

Office of State Procurement  
State of Louisiana  
Division of Administration

JEFF LANDRY  
GOVERNOR



TAYLOR F. BARRAS  
COMMISSIONER OF ADMINISTRATION

June 12, 2025

**ADDENDUM NO. 01**

Your reference is directed to RFX Number 3000024900 for the Invitation to Bid for the State of Louisiana – Rebid - Emergency Temporary Medical Staffing – LDH, which is currently scheduled to open at 10:00 A.M. CT on June 17, 2025.

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Following are the Vendors' Inquiries received by the deadline date of June 5, 2025 and the State's Responses:

**Vendor's Inquiry #1:** Is this a newly initiated project, or is it a continuation of an existing one?

**State's Response #1:** This is a solicitation to re-establish new Agency Term Emergency Contingency Contract(s) to replace the contracts that expired on April 30, 2025.

**Vendor's Inquiry #2:** If it is ongoing, kindly provide the names of the current service providers/incumbent vendors?

**State's Response #2:** 22<sup>nd</sup> Century Technologies Inc.; Acadian Ambulance Service Inc.; Aegis Defense Services LLC; Aya Healthcare Inc.; Cell Staff LLC; Compu-Vision Consulting Inc.; Lancesoft Inc.; Prolink Healthcare, LLC; Tryfacta Inc.; Worldwide Travel Staffing Ltd.

**Vendor's Inquiry #3:** Could you provide details on the previous expenditure associated with this contract?

**State's Response #3:** There were no previous expenditures associated with the previous contracts.

**Vendor's Inquiry #4:** Could you confirm if it is possible to obtain the proposals or pricing details of the incumbent vendors?

**State's Response #4:** A public records request will need to be submitted to: [doapublicrecords@la.gov](mailto:doapublicrecords@la.gov).

**Vendor's Inquiry #5:** Are there any specific challenges or issues currently being faced with the existing vendors?

**State's Response #5:** No.

**Vendor's Inquiry #6:** Can you clarify the expected number of awards for this solicitation?

**State's Response #6:** The State reserves the right to make multiple awards in its best interest. Refer to Attachment A – Standard Terms and Conditions, page 10, Contingency Terms and Conditions, 5. Multiple Awards.

**Vendor's Inquiry #7:** Is there any preference or priority given to local vendors for this contract?

**State's Response #7:** No.

**Vendor's Inquiry #8:** What has been the annual spend for these services for the previous 3 years?

**State's Response #8:** See State's Response to Vendor's Inquiry #3.

**Vendor's Inquiry #9:** What is the estimated budget for this ITB? If unknown, please specify previous spending.

**State's Response #9:** See State's Response to Vendor's Inquiry #3.

**Vendor's Inquiry #10:** Please provide the list of all the attachments & forms that are necessary to attach to the proposal.

**State's Response #10:** See "QUESTIONS TO BE COMPLETED BY VENDOR" on page 1 of the RFx.

**Vendor's Inquiry #11:** Do we need to submit the Certificate of Insurance and Business License with the proposal?

**State's Response #11:** No, the Certificate of Insurance and Business License is only required once the State has determined an award.

**Vendor's Inquiry #12:** What is the average length of the assignment?

**State's Response #12:** This is unknown at this time. This solicitation is to establish Agency Term Emergency Contingency Contract(s) that will only be utilized during an emergency declared by the Governor of the State of Louisiana.

**Vendor's Inquiry #13:** Is this a single award or multiple awards?

**State's Response #13:** See State's Response to Vendor's Inquiry #6.

**Vendor's Inquiry #14:** Please provide the number of FTEs working under the current contract.

**State's Response #14:** This information is not available. The current contracts were established to be utilized only during an emergency declared by the Governor of the State of Louisiana.

**Vendor's Inquiry #15:** Please provide the number of FTEs required under the current contract.

**State's Response #15:** This information is not available. The purpose of this solicitation is to establish Agency Term Emergency Contingency Contract(s) that will only be utilized during an emergency declared by the Governor of the State of Louisiana.

**Vendor's Inquiry #16:** Is it required to present references exclusively from instances where we have offered similar services, or is it acceptable to provide references from diverse environments or clients?

**State's Response #16:** Refer to Attachment B – Scope of Work, page 3, Bid Requirements and Contract Award, A.

**Vendor's Inquiry #17:** Is there any preference to the local vendor while evaluating the proposal?

**State's Response #17:** No.

**Vendor's Inquiry #18:** Please provide a copy of the proposal of all current vendors providing staffing services, including rate/cost sheets.

**State's Response #18:** See State's Response to Vendor's Inquiry #4.

**Vendor's Inquiry #19:** Could you please clarify if we need to provide the technical response along with all the attachments?

**State's Response #19:** See State's Response to Vendor's Inquiry #10.

**Vendor's Inquiry #20:** Does the department only require the submission of an Excel document?

**State's Response #20:** No, the department does not only require the submission of an Excel document. Excel, Word and PDF are all acceptable to use for the submission of documents.

**Vendor's Inquiry #21:** Could you please provide a checklist of the items we need to submit?

**State's Response #21:** See State's Response to Vendor's Inquiry #10.

**Vendor's Inquiry #22:** Is it mandatory to utilize sub-contractor? If yes, please specify the goal?

**State's Response #22:** No, it is not mandatory to subcontract. Refer to Attachment B – Scope of Work, Subcontracting, page 4.

**Vendor's Inquiry #23:** To be a compliant bidder, kindly clarify the list of forms to be submitted and exact format.

**State's Response #23:** See State's Response to Vendor's Inquiry #10.

**Vendor's Inquiry #24:** Kindly clarify the exact proposal format.

**State's Response #24:** See State's Response to Vendor's Inquiry #10.

**Vendor's Inquiry #25:** Could you kindly provide a checklist to ensure compliance with the submission requirements?

**State's Response #25:** See State's Response to Vendor's Inquiry #10.

**Vendor's Inquiry #26:** Would it be possible to consider an extension for the submission deadline? Please let us know if there is any flexibility on this.

**State's Response #26:** There will be NO extension of the bid opening date.

**Vendor's Inquiry #27:** Kindly provide a specific list of attachments and documentation required to be submitted with the proposal to avoid compliance issues. Additionally, please provide a list of forms attached with the bid that need to be submitted.

**State's Response #27:** See State's Response to Vendor's Inquiry #10.

**Vendor's Inquiry #28:** Could you kindly clarify the preferred mode of submission? Should the proposal be submitted as a hard copy, via email, or through the portal?

**State's Response #28:** Please refer to Attachment A – Standard Terms and Conditions, Bid Delivery Instructions for State Procurement, page 1.

**Vendor's Inquiry #29:** Could you please clarify what exactly needs to be provided as part of the technical response? Specifically, what documents or information should be included in the technical submission?

**State's Response #29:** See State's Response to Vendor's Inquiry #10.

**Vendor's Inquiry #30:** Could you please confirm if we need to provide live resumes or sample resumes for the job title mentioned in the solicitation? If yes, how many resumes we need to provide?

**State's Response #30:** Live or sample resumes are not required to be submitted with the solicitation response.

**Vendor's Inquiry #31:** Could you please clarify the major changes made in the revised RFP following the cancellation of the previous bid?

**State's Response #31:** Refer to Attachment B – Scope of Work, Licensing Requirements, page 4.

**Vendor's Inquiry #32:** Can you please provide us with an estimated or NTE budget allocated for this contract?

**State's Response #32:** See State's Response to Vendor's Inquiry #3.

**Vendor's Inquiry #33:** Could you please share the previous spending on this contract, if any?

**State's Response #33:** See State's Response to Vendor's Inquiry #3.

**Vendor's Inquiry #34:** Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

**State's Response #34:** See State's Response to Vendor's Inquiry #30.

**Vendor's Inquiry #35:** Are hourly rate ranges acceptable?

**State's Response #35:** Refer to Attachment C – Price Sheet, only Hourly Rates and Overtime Rates, no rate ranges.

**Vendor's Inquiry #36:** Please provide a copy of the proposal of the previous vendors providing temporary staffing, including rate/cost sheets.

**State's Response #36:** See State's Response to Vendor's Inquiry #4.

**Vendor's Inquiry #37:** Please share the incumbent vendors current pricing.

**State's Response #37:** See State's Response to Vendor's Inquiry #4.

**Vendor's Inquiry #38:** How many incumbents are going to be hired from each position.

**State's Response #38:** This information is not available.

**Vendor's Inquiry #39:** Could you please let us know the length of the contract.

**State's Response #39:** Refer to Attachment A – Standard Terms and Conditions, Contractual Period and Renewals, page 4.

**Vendor's Inquiry #40:** There is any local preferences ?

**State's Response #40:** No.

**Vendor's Inquiry #41:** Nationally we provide medical staffing companies and their licensure which also provides liability insurance. Will subcontractor license and insurance be acceptable to meet the requirement under **La. R.S. 40:2120.14**, “all bidders **must hold** a Louisiana Nurse Staffing Agency license at the time of bid submittal.”

**State's Response #41:** Any bidder bidding must hold a Louisiana Nurse Staffing Agency License at the time of bid submittal.

**Vendor's Inquiry #42:** What is the formula the state is expecting us to use to calculate the "Extended Total" (Hourly+Overtime)? Are we to provide an amalgamated rate?

**State's Response #42:** The Extended Total should be Hourly Rate + Overtime Rate.

**Vendor's Inquiry #43:** Can a prime contractor utilize a subcontractor's registration as a staffing agency at the time of submittal? Or obtain a staffing agency registration prior to commencing work?

**State's Response #43:** No, the prime contractor cannot utilize a subcontractor's registration. The primary Contractor is required to register at the time of submittal.

**Vendor's Inquiry #44:** Please share the incumbent vendors and their corresponding pricing.

**State's Response #44:** See State's Response to Vendor's Inquiry #2 and #4.

**Vendor's Inquiry #45:** What is the budget for this bid? OR the estimated annual spending in the past under this contract for similar services?

**State's Response #45:** See State's Response to Vendor's Inquiry #3.

**Vendor's Inquiry #46:** Please share the Bid Tabulation of the previous bid for these services.

**State's Response #46:** See State's Response to Vendor's Inquiry #4.

**Vendor's Inquiry #47:** Is there any challenge fulfilling the needs with the existing contracts for related services or any specific improvements you are looking for?

**State's Response #47:** No.

**Vendor's Inquiry #48:** How many vendors would be awarded?

**State's Response #48:** See State's Response to Vendor's Inquiry #6.

**Vendor's Inquiry #49:** Is there any preference for the local vendor?

**State's Response #49:** No.

**Vendor's Inquiry #50:** Are there any incumbent vendor(s) on the contract? If so, who are they?

**State's Response #50:** See State's Response to Vendor's Inquiry #2.

**Vendor's Inquiry #51:** What was the total spend on the contract in the past year?

**State's Response #51:** See State's Response to Vendor's Inquiry #3.

**Vendor's Inquiry #52:** Are you able to provide the incumbent(s) rates?

**State's Response #52:** See State's Response to Vendor's Inquiry #4.

**Vendor's Inquiry #53:** Is there a technical submission requirement for this proposal?

**State's Response #53:** See State's Response to Vendor's Inquiry #10.

**Vendor's Inquiry #54:** Do you require resumes and license verifications of potential contracted candidates to be included in the bid submission? If so, can we provide sample resumes with personal information redacted?

**State's Response #54:** See State's Response to Vendor's Inquiry #30.

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All else remains as on original bid.

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**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. 3<sup>rd</sup> 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, by hand or courier to: Office of State Procurement, 1201 N. 3<sup>rd</sup> 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: Emaly Tran  
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