

Bureau of Health Services Financing  
**RFP # 3000011165**  
 STAFF AUGMENTATION AND TRAINING FOR CMS REPORTING  
 AND PREPARATION OF MEDICAID ANNUAL FISCAL REPORT NOTES  
 Addendum #1  
**Questions and Answers**

Question Number	Document Reference	Section Number	Section Heading	Page Number in Referenced Document	Question	Response
1	RFP # 3000011165	III. A & B	SCOPE OF WORK, Project Overview & Deliverables	12-14	Are any of the requested services attestation services?	No, none of the requested services are attestation services.
2	RFP # 3000011165	III. A & B	SCOPE OF WORK, Project Overview & Deliverables	12-14	What is the current staffing requirement to complete the process?	The current staffing requirement to complete the process is a minimum of six full-time equivalents.
3	RFP # 3000011165	III. B. 1. a.	SCOPE OF WORK, Deliverables, General/Programmatic/Operations Requirements	12	Does LDH anticipate needing resources in a staff augmented capacity outside of the one to two weeks each quarter?	Yes, LDH does anticipate needing resources in a staff augmented capacity outside of one to two weeks each quarter.
4	RFP # 3000011165	I. B	GENERAL BACKGROUND, Purpose of RFP	7-8	Is there an incumbent provider of these services, and if so, why is LDH going out to bid?	Yes, there is an incumbent provider of these services. The current contract with the incumbent will expire on 6/30/2019 and a new contract will be necessary to continue these services beyond that date. Louisiana's procurement laws require the issuance of an RFP for the new contract.
5	RFP	IV.G.2.a	Determination of Responsibility	23	As a publicly traded company, our financial statements are more than 100 pages per year. To reduce the environmental impact of this solicitation, would you be willing to accept the required financial documents solely in our electronic submittal, in addition to a link to the investor tab of our website, where the public has 24/7 access to the financial documents?	Yes, LDH will accept a proposer's required financial documents solely in an electronic submittal in addition to a link to a company website where the public has 24/7 access to the financial documents. If a website link to multiple documents is included, the proposer must specify which of those documents are relevant to LDH's determination of financial responsibility.

# **REQUEST FOR PROPOSALS**

## **STAFF AUGMENTATION AND TRAINING FOR CMS REPORTING AND PREPARATION OF MEDICAID ANNUAL FISCAL REPORT NOTES**

**LOUISIANA DEPARTMENT OF HEALTH  
Bureau of Health Services Financing**

**RFP # 3000011165  
Addendum #1  
Amendments to RFP**

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### **II. ADMINISTRATIVE INFORMATION**

#### **A. RFP Coordinator**

1. Requests for copies of the RFP and written questions or inquiries must be directed to the RFP Coordinator listed below:

~~Alethia Black~~ **Christie McCollough**  
Louisiana Department of Health  
Bureau of Health Services Financing  
628 N 4<sup>th</sup> Street, 7th Floor  
Baton Rouge, LA 70802  
Email: ~~Alethia.Black@la.gov~~ **Christie.McCollough@la.gov**

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### **IV. PROPOSALS**

#### **L. Proposal Submission**

2. The Proposer shall submit one (1) original hard copy (the Certification Statement must have original signature signed in ink), five (5) duplicate hard copies, and one (1) electronic copy (on USB flash drive) of the entire proposal. **The audited financial statements required by Section IV.G.2.a may be omitted from the hard copies if the proposer includes them in the electronic copy or provides a link to a company website where the public has 24/7 access to the financial statements. If a website link to multiple documents is included, the proposer must specify which of those documents are relevant to LDH's determination of financial responsibility.** The Proposer shall also provide one (1) electronic copy (flash drive) of its Redacted Proposal, if applicable. All electronic copies must be searchable. No facsimile or emailed proposals will be accepted. The cost proposal

should be separately sealed and submitted in the same manner as the entire proposal: (1) original hard copy and one (1) electronic copy (on USB flash drive).

3. Proposals must be submitted via U.S. mail, courier or hand delivered to:

**If courier mail or hand delivered:**

**~~Alethia Black~~ Christie McCollough**  
**Louisiana Department of Health**  
**Bureau of Health Services Financing**  
**628 N 4<sup>th</sup> Street, 7th Floor**  
**Baton Rouge, LA 70802**

**If delivered via US Mail:**

**~~Alethia Black~~ Christie McCollough**  
**Louisiana Department of Health**  
**Bureau of Health Services Financing**  
**P.O. Box 91030**  
**Baton Rouge, LA 70821**