

**Addendum #1**  
**Questions and Answers**  
**RFP# 305PUR-DHHRPF-LAEMSAUG2-2016**

1. Could the state please further define “Operational Period.” In the glossary it defines this as “The period of time as determined by DHH-BEMS in which a crew is considered on duty”. There are several reporting requirements that are due at the end of the “Operational Period”. Do we have to send all those reports in every 12 hours?

Answer: An operational period is typically 12 hours unless otherwise specified by the state. Individuals are responsible for submitting the required paperwork to their supervisor at the end of each operational period.

2. Will provider be able to bill mileage at the Medicaid Rate for any transport resulting from declared disaster? This is in addition to the base rate for the transport itself.

Answer: No. Mileage is included in the base rate.

3. Will a provider be able to submit a bid based only on the amount of ambulances they can provide?

Answer: Yes. It is the intent of this RFP that providers only submit bids based upon the amount of ambulances they can provide.

4. Will multiple bidders be awarded?

Answer: No, only one contract will be awarded.

5. Will reimbursement be available for preparation/training fees?

Answer: No.

6. The ambulance use fee should not exceed the FEMA equipment rate schedule.

8040	Ambulance			to 150	hour	\$32.75
8041	Ambulance			to 210	hour	\$41.50

Answer: Yes, this is the FEMA equipment rate schedule and the ambulance use fee should not exceed these rates.

7. Are we to assume that this rate includes the staff and equipment? ALS rate vs. BLS rate?

Answer: This rate applies to the use of the ambulance. Charges for staff and equipment are separate as indicated in the RFP.

8. Can we charge additional rates per hour for the staff?

Answer: No. The hourly rate for staff must reflect their actual hourly rate. Any additional fees should be included in the Indirect Cost and Management Fee percentage.

9. Is BEMS directly accountable to DHH's Office of Public Health (page 4, #4)?

Answer: Yes, BEMS is accountable to DHH's Office of Public Health.

10. What would necessitate a change in the schedule of events listed on page 7?

Answer: Any incident taking staff away from normal duties could necessitate a change to the events schedule.

11. What is the definition of "overall management" as included in paragraph 1 on page 8.

Answer: The contractor will be the sole point of contact for the activation of resources and will be responsible for the human resources management of activated resources.

12. What personnel are included in the definition of key personnel (page 8; E.)

Answer: It is up to the vendor to define who they identify as key personnel.

13. How are requests to replace key personnel to be submitted?

Answer: Vendors should submit replacement requests in writing to the BEMS Director.

14. How long does the BEMS director have to respond to a request to replace key personnel?

Answer: It is at the discretion of the BEMS director regarding when he/she will respond.

15. How are patient care reports and staff ICS 214 forms to be submitted (fax, electronically, other; page 8; I)?

Answer: It will be up to the supervisory staff during an incident to determine how reports can be submitted. This will be contingent on the type of incident and availability of platforms for submission.

16. What is the definition of appropriate supervisor (page 8; I)?

Answer: Appropriate supervisor is the supervisor assigned to individuals through the BEMS MACC in accordance with the organizational hierarchy that is developed.

17. What are the required “relevant and current certifications and licenses” for all contract personnel that must be submitted to the BEMS Director or his designee (page 8; K)?

Answer: All personnel must have the appropriate Louisiana EMS license according to their level as well as any other pertinent license needed to operate various equipment (valid driver’s license, etc.)

18. How are the “relevant and current certifications and licenses” to be submitted (page 8; K)?

Answer: Licenses will be checked upon arrival at the ambulance processing site upon resource activation.

19. To whom at the “state” should the contractor furnish certificates of insurance (page 8; N)?

Answer: That will be determined after the contract is awarded.

20. Who at the “state” will approve the certificates (page 8; N)?

Answer: Louisiana Division of Administration determines the suitability of any certificate submitted for a contract.

21. Is one day equal to one operational period (page 9; chart)?

Answer: No. One day equals 24 hours, while an operational period is typically much shorter.

22. Please define an operational period (page 9)?

Answer: An operational period is typically 12 hours unless otherwise specified by the state.

23. On page 9, it is stated that “ALS ambulances should be available and in-service for 24 hours a day, seven days a week, up to 7 days.” On page 12, it is stated that “BLS ambulances are to be available and in-service for 24 hours a day, seven days a week, up to 7 days.” Was this an intentional difference in requirements?

Answer: No. The provision on page 12 is being amended to change “are to” to “should”. See Addendum #2.

24. If units are available for 16 hours per day with the required 8 hour down period, does this put the contractor in breach of contract due to non-24 hour availability?

Answer: No.

25. Does the word “should” as used in various locations in the RFP differ from the word “shall”? If so, how does the requirement differ?

Answer: Yes, there is a significant difference. In the glossary on page 4, “shall” is defined as denoting a mandatory requirement, while “should” is defined as denoting a preference, but not a mandatory requirement.

26. When will the “appropriate supply request form” be provided to the contractor (page 9)?

Answer: The appropriate supply request form will be provided once the department has designated what that form will be.

27. Which Louisiana licensed providers are in compliance with the Statewide BEMS Communications Plan (page 10)?

Answer: All Louisiana EMS providers who participate in the HPP grant are in compliance with the Statewide BEMS Communications plan.

28. Why doesn’t the state use the LWIN system to address the Statewide BEMS Communications Plan requirement as opposed to burdening the providers with an expensive and time consuming requirement?

Answer: The state does use the LWIN system. BEMS Communications Plan utilizes the LWIN system in its entirety.

29. If a licensed provider is domiciled in a parish under a state or federal declaration, can that provider respond under this RFP / contract (page 10; participating ambulances from affected areas)? Please respond with a simple yes or no.

Answer: Yes. Under deliverable A and B, “In-state ALS ambulances and/or personnel shall not be pulled from the locally affected area. A locally affected area is defined as a Parish or group of Parishes that are evacuating, under the threat of an evacuation, or under a local disaster declaration.” Ambulances from locally affected areas cannot be utilized for this contract, but there is no stipulation as to where the vendor is located. A vendor cannot use ambulances from the disaster area for the purposes of this RFP.

30. What is the definition of the “designated system(s)” (page 10)?

Answer: The designated system is whatever system DHH assigns contractors to use.

31. What are the “documentation” requirements (page 10, payment)?

Answer: All mandatory reporting tools as well as any invoices clearly demonstrating costs and expenses must be submitted for payment.

32. What is the definition of a “mobilized resource” (page 11)?

Answer: In the glossary on page 4, mobilized resource is defined as, “A resource (ambulance, supervisor unit) that is ‘on duty’ and available for an immediate assignment. Resources assigned by BEMS to base camp, a staging area, or on stand-by are considered to be on duty.”

33. What actions will be taken and which forms will be completed during the “demobilization process” (page 11)?

Answer: BEMS staff will outline what is required during the demobilization process on an incident by incident basis.

34. When will the forms required to complete the demobilization process be given to the contractor?

Answer: BEMS staff will provide what forms are required during the demobilization process on an incident by incident basis.

35. How will “Contractor’s personnel” submit summary reports for assets / resource utilization and mission assignments?

Answer: Summary reports are to be submitted using the ICS 214 for each individual.

36. To whom will “Contractor’s personnel” submit summary reports for assets / resource utilization and mission assignments?

Answer: Summary reports will be submitted to the direct supervisor of that staff member.

37. When will BEMS “provide Contractor with a template of all required forms” (page 12)?

Answer: Forms will be provided to contractors on an incident by incident basis as they are subject to change contingent on each incident.

38. What is the process for personnel to request that they take refuge due to water, wind, or other outside force?

Answer: Staff should report through their chain of command to report unsafe working conditions.

39. What if units feel the assignments are unsafe?

Answer: Staff should report through their chain of command to report unsafe working conditions.

40. What is the process for refusing an assignment due to safety issues?

Answer: Staff should report through their chain of command to report unsafe working conditions. DHH will evaluate each situation on a case by case basis.

41. It states “the contractor shall provide” Ambulance Strike Team leaders; in the pre-proposal conference, BEMS staff stated this was not a requirement. Is the contractor required to provide Ambulance Strike Team Leaders (page 15)?

Answer: Yes. Contractors are to provide the number of strike team leaders they can provide in Attachment V.

42. What “operational forms” will be distributed to the Ambulance Strike Teams (page 16)?

Answer: Forms will be disbursed on an incident by incident basis as they are subject to change.

43. When will the “operational forms” be distributed to the Ambulance Strike Teams (page 16)?

Answer: These will typically be provided upon ambulance check in at the ambulance processing site.

44. Is the “Personnel Pool Group Supervisor” a DHH employee (page 18)?

Answer: This is yet to be determined.

45. Will the members of the evaluation team be DHH employees?

Answer: Yes.