

**REQUEST FOR PROPOSALS**

**for**

**RYAN WHITE PART B SUPPORTIVE, CORE MEDICAL, AND**

**HOPWA (HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS) SERVICES**

**STD/HIV/HEPATITIS PROGRAM**

**OFFICE OF PUBLIC HEALTH**

**RFP# 3000015534**

**Addendum II**

**Follow up to Pre-Proposal Conference**

**\*\*\*Question and Answer Submission, Section 1.14, Pages 19-20 \*\*\***

**Please be advised of the following guidelines as stated in the Pre-Proposal Conference relating to Section 1.14.1 and 1.14.2 of RFP #3000015534 – RYAN WHITE PART B SUPPORTIVE, CORE MEDICAL, AND HOPWA (HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS) SERVICES. No other processes are acceptable.**

## Proposal Clarifications Prior to Submittal - *[Page 20-21 of RFP]*

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## 1.14.1 Pre-proposal Conference

A pre-proposal conference will be held on the date and time listed on the Schedule of Events. Prospective proposers are encouraged to participate in the conference to obtain clarification of the requirements of the RFP and to receive answers to relevant questions. Any firm or joint venture intending to submit a proposal should have at least one duly authorized representative attend the pre-proposal conference.

Although impromptu questions will be permitted and spontaneous answers provided during the conference, **the only official answer or position of the Department in response to written questions will be stated in writing and signed by an authorized agent of the Department**. Therefore, proposers should **submit all questions in writing (even if an answer has already been given to an oral question)**. After the conference, questions will be researched and the official response will be posted on the Internet at the following link: [www.ldh.louisiana.gov](http://www.ldh.louisiana.gov/) and at <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>.

### Proposer Inquiries

Written questions regarding RFP requirements or Scope of Services must be emailed to the RFP Coordinator listed below. All communications relating to this RFP must be directed to the RFP Coordinator. All communications between Proposers and other LDH staff members concerning this RFP shall be strictly prohibited. Failure to comply with these requirements shall result in proposal disqualification.

**Capucinca Harris-Roberts, RFP Coordinator**

**Louisiana Department of Health**

**Office of Public Health**

**STD/HIV/Hepatitis Program**

**Email: capucinca.harris-roberts@la.gov**

LDH will consider written inquiries regarding the requirements of the RFP or Scope of Services to be provided before the date specified in the Schedule of Events. To be considered, written inquiries and requests for clarification of the content of this RFP must be received at the above address or via email address by the date specified in the Schedule of Events. Any and all questions directed to the RFP Coordinator will be deemed to require an official response and a copy of all questions and answers will be posted by the date specified in the Schedule of Events to the following web link: [http://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/pubMain.cfm](http://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/pubMain.cfm%20)

This information may also be posted at: <http://ldh.la.gov/index.cfm/newsroom/category/47>

Action taken as a result of verbal discussion shall not be binding on the Department. Only written communication and clarification from the RFP Coordinator shall be considered binding.

Only the RFP Coordinator has the authority to officially respond to a Proposer’s questions on behalf of LDH. Any communications from any other individuals shall not be binding to LDH.

Note: LaPAC is the State’s online electronic bid posting and notification system resident on the Office of State Procurement website [www.doa.la.gov/Pages/osp/Index.aspx](http://www.doa.la.gov/Pages/osp/Index.aspx). In that LaPAC provides an immediate e-mail notification to subscribing Bidders/Proposers that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting. To receive the e-mail notification, Vendors/Proposers must register in the LaGov portal. Registration is intuitive at the following link:

[lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\_user=self\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg).

Help scripts are available on OSP website under vendor center at: [www.doa.la.gov/Pages/osp/vendorcenter/regnhelp/index.aspx](http://www.doa.la.gov/Pages/osp/vendorcenter/regnhelp/index.aspx).