travel and other allowable expenses in accordance with the Division of Administration, State General Travel Regulations, within the limits or exceptions established for state employees, as defined in Division of Administration Policy and Procedure memorandum No. 49 (PPM No. 49) PPM 49 can be found on the website: <https://www.doa.la.gov/pages/osp/travel/TravelPolicy.aspx>. Reimbursement for any additional expenditures can only be sought if the request was included in the submitted EMAC Request and approved by the requesting state in the REQ-A, which serves as the contract signed between LA and the requesting state.

Part 2 – Scope of Work / Services

2.1 Task and Services - Project Overview

The contract awarded from this RFP will be implemented in two (2) phases – Readiness and Response.

Upon award of the contract, contractor will provide Readiness staff, both on and off site, to coordinate with LDH's Executive Director of Emergency Preparedness and/or designee. Contractor will provide plans for how it will perform continuous services to provide subject matter expertise for ESF #8 disaster plans and support the core functions.

On a contingency contract basis, the Contractor will provide the Response support and staff augmentation to LDH utilizing the incident management team concept during a declared State of Emergency and upon activation by the State Health Officer/designee. Upon written notification, the Contractor will assist LDH and provide staffing and operational support for one (1) or more of the five (5) project activities at designated areas throughout the state at the direction of LDH:

- EMS Tactical Operations Center (TOC)
- Ambulance Processing Site
- EMS Designated Regional Coordinator Field Support
- Bus Triage Site
- Paramedic Resource Pool

2.2 Project Requirements

Responses Phases:

- 2.2.1** The Response portion of the contract will activate upon written notification from the State Health Officer/designee.
- 2.2.2** Once activated, Contractor will remain in an active status until officially notified by the State Health Officer/designee via written communication.
- 2.2.3** During the unfolding of a disaster event, LDH will provide notice of anticipated logistics and timelines to the contractor. Details may include which project activities may be activated, the number of personnel to deploy and the activation date. The

contractor's personnel must be at the designated site location(s) within six (6) hours of the activation date and time.

- 2.2.4** Contract functions are up to 24 hours a day, 7 days a week (24/7) and operational shifts are generally two 12 hour shifts unless specified different by the State Health Officer/designee. Contractor must provide staff to maintain all shift schedules as requested. For each project activity, LDH has identified up to a maximum number of personnel required per operational shift. LDH reserves the right to determine the initial number of personnel required to activate and to scale up or down the number of personnel required during an event pursuant to the scope and scale of that event.
- 2.2.5** LDH reserves the right to negotiate staff above the identified numbers, subject to contractor's resource availability, at the same rates identified in the contract.
- 2.2.6** Contractor(s) shall not utilize any dedicated emergency response staff from a parish where an emergency has been declared or is under the threat of an evacuation that would negatively affect the local response.
- 2.2.7** Communication Equipment: Contractor to provide all deployed personnel with a personal cell phone and laptop. Any specialized equipment such as radios will be provided by the State.
- 2.2.8** Relocation Capabilities: The operations of the TOC must be able to be relocated to back-up sites as designated by the State Health Officer/designee within the State of Louisiana. The contractor must maintain existing communication during the relocation process.
- 2.2.9** Logistics: For contract personnel deployed meals may be provided during active operational shifts if resources are available/accessible from local base camps. However, if meals are not provided to active duty personnel by the State, the contractor will be responsible for the cost and provisions of these meals for contractor's personnel. The Contractor will be responsible for costs and provisions of lodging and meals when staff is not on active duty at the EMS TOC.
- 2.2.10** Contractor's key personnel assigned to this contract may not be replaced without the written consent of the State Health Officer/designee provided an equally qualified replacement is offered. Key personnel for these purposes will be determined during contract negotiation.

- 2.2.11** All operational data collected, processed, and reported by the contractor becomes the property of the State of Louisiana LDH, within thirty days of the conclusion of the event. The Contractor will share, without hesitation, any and all data with designated ESF #8 representatives during the event.
- 2.2.12** Contract personnel are to be proficient in Excel in order to utilize the EMS TOC management system to track activities, assets, and resources during activation. Summary reports for assets/resource utilization and mission assignments will follow a generic situation report (may include Incident Name, Operational Period, Name, ICS Position, Home Agency, Resources Assigned, Activity Log, and Preparer's information) and forms are to be submitted timely as required in the deliverables.
- 2.2.13** All reporting requirements as identified in the Deliverables must be complete before the end of incident period.
- 2.2.14** For all contract personnel, relevant and current certifications must be submitted by the contractor to the State Health Officer/designee.
- 2.2.15** All logs and reports are subject to the review of the State Health Officer/designee for purposes of reimbursement and accountability.
- 2.2.16** Forms will be available electronically upon activation.
- 2.2.17** All contract personnel must complete and sign the operational personnel roster for each operational shift worked.

Scope of Work

2.3.1 Readiness Phase

Upon award of the contract, contractor will provide staff, both on and off site, to coordinate with LDH's Executive Director of Emergency Preparedness and/or designee. Contract will provide plans of how the contractor will perform continuous services to provide subject matter expertise for ESF #8 disaster plans and support the core functions. Contractor must also provide the tasks for Readiness as identified in each Deliverable below.

2.3.1.a Readiness Deliverables:

Contractor shall conduct or participate in an HSEEP compliant on-site EMS TOC drill annually (to be scheduled by LDH) during each year of the contract term and submit an After Action Report.

- Contractor shall participate in 5 drills/meetings and any others that are deemed

necessary by LDH.

- Contractor shall provide annual training for identified response staff covering LDH plans and vendor roles to carry out response deliverables.
- Contractor shall annually (prior to hurricane season) provide LDH with a response staff roster, verification of credentials and training report for all operational functions.

Readiness Deliverable for EMS TOC:

Contractor will develop, maintain, review and integrate EMS surge plans and training venues so as to maximize effective surge operations. Contractor will utilize LDH's EMS TOC management system to track activities, assets, and resources during activation. Contractor personnel will participate/conduct EMS TOC planning meetings/training with LDH staff as required.

Readiness Deliverable for Ambulance Processing Site:

Contractor shall review and update Ambulance Processing Site related plans. Contractor will utilize LDH's EMS TOC management system to track activities, assets, and resources during activation. Contractor will develop just-in-time training for processors. Contractor personnel will participate/conduct Ambulance Processing Site planning meetings/training with LDH staff as required.

Readiness Deliverable for EMS DRC Field Support:

Contractor shall conduct at least one site visit annually with EMS Designated Regional Coordinators (DRC's) in each region to review forms, process and integrate plans. Integrate plans are to include how and when notifications are delivered. Contractor should provide training to standardize procedures across the regions.

Readiness Deliverable for Bus Triage:

Contractor shall attend one meeting regarding Bus Triage annually for each year of the contract term. Contractor shall review and update the current Bus Triage related plans. Contractor personnel will participate/conduct Bus Triage planning meetings/training with LDH staff as required. Meetings will be minimum of one (1) time annually, however the contractor may be required to participate in up to 3 meetings annually.

Readiness Deliverable for Paramedic Resource Pool:

Contractor shall assist with development of a Paramedic Surge Team Concept of Operations for all hazard response. Contractor shall attend meetings regarding ESF #8 response plans and

integrating Paramedic Staffing Support. Contractor shall develop a plan to provide one point of contact to initiate the activation of a resource pool, should one be activated.

2.3.2 Response Phase

Staff augmentation will be provided by the contractor as identified in the project activities below. Upon written activation of the State Health Officer/designee one or more of the operational function sites may be activated to assist LDH commensurate with the scope and scale of the event.

2.3.2.a Project Activity 1: EMS Tactical Operations Center (EMS TOC)

Background and Introduction to the EMS TOC

- During a declared state of emergency, Louisiana anticipates the utilization of 100 and up to 600 ground ambulances, up to 3500 seats for para-transit vehicles, and up to 25 air ambulances to assist in:
 - Hospital evacuations including the Medical Institutional Evacuation Plan,
 - Nursing home evacuations,
 - Augmentation of 9-1-1 services in evacuating regions,
 - Evacuation of home bound residents, and
 - Special population evacuations (neonates, pediatric ICU patients, etc.)

The EMS TOC Functions are:

- Maximize efficiency of available assets by monitoring units (on assignment, available for use, or out of service) and provide assistance as needed.
- Monitor mission requests and align needed resources to support on-going planning needs.
- Work with other emergency services contractors to assure maximum availability of contracted ambulances.
- The EMS TOC Manager has operational responsibility for the EMS TOC.

EMS TOC Deliverables:

The contractor will provide up to 10 support personnel per operational shift to support the active monitoring, coordination, and deployment of state-controlled field assets and/or resources, which may include but are not limited to:

- Ground/Air Resources:
- Ambulances (100 to 600 ground units)
- Para-transit vehicles (3,500 para-transit seats)
- Fixed and rotary wing aircraft (25 air assets)
- Responding Support Personnel (400+; All units will be staffed to operate 24/7)

The number of support personnel to assist in EMS TOC operations will be commensurate with the scope and scale of the event as requested by LDH.

Qualifications of the Support Personnel:

- Familiar with Emergency Operations Center Operations
- NIMS Training ICS 100,200,700, and 800;
- Operational Proficiency in ICS/NIMS
- Certified Emergency Medical Technician in good standing and/or a minimum of 2 years' experience demonstrating active deployment on an Incident Management Team (IMT).

It is also preferred that staff possess:

- FEMA NIMS Training 300 and 400

2.3.2.b Project Activity 2: Ambulance Processing Sites

Background and Introduction to Processing Sites

- During a declared state of emergency, Louisiana anticipates the receipt of 100 and up to 600 ambulances.
- Licenses and equipment for incoming vehicles and personnel must be inspected to verify that contract requirements are fulfilled. It is critical that units and personnel are processed quickly to initiate response.

- Depending on storm conditions, processing sites may be located in southeastern, central, and/or southwestern Louisiana.
- The EMS Processing Site Manager has operational responsibility for the Processing Site(s).

Ambulance Processing Site Functions

- To confirm that incoming vehicles and personnel are currently licensed and equipped to fulfill contract requirements.
- To provide orientation and equipment to incoming crews regarding protocols, processes, and regional mission assignments.

Ambulance Processing Deliverables:

Contractor will provide up to 15 support personnel per operational shift to assist the Processing Site. LDH may activate up to 2 sites concurrently.

The number of support personnel to assist the Processing Site operations will be commensurate with the scope and scale of the event as requested by LDH.

Qualifications of the Processing Site Support Personnel:

- Familiar with Emergency Operations Center Operations
- NIMS Training ICS 100,200,700 and 800
- Operational Proficiency in ICS/NIMS
- Certified Emergency Medical Technician or above in good standing; and must be currently Nationally Registered.

2.3.2.c Project Activity 3: EMS Designated Regional Coordinator Field Support

Background and Introduction to EMS Designated Regional Coordinators Field Support

- During a declared state of emergency, Louisiana anticipates the utilization of 100 and up to 600 ambulances and para-transit vehicles to assist in:
 - Hospital evacuations including the Medical Institutional Evacuation Plan,
 - Nursing home evacuations,

- Augmentation of 9-1-1 services in evacuating regions, and
 - Evacuation of home bound residents.
- EMS Designated Regional Coordinators (EMS DRC) are regional volunteers that support emergency medical activities for LDH – ESF #8. They are familiar with health care facilities in the region, potential threats (i.e. flooding), alternate resources and emergency management processes and procedures.
- The contractor will provide staff to assist the EMS DRC on a region by region basis. Regions are defined in Attachment VII
- The EMS DRC has operational responsibility for field support.

EMS DRC Field Support Functions

- EMS DRCs in affected and/or evacuating regions:
- Coordinate need for emergency medical transportation with the EMS TOC.
- Have direct responsibility for assigning and tracking emergency medical transportation assets.
- Work closely with local officials, hospitals, and nursing homes to identify needed evacuations.
- Oversight of regional data collections activities.
- EMS DRCs in regions that operate shelters:
- Coordinate need for resources with the TOC.
- Have direct responsibility for monitoring and tracking emergency medical transportation assets to support shelter transports. (Shelter command staff is responsible for assigning missions at shelters.)
- Work closely with shelter officials to maintain adequate emergency medical transportation assets for shelter operations.
- Oversight of regional data collection activities.

EMS DRC Field Support Deliverables:

- The contractor will be able to staff up to nine support teams per operational shift based upon the scope and site(s) of the emergency.
- Each team may consist of up to three personnel based on the incident and the affected and/or impacted region(s).
- Team members will need a range of skills to perform functions as in data entry, making copies of all operational documents, and other duties. Also at the direction and discretion of the EMS DRC, the Operations support may:
 - Serve as an information liaison
 - Meet with the EMS DRC at regular intervals

- Coordinate missions with governmental contract managers
- Ensure regular report updates
- Coordinate with EMS TOC
- Maintain information and generate regular reports on asset/resource utilization for planning purposes.
- The EMS DRC may choose to delegate the assignment and/or tracking of the following items to contract personnel:
 - Assets/resources assigned to the EMS DRC
 - Mission Requests

Qualifications of the Operations Support Staff:

- Familiar with Emergency Operations Center Operations
- NIMS Training: ICS 100, 200, 700 and 800;
- Operational Proficiency in ICS/NIMS
- Certified Emergency Medical Technician or above in good standing; and must be currently Nationally Registered.
- Working knowledge of Emergency Medical Services Dispatching Operations

It is also preferred that staff possess:

- FEMA NIMS Training 300 and 400

2.3.2.d Project Activity 4: Bus Triage Site

Background and Introduction to Bus Triage Site

- Thousands of residents from southeastern Louisiana do not have personal transportation to use for an evacuation. The State of Louisiana has arranged bus transportation for these residents. Several hundred buses will be utilized to support this evacuation.
- It is anticipated that the bus triage site will operate for 24 to 36 hours prior to the activation of southeastern Contra-flow.
- LDH has been charged with the responsibility of retaining Emergency Medical Technicians (EMTs) and nurses to serve as triage team members to support bus evacuation.

Bus Triage Field Support Functions

- All buses evacuating Louisiana residents stop in Baton Rouge to allow for a brief secondary triage/evaluation to determine if the evacuee is capable of further transport to northern Louisiana shelters.

- Evacuees who cannot continue on the trip will be removed from the buses and assessed by medical support at the Bus Triage Site and directed to needed care.

Bus Triage Site

When activated, the contractor will report to the bus triage site, currently located at:

LSU Agricultural Center
 Parking Lot located on East Parker Drive
 101 Efferson Hall,
 Baton Rouge, LA 70803.

The location of the Bus Triage Site may be changed by the State Health Officer/designee.

Bus Triage Deliverables:

- The contractor will provide up to five (5) teams per operational shift. Each team will be composed of 3 personnel which will be 1 Triage Team Leader (EMT – Paramedic) and 2 EMT – Basics.
- The teams will triage evacuees and evaluate their ability to continue traveling aboard transportation assets. The Triage Team Leader will report to the LDH Medical Commander.
- All triage team's members must complete and sign the operational personnel roster for each operational shift worked.
- Qualifications for team members:
 - Certified Emergency Medical Technician or above in good standing; and must be currently Nationally Registered.
 - FEMA NIMS Training 100, 100.Hcb, 200, 200.HCa, 700 and 800
 - FEMA IS Courses: IS808-ESF #8 Public Health & Medical Services
 - Emergency Operations Center / field triage experience
 - Be able to work in high stress/fast paced environments with potential field work including variable work conditions

It is also preferred that staff possess:

- FEMA NIMS Training 300 and 400

2.3.2.e Project Activity 5: Paramedic Resource Pool

Background and Introduction to Paramedic Resource Pool

There may be times that EMS personnel are needed to assist the State Health Officer temporarily to prepare for or to assist with triage or surge in pre-hospital response activities. The intent of this resource pool is to have available EMS personnel that can respond quickly in team(s) formation yet have the flexibility to work independently at the response site under the State Health Officer/designee.

The specific mission will vary based on the situation.

Paramedic Pool Functions shall include, but not be limited to:

- Support local EMS resources with EMT/paramedic personnel for special declared event coverage. Example: Paramedics placed in groups of 2 to walk the Superdome for Super Bowl event to assist with triage and treatment (2002 activity).
- Provide medical and health support in various settings including but not limited to: first aid stations, shelters, command posts, medical countermeasures, ports, ships.
- In the event of a Public Health Emergency, work in support of public health which may include dispensing medical counter measures such as vaccines and medications.

Paramedic Pool Deliverables:

- In the event of a declared emergency, and upon request of the State Health Officer/designee, the Contractor shall provide up to 20 Louisiana Licensed EMTs and/or Paramedics per operational shift to perform treatment and triage, within their respective scopes of practices, at sites to be determined by LDH. For each event, the State Health Officer/designee will determine the actual number of personnel to be deployed for that event.
- Organizational and logistical details will be developed with the contractor pursuant to the unfolding event and mission task. Once activated, personnel in the resource pool shall be deployed within 6 hours. The contract shall identify a primary Point of Contact for the organizational, logistical, and deployment of the resource pool.
- Qualifications: All staff provided by contractor shall possess the following minimum qualifications:
 - Certified Emergency Medical Technician or above in good standing; and must be currently Nationally Registered.
 - FEMA NIMS Training: 100, 100.HCb, 200, 200.HCa, 700 and 800
 - FEMA IS Courses: IS808-ESF #8 Public Health & Medical Services
 - Operations experience in ICS environments

- Be computer literate with Microsoft Office programs proficiently
- Be able to work in high stress/fast paced environments with potential field work including variable work conditions.

It is also preferred that staff possess:

- FEMA NIMS Training 300 and 400

Each EMT/Paramedic deployed shall be equipped with but not limited to the following:

- Contractor uniformed issued identification
- Basic diagnostic equipment such as stethoscope
- Medical supplies such as bandage scissors/shears
- All other supplies while deployed will be provided by LDH as determined to be necessary.

2.4 Technical Requirements related to IT

Not applicable to this RFP.

Part 3 - Evaluation

3.1 Evaluation

Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the proposal. The evaluation will be conducted according to the following:

Evaluation Criteria	Maximum Score
Corporate Experience	15
Approach and Methodology	18
Proposed Staff Qualifications	25
Louisiana Veteran and/or Hudson Initiative <ul style="list-style-type: none">• Up to 10 points available for Hudson-certified proposers;• Up to 12 points available for Veteran-certified proposers;• If no Veteran-certified proposers, those two points are not awarded. See Section 1.9.7 for details	12
Cost	30
TOTAL SCORE	100

Technical Evaluations will be conducted by an Evaluation Team. Scoring will be based on a possible total of 100 points and the proposal with the highest total score will be recommended for award. Proposer must receive a minimum score of 29.0 points (50%) of the total available points in the technical categories of Company Background and Experience, Approach and Methodology and Proposed Staff Qualifications to be considered responsive to the RFP. **Proposals not meeting the minimum score shall be rejected and not proceed to further Cost or Louisiana Veteran and/or Hudson Initiative evaluation.**

3.2 Cost Evaluation

A. The proposer with the lowest total cost for all 3 years shall receive 30 points. Other proposers shall receive points for cost based upon the following formula:

$$CCS = (LPC/PC) * 30$$

CCS= Computed Cost Score (points) for proposer being evaluated

LPC = Lowest Proposal Cost of all proposers

PC = Individual Proposal Cost

B. The assignment of the 30 points based on the above formula will be calculated by a member of the LDH staff.

- C. A "Cost Model" has been developed that will be used to determine the overall low cost for a 3 year contract term. The cost model will remain sealed until RFP opening and will be used to determine the overall low cost. See Attachment VI, Cost Template. The overall low cost will receive the 30 points for evaluation purposes.

3.3 Louisiana Veteran/ Hudson Initiative Evaluation

Participation of Veteran Initiative and Hudson Initiative small entrepreneurships will be scored following the technical evaluation according to Section 1.9.7

Part 4 – Performance Standards

4.1 Performance Measurement/Evaluation/Monitoring Plan

4.1.1 Performance Measures/Evaluation:

Readiness:

The submission of satisfactory plans, reports and rosters is required. Performance measures for this contract shall include contractor's timely and successful completion, submission, and performance of any work product being sought and provided through this agreement, consistent with the provisions, goals and objectives of this contract.

Response:

- Contractor will meet with EMS Processing Site Manager, as requested, to provide updates via situational reports.
- Minimum frequency of at least once per operational shift
- For each operational shift the contractor will submit:
 - Summary reports for assets/resource readiness and mission deployment;
 - Copies of the registration log for the operation;
 - The operational personnel roster for all contract personnel;
 - Copies of the communication log for the operation.

4.1.2 Monitoring Plan:

Readiness:

The Director of Emergency Preparedness or designee will review and monitor the rosters and plans and reports for completeness and accuracy.

Response:

- The EMS Processing Site Manager will hold at least one status meeting each operational shift.
- The EMS Processing Site Manager will review and monitor the operational personnel roster, including hours worked and services provided for payment purposes.
- The EMS Processing Manager will review and maintain a copy of all logs and reports and distribute them as directed.

4.2 Veteran and Hudson Initiative Programs Reporting Requirements

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

ATTACHMENTS

Attachment I : Veteran and Hudson Initiative Programs

Attachment II : Certification Statement

Attachment III : Sample Contract Template

Attachment IV : HIPAA Business Associate Addendum

Attachment V : Electronic Vendor Payment Solution

Attachment VI : Cost Template/Cost Model

Attachment VII : State Regional Map

Attachment I

Veteran-Owned And Service-Connected Small Entrepreneurships (Veteran Initiative) And Louisiana Initiative

For Small Entrepreneurships (Hudson Initiative) Programs

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.louisianaeconomicdevelopment.com>.

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.

In RFPs requiring the compliance of a good faith subcontracting plan, the State may require Proposers to submit information on their business relationships and arrangements with certified LaVet or Hudson Initiative subcontractors at the time of proposal review. Agreements between a Proposer and a certified LaVet or Hudson Initiative subcontractor in which the certified LaVet or Hudson Initiative subcontractor promises not to provide subcontracting quotations to other Proposers shall be prohibited.

In performing its evaluation of proposals, the State reserves the right to require a non-certified Proposer to provide documentation and information supporting a good faith subcontracting plan. Such proof may include contracts between proposer and certified Veteran Initiative and/or Hudson Initiative subcontractor(s).

If a contract is awarded to a Proposer who proposed a good faith subcontracting plan, the using agency, the Louisiana Department of Economic Development (LED), or the Office of State Procurement (OSP) may audit Contractor to determine whether Contractor has complied in good faith with its subcontracting plan. The Contractor must be able to provide supporting documentation (i.e., phone logs, fax transmittals, letter, e-mails) to demonstrate its good faith subcontracting plan was followed. If it is determined at any time by the using agency, LED, or the OSP Director that the Contractor did not in fact perform in good faith its subcontracting plan, the contract award or the existing contract may be terminated.

The statutes (La. R.S. 39:2171 *et seq.*) concerning the Veteran Initiative may be viewed at:

[http://www.legis.la.gov/Legis/Law.aspx?d=671504.](http://www.legis.la.gov/Legis/Law.aspx?d=671504)

The statutes (La. R.S. 39:2001 *et seq.*) concerning the Hudson Initiative may be viewed at:

[http://www.legis.la.gov/Legis/Law.aspx?d=96265.](http://www.legis.la.gov/Legis/Law.aspx?d=96265)

The rules for the Veteran Initiative (LAC 19:IX.Chapters 11 and 13) and for the Hudson Initiative (LAC 19:VIII.Chapters 11 and 13) may be viewed at:

[http://www.doa.la.gov/pages/osp/se/index.aspx.](http://www.doa.la.gov/pages/osp/se/index.aspx)

A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship may be obtained from the Louisiana Economic Development Certification System at:

[https://smallbiz.louisianaeconomicdevelopment.com.](https://smallbiz.louisianaeconomicdevelopment.com)

Additionally, a list of Hudson and Veteran Initiative small entrepreneurship, 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 can be found at:

[https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_req.](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_req)

This may be accessed from the State of Louisiana Procurement and Contract (LaPAC) Network:

[https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/vendor/VndPubMain.cfm.](https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/vendor/VndPubMain.cfm)

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 90 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 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:

Original Signature Only: Electronic or Photocopy Signature are NOT Allowed

Print Name:

Title:

**CONTRACT BETWEEN STATE OF LOUISIANA
LOUISIANA DEPARTMENT OF HEALTH**

LAGOV:

LDH:

Agency #

AND

FOR

☐ Intragency ☐ Personal Services ☐ Professional Services | ☒ Consulting Services ☐ Social Services

RFP NUMBER (if applicable):

1) Contractor (Registered Legal Name)			5) Federal Employer Tax ID# or SSN# (11 digits)		State LDR Account #	
2) Street Address			6) Parish(es) Served		choose Parish(es)...	
City		State	Zip Code	7) License or Certification #		
3) Telephone Number			8) Contractor Status <input checked="" type="checkbox"/> 1			
4) Mailing Address (If different)			Subrecipient: <input type="checkbox"/> Yes <input type="checkbox"/> No Corporation: <input type="checkbox"/> Yes <input type="checkbox"/> No For Profit: <input type="checkbox"/> Yes <input type="checkbox"/> No Publicly Traded: <input type="checkbox"/> Yes <input type="checkbox"/> No			
City		State	Zip Code	8a) CFDA#(Federal Grant #)		
9) Brief Description Of Services To Be Provided: <input checked="" type="checkbox"/> 1						

10) Effective Date	11) Termination Date
12) Maximum Contract Amount	
13) Amounts by Fiscal Year	
14) Terms of Payment <input checked="" type="checkbox"/>	

If entrance by the completion of services are provided to the satisfaction of the Initial Office Facility, comments are to be made as follows:

Contractor obligated to submit final invoices to Agency within fifteen (15) days after termination of contract.

PAYMENT WILL BE MADE ONLY UPON APPROVAL OF:	First Name _____ Last Name _____	
	Title _____	Phone Number () _____

16) Special or Additional Provisions which are incorporated herein, if any (IF NECESSARY, ATTACH SEPARATE SHEET AND REFERENCE):

- Attachment: HIPAA Addendum
Attachment: Standard Provisions
Attachment: Special Provisions
Attachment: Statement of Work
Attachment: Fee Schedule
Attachment: Budget
Attachment:
Exhibit: Board Resolution
Exhibit: Disclosure of Ownership
Exhibit: Multi Year Letter
Exhibit: Late Letter
Exhibit: Out of State Justification
Exhibit: Certificate of Authority
Exhibit: Resume
Exhibit: License
Exhibit:

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

1. **Discrimination Clause:** Contractor hereby agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act of 1990; the Rehabilitation Act of 1973; Federal Executive Order 11246 as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Fair Housing Act of 1968; 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, sexual orientation, age, national origin, disability, political affiliation, veteran status, or any other non-merit factor. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of this contract.

2. **Confidentiality:** Contractor shall abide by the laws and regulations concerning confidentiality which safeguard information and the patient/client 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. **Auditors:** 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 five year period following final payment. Contractor grants to the State of Louisiana, through the Office of the Legislative Auditor, Louisiana Department of Health, 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 LDH 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 Louisiana Department of Health, 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 LDH Office.

4. **Record Retention:** 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 74.63 (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. **Record Ownership:** All records, reports, documents and other material delivered or transmitted to Contractor by the Department shall remain the property of the Department, and shall be returned by Contractor to the Department, at Contractor's expense, at termination or expiration of this contract. All 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 the Department, and shall, upon request, be returned by Contractor to the Department, at Contractor's expense, at termination or expiration of this contract.
6. **Nonassignability:** 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 State Procurement.
7. **Taxes:** 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.
8. **Insurance:** 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 Louisiana Department of Health, 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.
9. **Travel:** 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.
10. **Political Activities:** 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.
11. **State Employment:** 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.
12. **Ownership of Proprietary Data:** 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.

13. **Subcontracting:** 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 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.

14. **Conflict of Interest:** Contractor warrants that 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.
15. **Unauthorized Services:** 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.
16. **Fiscal Funding:** 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 \$2,000, the Division of Administration, Office of State Procurement.

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 revenue 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. **State and Federal Funding Requirements:** Contractor shall comply with all applicable requirements of state or federal laws or regulations relating to Contractor's receipt of state or federal funds under this contract.

If Contractor is a "subrecipient" of federal funds under this contract, as defined in 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), Contractor shall comply with all applicable requirements of 2 CFR Part 200, including but not limited to the following:

- Contractor must disclose any potential conflict of interest to the Department and the federal awarding agency as required by 2 CFR §200.112.
- Contractor must disclose to the Department and the federal awarding agency, timely and in writing, all violations of federal criminal laws that may affect the federal award, as required by 2 CFR §200.113.
- Contractor must safeguard protected personally identifiable information and other sensitive information, as required by 2 CFR §200.303.
- Contractor must have and follow written procurement standards and procedures in compliance with federally approved methods of procurement, as required by 2 CFR §§200.317 - 200.328.
- Contractor must comply with the audit requirements set forth in 2 CFR §§200.501 - 200.521, as applicable, including but not limited to:
 - o Electronic submission of data and reports to the Federal Audit Clearinghouse (FAC) (2 CFR §200.512(d)).
 - o Ensuring that reports do not include protected personally identifiable information (2 CFR §200.512(a)(2)).

Notwithstanding the provisions of paragraph 3 (Auditors) of these Terms and Conditions, copies of audit reports for audits conducted pursuant to 2 CFR Part 200 shall not be required to be sent to the Department.

18. **Amendments:** 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 the contract exceeds \$2,000, by the Division of Administration, Office of State Procurement. 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.
19. **Non-Infringement:** 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 LDH, the Department shall promptly notify Contractor in writing and Contractor shall defend such claim in LDH's name, but at Contractor's expense and shall indemnify and hold harmless LDH 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. **Purchased Equipment:** Any equipment purchased under this contract remains the property of the Contractor for the period 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 LDH 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. **Indemnity:** Contractor agrees to protect, indemnify and hold harmless the State of Louisiana, LDH, 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 clients, 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 R.S. 40:1237.1 et seq. 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 LDH.

22. **Severability:** 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. **Entire Agreement:** 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.
24. **E-Verify:** Contractor acknowledges and agrees to comply with the provision of R.S. 38:2212.10 and federal law pertaining to E-Verify in the performance of services under this contract.
25. **Remedies for Default:** Any claim or controversy arising out of this contract shall be resolved by the provisions of R.S. 38:1672.2-1672.4.
26. **Governing Law:** This contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana, including but not limited to R.S. 38:1551-1736; rules and regulations; executive orders; standard terms and conditions, and specifications listed in the RFP (if applicable); and this Contract.
27. **Contractor's Cooperation:** The Contractor has the duty to fully cooperate with the State and provide any and all requested information, documentation, etc. to the state when requested. This applies even if this Contract is terminated and/or a lawsuit is filed. Specifically, the Contractor shall not limit or impede the State's right to audit or shall not withhold State owned documents.
28. **Continuing Obligation:** Contractor has a continuing obligation to disclose any suspension or debarment by any government entity, including but not limited to the General Services Administration (GSA). Failure to disclose may constitute grounds for suspension and/or termination of the Contract and debarment from future contracts.
29. **Eligibility Status:** Contractor and each tier of Subcontractors, shall certify that it is not excluded, disqualified, debarred, or suspended from contracting with or receiving federal funds or grants from the Federal Government. Contractor and each tier of Subcontractors shall certify that it is not on the List of Parties Excluded from Federal Procurement and Nonprocurement Programs promulgated in accordance with E.O.s 12549 and 12669, "Debarment and Suspension," as set forth at 24CFR Part 24, and "NonProcurement Debarment and Suspension" set forth at 2CFR Part 2424.
30. **Act 211 Taxes Clause:** In accordance with R.S. 39:1624(A)(10), the Louisiana Department of Revenue must determine that the prospective contractor 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 Department of Revenue prior to the approval of this contract by the Office of State Procurement. The prospective contractor hereby attests to its current and/or prospective compliance, and agrees to provide its seven-digit LDR Account Number to LDH so that the prospective contractor's tax payment compliance status may be verified. The prospective contractor further acknowledges understanding that issuance of a tax clearance certificate by the Louisiana Department of Revenue is a necessary precondition to the approval and effectiveness of this contract by the Office of State Procurement. LDH reserves the right to withdraw its consent to this contract without penalty and proceed with alternate arrangements should the vendor fail to resolve any identified apparent outstanding tax compliance discrepancies with the Louisiana Department of Revenue within seven (7) business days of such notification.
31. **Termination for Cause:** The Department may terminate this Contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided that the Department shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the Department may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the Department to comply with the terms and conditions of this contract; provided that the Contractor shall give the Department written notice specifying the Department's failure and a reasonable opportunity for the state to cure the defect.
32. **Termination for Convenience:** The Department may terminate this Contract at any time by giving thirty (30) days written notice to the Contractor. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.
33. **Commissioner's Statements:** Statements, acts and omissions made by or on behalf of the Commissioner of Administration regarding the RFP or RFP process, this Contract, any Contractor and/or any subcontractor of the Contractor shall not be deemed a conflict of interest when the Commissioner is discharging his duties and responsibilities under law, including, but not limited, to the Commissioner of Administration's authority in procurement matters.
34. **Order of Precedence Clause:** In the event of any inconsistent or incompatible provisions in an agreement which resulted from an RFP, this signed agreement (excluding the RFP and Contractor's proposal) shall take precedence, followed by the provisions of the RFP, and then by the terms of the Contractor's proposal. This Order of Precedence Clause applies only to contracts that resulted from an RFP.

SIGNATURES TO FOLLOW ON THE NEXT PAGE

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
LOUISIANA DEPARTMENT OF HEALTH

SIGNATURE DATE

SIGNATURE DATE

NAME

NAME

TITLE

TITLE

Office of the Secretary

SIGNATURE DATE

SIGNATURE DATE

NAME

NAME

TITLE

TITLE

Rev. 06/2016

HIPAA Business Associate Addendum

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

1. The Louisiana Department of Health ("LDH") 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 LDH, as that term is defined herein, because contractor either: (a) creates, receives, maintains, or transmits PHI for or on behalf of LDH; or (b) provides legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, or financial services for LDH 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 (LDHS) 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 LDH.
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 LDH, 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 LDH, in which case contractor shall reimburse LDH for all expenses that LDH is required to incur in undertaking such mitigation activities.
9. To the extent that contractor is to carry out one or more of LDH's obligations under 45 C.F.R. Part 164, Subpart E, contractor shall comply with the requirements of Subpart E that apply to LDH in the performance of such obligation(s).
10. Contractor shall make available such information in its possession which is required for LDH 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 LDH 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 LDH upon request in accordance with 45 CFR § 164.524.

12. Contractor shall make PHI available to LDH 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 LDH available to the Secretary of the U. S. LDHS for purposes of determining LDH's compliance with the HIPAA Rules.

14. Contractor shall indemnify and hold LDH 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 LDH 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 LDH and contractor.

16. Notwithstanding any other provision of the contract, LDH shall have the right to terminate the contract immediately if LDH 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 LDH, whichever occurs first, contractor shall return or destroy (at the option of LDH) 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.

ELECTRONIC VENDOR PAYMENT SOLUTION

In an effort to increase efficiencies and effectiveness as well as be strategic in utilizing technology and resources for the State and Contractor, the State intends to make all payments to Contractors electronically. The LaCarte Procurement Card will be used for purchases of \$5,000 and under, and where feasible, over \$5,000. Contractors will have a choice of receiving electronic payment for all other payments by selecting the Electronic Funds Transfer (EFT). If you receive an award and do not currently accept the LaCarte card or have not already enrolled in EFT, you will be asked to comply with this request by choosing either the LaCarte Procurement Card and/or EFT. You may indicate your acceptance below.

The **LaCarte** Procurement Card uses a Visa card platform. Contractors receive payment from state agencies using the card in the same manner as other Visa card purchases. Contractors cannot process payment transactions through the credit card clearinghouse until the purchased products have been shipped or received or the services performed.

For all statewide and agency term contracts:

- Under the LaCarte program, purchase orders are not necessary. Orders must be placed against the net discounted products of the contract. All contract terms and conditions apply to purchases made with LaCarte.
- If a purchase order is not used, the Contractor must keep on file a record of all LaCarte purchases issued against this contract during the contract period. The file must contain the particular item number, quantity, line total and order total. Records of these purchases must be provided to the Office of State Procurement on request.

EFT payments are sent from the State's bank directly to the payee's bank each weekday. The only requirement is that you have an active checking or savings account at a financial institution that can accept Automated Clearing House (ACH) credit files and remittance information electronically.

Additional information and an enrollment form is available at:

<http://www.doa.la.gov/osrap/ISIS%20EFT%20Form.pdf>

To facilitate this payment process, you will need to complete and return the EFT enrollment form contained in the link above.

If an award is made to your company, please check which option you will accept or indicate if you are already enrolled.

<u>Payment Type</u>	<u>Will Accept</u>	<u>Already Enrolled</u>
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LaCarte	_____	_____
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EFT	_____	_____
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Printed Name of Individual Authorized

Authorized Signature for payment type chosen

Date

Email address and phone number of authorized individual

COST TEMPLATE

Proposers must complete a cost proposal in the following format to be considered for award. Failure to complete will result in the rejection of the proposal.

PART I. READINESS PHASE

Instructions: Proposal shall include all anticipated costs of successful implementation for the Readiness Phase of all deliverables outlined in the RFP. Proposers shall provide one flat rate covering all Readiness Phase deliverables for each Year in the table. This rate shall be fully burdened with all costs for the provision of services.

Year 1 Readiness Phase	
Total Cost:	\$

Year 2 Readiness Phase	
Total Cost:	\$

Year 3 Readiness Phase	
Total Cost:	\$

Total Readiness Phase Cost for all 3 years:

\$_____

Readiness Cost is to be provided as one lump sum amount for each year of the contract and is to be inclusive of all labor, travel, and overhead/administrative costs to perform the Scope of Work as identified in the deliverables.

Upon notification of Intent to Award to the successful proposer, LDH will negotiate a timeline for Readiness deliverables and subsequent schedule of payments.

The original contract term will be three (3) years with the option to renew for an additional 24 months. In the event that LDH extends the additional option to renew, provide proposer's

Readiness costs below for years 4 and 5. These costs will not be factored into the cost evaluation. It should be noted that for LDH to be able to extend the option to renew for years 4 & 5, the Readiness Costs for those years must be at an amount equal to or lower than the Readiness Cost for Year 3 of the original contract.

Year 4 Readiness Phase	
Total Cost:	\$

Year 5 Readiness Phase	
Total Cost:	\$

COST TEMPLATE

PART II. RESPONSE PHASE

Instructions:

Year 1, 2, 3	Hourly Rate	
Deliverable 1: Support Staff	**\$	** Hourly Rate to be paid for only active hours of duty that are documented as required in the Deliverables. Hourly Rate shall be inclusive of labor plus all lodging, meals, incidentals, and overhead costs while at State/LDH designated jobsite for both active/inactive duties.
Deliverable 2: Support Staff	**\$	
Deliverable 3: Support Staff	**\$	
Deliverable 4: Paramedic	**\$	
Deliverable 4: EMT Basic	**\$	
Deliverable 5: Paramedic	**\$	
Deliverable 5: EMT Basic	**\$	

Instate Mobilization/Demobilization Cost Per Person	***\$	***
For personnel deployed in the State of Louisiana	***\$	Mobilization/Demobilization cost shall be inclusive of all travel expenses to deploy personnel from their point of origin to the LDH designated jobsite and from the LDH designated jobsite back to their point of origin. Mobilization/Demobilization cost shall also include any cost for overhead/ administrative cost such as, but not limited to rent, space, insurance, general office supplies, and technology equipment.
Out of State Mobilization/Demobilization Cost Per Person		
For personnel deployed from outside the State of Louisiana		

Regional Map

Attachment VII

