

**REQUEST FOR PROPOSALS**

**HEALTH INSURANCE PROGRAM FOR PEOPLE LIVING WITH HUMAN IMMUNODEFICIENCY VIRUS (HIV)**

LOUISIANA DEPARTMENT OF HEALTH

OFFICE OF PUBLIC HEALTH

STD/HIV/HEPATITIS PROGRAM

**RFP# 3000014430**

**Addendum IV**

\*\*\***Amendments**\*\*\*

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Please be advised of the following amendments to RFP #3000014430 – Health Insurance Program for People Living with Human Immunodeficiency Virus (HIV):

## 1.6 Schedule of Events *[Page 7 of RFP]*

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| --- | --- |
| **Event** | **Date** |
| RFP advertised in newspapers and posted to LaPac | April 29, 2020 |
| Pre-proposal conference (if applicable) Non-Mandatory | May 13, 2020  2:00 P.M. CT |
| Deadline for receipt of written inquiries | May 27, 2020  4:00 PM CT |
| Deadline to answer written inquiries on or about | June 16, 2020 |
| Deadline for receipt of electronic proposals | June 30, 2020  ~~4:00 P.M. CT~~  **11:59 P.M. CT** |
| Notice of Intent to award announcement, and 14-day protest period begins, on or about | July 30, 2020 |
| Contract execution, on or about | November 1, 2020 |

* 1. **Proposal Submittal *[Page 7 of RFP]***

~~Firms or individuals who are interested in providing services requested under this RFP must submit an electronic proposal containing the mandatory information specified in section 1.9.4. The proposal must be received by electronic copy to the~~ [~~SHHPRFPResponse@la.gov~~](mailto:SHHPRFPResponse@la.gov) ~~email address on or before the date and time specified in the Schedule of Events. E-mail submissions are the only acceptable method of delivery. Fax, mail, and courier delivery shall not be acceptable. Proposers e-mailing their proposals should allow sufficient time to ensure receipt of their proposal by the time specified.~~

~~The proposal package must be emailed to:~~ [~~SHHPRFResponse@la.gov~~](mailto:SHHPRFResponse@la.gov) ~~with the Subject Line: RFP#3000014430 Proposal Submission – [Proposer Name]. If the file size of the email submission exceeds server requirements, the email submission may be broken into smaller emails with “Part 1 of \_\_\_” included at the end of each original Subject Line (e.g. RFP#3000014430 Proposal Submission – [Proposer Name] – Part 1 of 3).~~

~~State servers limit email sizes to 30MB uncompressed and 10MB encrypted. If your email exceeds these sizes, you must send multiple emails to avoid rejection and non-delivery.~~

~~The State assumes no liability for assuring accurate/complete e-mail transmission and receipt. The responsibility solely lies with each Proposer to ensure their proposal is received at the specified email address prior to the deadline for submission. Proposals received after the deadline, corrupted files, and incomplete submissions (e.g. Part 1 and Part 2 of 3 are received, but Part 3 is not) will not be considered.~~

**1.7 Electronic Proposal Submittal**

Firms or individuals who are interested in providing services requested under this RFP must submit an electronic proposal containing the mandatory information specified. The proposal must be uploaded to <https://stateofla.app.box.com/f/adee94779fdb4b339f4ab248353a110d> before the date and time specified in the Schedule of Events. Uploaded submissions are the only acceptable method of delivery. E-mail, fax, mail, and courier delivery shall not be acceptable. Proposers uploading their proposals should allow sufficient time to ensure successful upload of their proposal by the time specified. Proposers are strongly encouraged to upload their proposal well in advance of the Deadline for receipt of electronic proposals as internet connectivity and file size will affect proposal submission upload timeframes.

The State assumes no liability for assuring accurate/complete uploads. The responsibility solely lies with each Proposer to ensure their proposal is uploaded prior to the deadline for submission. Corrupted files and incomplete submissions will not be considered.

**The link below is set to receive proposals for RFP#3000014430. The link will expire at 11:59pm CT on the proposal submission date listed in the Schedule of Events.**

<https://stateofla.app.box.com/f/adee94779fdb4b339f4ab248353a110d>

**Proposers needing assistance regarding proposal uploads** should visit: <https://www.doa.la.gov/osp/PC/agencies/UploadingRFPproposal-viaBoxSubmissionLink.pdf>.

## Number of Copies of Proposals *[Page 16 of RFP]*

The State requests that one (1) copy of the entire proposal be submitted. ~~to the email address specified in section 1.7.~~ The proposal shall contain electronic signatures or scans of original signatures of those company officials or agents who are duly authorized to sign proposals or contracts on behalf of the organization. An electronic signature as provided by LAC 4:I.701 et seq. is considered an original signature. A certified copy of a board resolution granting such authority should be submitted if the Proposer is a corporation. The proposal will be retained for incorporation into any contract resulting from this RFP.

## Technical and Cost Proposals *[Page 16 of RFP]*

The State requests the following:

* One (1) technical proposal in PDF and Microsoft Word formats. The file shall be named: RFP#3000014430 - Technical Proposal - [Proposer Name].
* One (1) cost proposal in PDF and Microsoft Excel formats. The file shall be named: RFP#3000014430 - Cost Proposal - [Proposer Name].
* One (1) redacted technical proposal, if applicable, in PDF and Microsoft Word formats. The file shall be named: RFP#3000014430 - Redacted Technical Proposal - [Proposer Name].

~~If the file size of the proposal exceeds server requirements, the proposal may be broken into smaller emails with “Part 1 of \_\_\_” included at the end of each original file name (e.g. RFP#3000014430 - Technical Proposal– [Proposer Name] – Part 1 of 2).~~

## Withdrawal of Proposal *[Pages 19-20 of RFP]*

~~A Proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To withdraw a proposal, a written request signed by the authorized representative of the Proposer must be submitted to the RFP coordinator identified in the RFP.~~

**A Proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To withdraw a proposal, a written request signed by the authorized representative of the Proposer must be uploaded to** <https://stateofla.app.box.com/f/adee94779fdb4b339f4ab248353a110d>.