July 16, 2025

**ADDENDUM NO. 04**

Your reference is directed to RFx Number 3000024986 for the Invitation to Bid (ITB) for the State of Louisiana – Unarmed Security Guard Services – LDH, which is currently scheduled to open at 10:00 AM CT on July 22, 2025.

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**Questions from the Vendor and State’s Responses:**

**Vendor Question 1.** **Please detail expectations of “intervene directly” and please provide use of force policy for clarification**

***State’s Response:*** *Direct intervention and use of force are to be conducted according to CPI training/guidelines. AAHSD does not use any form of seclusion or restraint. Direct intervention refers to CPI’s verbal de-escalation techniques*

**Vendor Question 2. Please confirm if Crisis Prevention and Supportive Intervention are the same as CPI Safety Intervention Foundation Training**

***State’s Response:*** *AAHSD is requiring use of Nonviolent Crisis Intervention Training, by name, published by the Crisis Prevention Institute.*

**Vendor Question 3. Please provide a comprehensive list of onboarding and orientation for LDH as well as the hours for the training.**

***State’s Response:*** *AAHSD does not provide onboarding/orientation for contractor staff.*

**Vendor Question 4.** **To ensure we include all applicable training for each officer please provide any additional information you may have including current post orders, any recent incidents (within the last year), and/or your security master plan if available. Please provide a copy of “Use of Force”**

***State’s Response:*** *AAHSD does not use seclusion/restraint according to policy. Use of force, as indicated above, would be administered in accordance with Nonviolent Crisis Intervention Training.*

**Vendor Question 5. Please provide specifications requirements on radios needed.**

***State’s Response:*** *Any method of 2-way communication would be acceptable, including contractor staff cell phones.*

**Vendor Question 6. Please specify any additional equipment required not identified within this BID/RFP**

***State’s Response:*** *No additional specific equipment requirements.*

**Vendor Question 7. Please provide a list of all CMS required onboarding requirements to include vaccinations, titers/health screens/backgrounds & testing. How often should the contractor run drug screens on their staff? (Semi-annually, randomly)**

***State’s Response:*** *AAHSD requires criminal background checks and drug screens upon hire.*

**Vendor Question 8. Is the picture ID badge provided and created by LDH to conform to regulatory requirements? If so, is there a fee for this badge?**

***State’s Response:*** *ID badges are provided by Contractor, according to Contractor requirements.*

**Vendor Question 9. What is the fee of keys, if there will be some that will be lost.**

***State’s Response:*** *Agency will replace all keys at agency’s expense.*

**Vendor Question 10. Please define “when applicable” and how many?**

***State’s Response:*** *N/A – official contractor vehicles are not used in delivery of this service.*

**Vendor Question 11. Page 6 states, ““Qualifications for security guards will include a pre-employment screening and evaluation of a prospective employee prior to assignment. The Contractor shall screen all prospective employees prior to assignment.” Please be specific on what these include.**

***State’s Response:*** *The Agency reserves the right to evaluate compatibility of assigned Contract employee, based on Agency needs.*

**Vendor Question 12. SAMHSA Guidelines have multiple updates, variations, and announcements. Would it be possible to receive clarity on which drug testing (oral fluid, urine, semi-annual, 10 panel, ETC)**

***State’s Response:*** *The Agency reserves the right to direct Contractor to have Contractor employees submit urine drug screen upon suspicion of substance use/abuse.*

**Vendor Question 13. Regarding Page 8, which states, “Security guard(s) shall also ensure that every effort is made to sound any mechanical or electronic alarm, alert responsible parties on site to any danger and follow specified procedures as written in the facility security manual provided by the Agency.” What mechanical and equipment training will be provided from LDH?**

***State’s Response:*** *All mechanical and equipment issues are addressed by the Agency maintenance/staff. In the event of an active emergency, security guard should verbally notify people on site and activate any applicable alarms. The Contractor is not responsible for the devices themselves.*

**Vendor Question 14. Are compliance folders expected to be housed at the local branch or electronically?**

***State’s Response:*** *The Contractor can use the physical office at the Tyler clinic but storage of compliance information can be on-site or electronically, at the Contractor’s discretion, provided that the Contractor provides records upon request.*

**Vendor Question 15. Is it the expectation that all the holidays listed are to be paid holidays? (at holiday pay)**

***State’s Response:*** *The Agency is closed on declared state holidays and Contractor staff are not paid on these days. Similarly, if offices close due to emergency conditions, the Contractor will be notified and no security guards will be required during these periods.*

**Vendor Question 16. I am inquiring if subcontractors are allowed.**

***State’s Response:*** *While subcontracting may be permissible, any company awarded a Contract must be appropriately licensed and meet all other Contract requirements under their own merits. The State will not award a Contract based only on Subcontractor Qualifications.*

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All else remains as on original Invitation to 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 or delivery by hand or courier to: Office of State Procurement, 1201 N. 3rd Street, 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 delivery by hand or courier to: Office of State Procurement, 1201 N. 3rd Street, Ste. 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756, 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: Kafayat Alli-Balogun

Office of State Procurement

Telephone No. 225-342-5650

Email: Kafayat.alli-balogun@la.gov