

Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

July 26, 2022

ADDENDUM NO. 1

Your reference is directed to RFX Number 3000018916 for the Invitation to Bid for the State of Louisiana – On-site Direct Nursing Care Services – LDH, which is currently scheduled to open at 10:00 AM CT on August 02, 2022.

The following are the Vendor's Questions received by the deadline of July 19, 2022 and the State's Responses:

Vendor's Question #1: Please provide the current vendor(s) providing the service and the billable rates for each service.

State's Response #1: To obtain this information, please submit a public records request at the link provided: <https://www.doa.la.gov/doa/ogc/public-records-request/>.

Vendor's Question #2: How many vendors are expected to be awarded a contract for this RFP?

State's Response #2: This is not a Request for Proposals (RFP), this is an Invitation to Bid (ITB). The Eastern Louisiana Mental Health System (ELMHS) and Central Louisiana State Hospital (CLSH) are requesting a multi-vendor award to ensure sufficient staffing availability. However, the number of vendors chosen will depend on the number of responsive, responsible bidders, and the reasonableness of prices bid.

Vendor's Question #3: Is this RFP for contract assignments (13/18/26 week) or per diem healthcare professionals, or a combination of both?

State's Response #3: This is not a Request for Proposals (RFP), this is an Invitation to Bid (ITB). The agency usually assigns a contract nurse for a three (3) month period. However, this may change depending on the current/future needs.

Vendor's Question #4: Will job descriptions for each discipline be provided upon award of the contract?

State's Response #4: Yes.

Vendor's Question #5: In selecting a candidate for a requested position, will the lowest priced qualified candidate be chosen from the group of selected Vendors?

State's Response #5: If a multi-award is made, the agency will make their decision based on price, availability of staff, and qualifications.

Vendor's Question #6: What is the turnaround time for approval from a candidate being submitted to a facility for a staffing need to the time the Contractor hears that the candidate **is or is not** accepted?

State's Response #6: ELMHS and CLSH conduct an interview within a few days and will try to issue a response within a similar timeframe.

Vendor's Question #7: What type of uniform is the healthcare professional required to wear?

State's Response #7: At ELMHS black scrubs and a white scrub jacket with closed toed shoes, hair off the shoulder and no artificial nails. At CLSH nurses wear gray scrubs, CNAs wear navy scrubs.

Vendor's Question #8: Are EFT payments allowed?

State's Response #8: Yes.

Vendor's Question #9: Will invoices/timesheets be submitted individually to each of the facilities for payment, or to one central location?

State's Response #9: Invoices should be sent to ELMHS and CLSH individually.

Vendor's Question #10: Will specific job needs come from each individual facility, or from one central person?

State's Response #10: Specific jobs will come from each individual facility designee.

Vendor's Question #10: Will our RNs ever be asked to perform Charge Nurse duties, and if so, is this billable at a separate rate?

State's Response #10: Yes, nurses could be asked to provide some leadership duties or "charge nurse duties" dependent upon skill level. No, "Charge nurse duties" are not billable at a separate rate.

Vendor's Question #11: What is meant regarding a timely manner to supply people without the \$500 penalty?

State's Response #11: For the purposes of this contract, the Agency considers two (2) weeks to be a reasonable timeframe.

Vendor's Question #12: Will the State of Louisiana and/or the individual facility contact each vendor in a timely manner when positions are filled so we no longer are searching for candidates? If so, what is the timely timeframe?

State's Response #12: ELMHS and CLSH will manage the notification to vendor of when positions are no longer needed. Due to the agencies' needs changing throughout the life of the contract, as well as unexpected new vacancies, the agencies will typically provide weekly updates as needed.

All else remains as on original bid.

THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION.

ACKNOWLEDGEMENT: If you have already submitted your bid and this Addendum does not cause you to revise your bid, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement by mail by hand delivery or courier to: Office of State Procurement 1201 N. 3rd Street, Claiborne Building Ste. 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the bidder from complying with the terms of its bid.

Addendum Acknowledged/No changes:

For: _____ By: _____

REVISION: If you have already submitted your bid and this Addendum requires you to revise your bid, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to bid opening by mail or by hand delivery or courier to: Office of State Procurement 1201 N. 3rd Street, Claiborne Building Ste. 2-160, Baton Rouge, LA 70802, and indicate the RFX number and the bid opening date and time on the outside of the envelope for proper identification, or by fax to: (225) 342-9756. Electronic transmissions other than by fax are not being accepted at this time

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

Revision:

For: _____ By: _____

By: Paris King
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