



State of Louisiana

Louisiana Department of Health
Office of the Secretary

ADDENDUM NO. 4

April 21, 2020

Your reference is directed to RFP File No. 3000014547 for Staff Augmentation for Emergency Operational Support for Louisiana Department of Health scheduled to be opened at 4:00 PM CDT April 29, 2020.

Due to the COVID-19 Public Health Emergency declared by Governor John Bel Edwards in Proclamation Numbers 41, 37, 33, 32, 30, 27, and 25 JBE 2020, electronic proposal delivery is being utilized for this RFP. The deadline for receipt of proposals has been postponed and the submittal requirements have changed. **The following Sections of the Request for Proposals are revised as follows:**

1.6 Schedule of Events

Event	Date
RFP advertised in newspapers and posted 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 electronic proposals	May 29, 2020 4:00 PM CDT
Notice of Intent to award announcement, and 14-day protest period begins, on or about	To Be Determined
Contract execution, on or about	To Be Determined

1.7 Electronic Proposal Submittal

Firms or individuals who are interested in providing services requested under this RFP must submit an electronic proposal containing the mandatory information specified in the section 1.9. The proposal must be received by electronic copy to Mailbox EMSStaffingProposal@LA.GOV on or before the date and time specified in the Schedule of Events, Section 1.6. Email submissions are the only acceptable method of delivery. Fax, mail and courier delivery shall not be acceptable. Proposers emailing their proposals should allow sufficient time to ensure receipt of their proposal by the time specified.

The proposal package must be emailed to: Mailbox EMSStaffingProposal@LA.GOV with the Subject Line: RFP# 3000014547 Proposal Submission – [Proposer Name]. If the file size of the email submission exceeds server requirements, the email submission may be broken into smaller emails with “Part 1 of ___” included at the end of each original Subject Line (e.g. RFP# 3000014547 Proposal Submission – [Proposer Name] – Part 1 of 3).

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

1.9.10 Certification Statement

The proposer must sign electronically or submit a scanned signature on **Attachment II**, Certification Statement.

1.10 Number of Copies of Proposals

The State requests that one copy of the entire proposal be submitted to the RFP Coordinator at the email address specified in section 1.7. The proposal shall contain electronic signatures or scans of original signatures of those company officials or agents who are duly authorized to sign proposals or contracts on behalf of the organization. An electronic signature as provided by LAC 4:I.701 *et seq.* is considered an original signature. A certified copy of a board resolution granting such authority should be submitted if the Proposer is a corporation. The proposal will be retained for incorporation into any contract resulting from this RFP.

1.11 Technical and Cost Proposals

The State requests the following:

- One (1) technical proposal in PDF and Microsoft Word formats. The file shall be named: RFP# 3000014547 Technical Proposal - [Proposer Name].
- One (1) cost proposal in PDF and Microsoft Word formats. The file shall be named: RFP# 3000014547 Cost Proposal - [Proposer Name].
- One (1) redacted technical proposal, if applicable, in PDF and Microsoft Word formats. The file shall be named: RFP# 3000014547 Redacted Technical Proposal - [Proposer Name].

If the file size of the proposal exceeds server requirements, the proposal may be broken into smaller emails with “Part 1 of ___” included at the end of each original file name (e.g. RFP# 3000014547 Technical Proposal– [Proposer Name] – Part 1 of 2).

Attachment II: Certification Statement

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:

Electronic or Photocopy Signature is Allowed

Print Name:

Title:

This addendum is hereby officially made a part of the referenced proposal.

ACKNOWLEDGEMENT: If you have already submitted your proposal and this Addendum does not cause you to revise your proposal, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgment to Mailbox EMSStaffingProposal@LA.GOV. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgment shall not relieve the Proposer from complying with the terms of its proposal. Addendum Acknowledged/No changes:

For: _____ By: _____

REVISION: If you have already submitted your proposal and this Addendum requires you to revise your proposal, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to proposal opening to Mailbox EMSStaffingProposal@LA.GOV or by fax to: (225) 342-5568.

Revisions received after proposal opening shall not be considered and you shall be held to your original proposal.

Revision: _____

For: _____ By: _____

By: Bonnie Kemp
RFP Coordinator
Department of Health
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Email: bonnie.kemp2@la.gov