



State of Louisiana

Department of Health
Bureau of Health Services Financing

TO: All BHSF Employees

FROM: Jen Steele
Medicaid Director

DATE: August 17, 2018

RE: Blackout Advisory:
Request for Proposal for Project and Portfolio Management Office
Services including Project Management Staff Augmentation Services to
manage the MMIS Modernization and Medicaid BHSF Projects -
Solicitation Number 3000010963

On August 17, 2018, the Louisiana Department of Health issued a Request for Proposals for Request for Proposal for Project and Portfolio Management Office Services including Project Management Staff Augmentation Services to manage the MMIS Modernization and Medicaid BHSF Projects. Proposals are due September 17, 2018.

During this procurement process it is imperative that you and your staff adhere to the policy contained within the RFP regarding contact with proposers. During the period of time after the RFP has been released and until the award has been made, BHSF staff shall not have any contact with contractors who are potential proposers or who may be part of a proposal as a subcontractor regarding this solicitation or other related active solicitations. If you work with a contractor who is a potential proposer, there shall be no communication regarding the procurement. Additionally, it is not appropriate for any current state employee to provide a reference for a contractor responding to this procurement. The aforementioned restrictions and prohibitions will remain in effect until the contract(s) has been awarded. Please ensure that your staff is made fully aware of these requirements. Any state employee or contractor of the State who discovers any inappropriate contact shall immediately report such inappropriate contact to Jenny Borders, Medicaid Program Monitor, whether the discovery occurs during or after the award of the contract. Anyone failing to follow this policy may face disciplinary action.

Notwithstanding the foregoing, this policy shall not apply to:

1. A protest to a solicitation submitted pursuant to La. R.S. 39:1671 or LAC 34:V.145.A.8;
2. Duly noticed site visits and/or conferences for bidders or proposers;
3. Oral presentations during the evaluation process;

4. Communications regarding a particular solicitation between any person and staff of the procuring agency provided the communication is limited strictly to matters of procedure. Procedural matters include deadlines for decisions or submission of proposals and the proper means of communicating regarding the procurement, but shall not include any substantive matter related to the particular procurement or requirements of the RFP. Any employee who receives such an inquiry shall report it and the response, if any, to the designated contact who shall keep a record of the inquiry in the agency's files regarding the procurement.

Effective immediately, all contacts by contractors or proposers regarding the RFP for Project and Portfolio Management Office Services shall be routed to Jenny Borders, Medicaid Program Monitor, Louisiana Department of Health. Should you have questions, please contact Ms. Borders at (225) 342-8454 or email jenny.borders@la.gov.

Your cooperation is appreciated.