



Office of Public Health

Request for Information (RFI)

For

Cost Reporting and Cost Allocation Services

RFI due date/time: Friday, February 14, 2025 at 2:00 PM (CST/CDT)

NOTE: This Request for Information (RFI) is solely for information and planning purposes and does not constitute a solicitation. This information will be reviewed and discussed by the state agency and may result in the advertisement of a formal and competitive Request for Proposal for any or all of the services included in the RFI.

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

February 4, 2025

TABLE OF CONTENTS

1	GENERAL INFORMATION.....	3
1.1	Background	3
1.2	Purpose of RFI	4
1.3	Project Overview.....	4
2	ADMINISTRATIVE INFORMATION.....	4
2.1	RFI Coordinator	4
2.2	Schedule of Events	4
2.3	Response Content	4
2.4	Response Instructions	5
2.5	Additional Instructions and Notifications to Responders	5
	Attachment 1: Scope of Services	7

1 GENERAL INFORMATION

1.1 Background

The LDH Office of Public Health is comprised of 1,100 professionals across Louisiana who are charged with protecting and promoting the health of the communities of our state. The agency operates more than fifty programs with staff in 63 parish health units, three specialty clinics, nine regional offices, three centers, fifteen bureaus, and nearly 600 contractual agreements. Engineers, doctors, chemists, biologists, nurses, sanitarians, clinicians, emergency preparedness experts and a host of other professionals work constantly to:

- monitor the food Louisiana's residents and visitors eat;
- keep our water safe to drink;
- fight chronic and communicable disease;
- ensure we are ready for hurricanes, disasters and other threats;
- manage, analyze and disseminate public health data
- ensure access to vital records like birth certificates; and
- offer preventive health services.

Currently, the Office of Public Health has chosen to develop and implement a very detailed cost allocation plan to identify all direct and indirect costs associated with each funding/award source. The initial plan was developed approximately over 40 years ago, and the process is updated as needed, to reflect organizational realignments and addition/deletions of programs. The current cost allocation plan is very detailed, resulting in extensive manual work that requires a high level of review and monitoring, and is processed monthly.

For budgeting purposes only, the amount of indirect costs and other allocated direct costs is estimated to be a percentage of total direct cost, but the actual amount claimed for grant reimbursement is based on monthly cost distributions using statistics defined in the approved cost allocation plan. Since the statistics for distributing these costs are based on activity levels among all OPH programs for any given month, the actual cost incurred by program could be more or less than the percentage estimated.

The Office of Public Health's fiscal year 2025 budget is funded by several funding sources. (See attachment of budget.) The state's ERP system, LaGov is the system of record for all financial transactions. The current cost allocation plan process is being implemented and operated by the staff within the LDH Fiscal office with cursory review of the output from the OPH program staff. This current process does not lend itself to positive assurances of intended outcomes or managed results in budgeted and fiscal oversights.

1.2 Purpose of RFI

This RFI is issued for the purpose of gathering information and cost information from qualified companies, individuals, etc. who are able show a demonstrated capacity to provide subject matter expertise and experience in assessing, developing, training, and redesigning cost allocation plans for public health entities.

1.3 Project Overview

Attachment I details the overview of the project requirements inclusive of deliverables and/or desired results that the State is considering.

2. ADMINISTRATIVE INFORMATION

2.1 RFI Coordinator

Requests for copies of the RFI must be directed to the RFI coordinator listed below:

Helen Harris
Fiscal Director
Office of Management and Finance/Fiscal
628 N 4th Street
Baton Rouge, LA 70802
helen.harris@la.gov

2.2 Schedule of Events

<u>Activity/Event</u>	<u>Date</u>
Public notice of RFI	02/04/2025
Deadline for receipt of RFI	02/14/2025

LDH reserves the right to deviate from this Schedule of Events.

2.3 Response Content

The following should also be included in the RFI Response:

1. Actual examples of your work and its impact
2. References – Include a list of references for any projects you have worked on, sources you have used or data.

2.3.1 Executive Summary

This section should serve to introduce the scope of the response. It should include administrative information including, at a minimum, responder's contact name and phone number, email address and any other pertinent contact information. This section should also include a summary

of the responder's qualifications and ability and willingness to comply with the State's requirements.

2.3.2 Corporate Background and Experience

The responder should give a brief description of the company including a brief history, corporate structure and organization and number of years in business. Responders should also describe their experience with projects of this type with other states or corporate/governmental entities of comparable size and diversity.

2.3.3 Approach and Methodology

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

2.3.4 Cost Estimate

Responders should provide an estimate of total cost (inclusive of travel and all project expenses). For information purposes, provide the total estimated number of hours, by classification, for project staff, the billing rate by classification, and an estimated percentage of the effort that will be completed by a subcontractor (if applicable).

2.4 Response Instructions

2.4.1. Response Submittal

Responders interested in providing information requested by this RFI must submit responses containing the information specified to **Helen.Harris@la.gov** no later than the deadline for response to RFI as stated in the Schedule of Events. *Only electronic mail (email) responses will be accepted. There is no fax, in-person, or physical submission option.*

2.5 Additional Instructions and Notifications to Responders

2.5.1 RFI Addenda/Cancellation

The State reserves the right to revise any part of the RFI by issuing an addendum to the RFI at any time prior to the deadline for submission. Issuance of this RFI, or subsequent addendum, (if any) does not constitute a commitment by the State to issue an RFP or any other process resulting in award of a contract of any type or form. In addition, the State may cancel this informal process at any time, without penalty.

2.5.2 Ownership of Response

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

2.5.3 Cost of Preparation

The State shall not be liable for any costs incurred by responders associated with developing the response, preparing for discussions (if any) or any other costs, incurred by the responder associated with this RFI.

ATTACHMENT I

Scope of Services

Scope of Work

Contractor shall review current OPH budget practices and identify within current OPH program services and supporting activities, eligible and allowed direct and indirect expenses that could and should be cost allocated using proper allocation methods.

Activities:

- The Contractor shall consult with the LDH and OPH Fiscal leadership to gain an understanding of how the current SWCAP operates and establish responsibilities and project timelines.
- The Contractor will submit a viable work plan identifying the staff and resources needed to fulfil the needs of the project
- The Contractor shall designate dedicated personnel to this assignment to allow this task to be the main priority
- The Contractor shall review current cost allocation plan against previous years cost allocation plans for OPH to identify trends and practices to recommend a proposed budget layout for how OPH should budget, considering current funding appropriations and utilizing the cost allocation methodologies
- The Contractor shall develop a CAP as a percentage of direct costs for all OPH Cost Centers and funds in comparison to the currently approved SWCAP for relevance.
- The Contractor shall develop a model and methodology for gathering data and develop the work plan for all cost centers to develop and understand the methodologies for cost allocation. The methodologies for allocation shall be data driven and replicable.
- The Contractor shall develop Standard Operating Procedures as needed.
- The Contractor shall reconcile the direct and indirect cost considered in the CAP with the financial and budget for OPH.
- The Contractor shall develop Cost Allocation Training modules to be administered through various methods.
- The Contractor shall present a written drafts of assessment findings, any recommendations, and final standard operating procedures to OPH/LDH Management for review and approval.