

ADDENDUM 1
GENETIC TESTING RFP #3000013541
QUESTIONS AND ANSWERS

1. On page 3, it states the contractor must have the capability to electronically transfer file data for purposes of automating the scheduling, test results reporting and billing process so that DCFS can obtain and access information via secure website. When does the DCFS plan to implement this? [The first projected implementation date is not until the calendar year 2021.](#) Would this be for the Child Support and Child Welfare agencies? [Yes, this would include Child Support and Child Welfare.](#)
2. On page 12, item 1.9.9 Proposed Staff Qualifications, item 5, sub item L, you state that “customer references should be provided for the cited projects in the individual resumes.” Could you please explain this? Customer references are addressed in another section. A person’s resume/CV is traditionally a listing of an individual’s education, experience, and accomplishments. [If the individual resumes support their ability to handle similar projects that is acceptable. Please review Section 1.9.7.](#)
3. On page 15, item, 1.10 Number of Copies of proposals, you state, “The required electronic copies shall be placed in the cover of the original copies of the related technical and cost proposals.” Does this mean that you want all ten flash drives containing the technical proposal placed in the three ring binder that contains the original, or do you want one flash drive placed in each binder that contains the one original and nine copies? [DCFS wants one flash drive in each binder.](#)
4. On page 15, item 1.10 Number of Copies of proposals, you state, “The required electronic copies shall be placed in the cover of the original copies of the related technical and cost proposals.” Does this mean that you want all three flash drives containing the cost proposal placed in the three ring binder that contains the original, or do you want one flash drive placed in each binder that contains the one original and two copies? [DCFS wants one flash drive in each binder.](#)
5. On page 16, item 1.11 Technical and Cost Proposals, it states in #4 that the cost proposal shall be submitted to the State as a separate package. Can the Technical Proposal and Cost Proposal be shipped in the same outer box, but separately packaged inside the box? [Yes, but the Cost Proposal must be a sealed, separate package inside the box.](#)
6. On page 37, under 2.4 Functional requirements, item e, it states, “the contractor shall retain a portion of the evidence sample or extract and store in a manner that minimizes degradation. The archived sample shall not be used for subsequent testing without prior approval of the CSE and Child Welfare Manager(s) or designee or a court order. The sample shall be retained for a minimum of three years following the termination of the contract.” Question: Is

this referencing an untested, partial sample or once the sample is tested? The American Association of Blood Banks (AABB) standards require storage of the actual specimen for 6 months after a result is issued. Once a sample is tested and a report is issued meeting all AABB requirements, it is not necessary to maintain the actual sample in order to re-use the data in a subsequent case (assuming proper order and consent is obtained). It is important to maintain all chain of custody records, the report, genetic data, etc., for a minimum of 5 years or longer based on contractual obligations. We request the wording be revised to the following: Contractor shall retain the tested samples according to AABB requirements for a minimum of six months after a result is issued and shall maintain the records and genetic data for five years after a result is issued. Contractor shall maintain partial samples during the length of the contract and if that contract is awarded to another vendor all partial samples shall be transferred to the new vendor according to the instruction of Louisiana Child Support. [DCFS is referencing once the sample is tested, as well as partial sample.](#)

7. On page 38, under 2.4 Functional requirements, item o, #10, it states that samples will arrive at the laboratory the morning after the samples are obtained. Many times, the courier cut off may have occurred on the day of the collection. Overnight courier charges are costly. The integrity of the sample is still maintained on a 2nd day return and testing turnaround times can still be met. Would you consider changing the language for an allowance of an overnight or 2nd day arrival? [For specimen that cannot be directly delivered to the Contractor's laboratory on the same day, the requirement is that the specimen be overnighted to arrive the following business day. The request regarding 2-day arrival may be discussed at contract negotiation.](#)
8. Page 40, w. Electronic Data Transfer Process: When does the state plan to roll this out with the selected vendor(s)? [See the response to question number 1.](#)
9. Page 41, x. Website, 2. B. Please provide more details regarding the scheduling. Currently, the vendor submits a request through the vendor secure portal. The vendor locates the closest site and schedules the parties. Since these are clinics in other states and for incarcerated parties, it takes time for coordination. The vendor returns the appointments back to the person that submitted the request within a day or two at the very most. Also, is the online requirement for in-state or out of state? [The online requirements for in state and out-of-state requests related to Child Support, please see Section 2.6, k. The CSE Regional Managers schedule dates via of LASES Web. The actual processing of in state, as well as out-of-state scheduling is done through the Contractor's website. When testing incarcerated parties, a signed judgment is obtained before the incarcerated parties are schedule with the Contractor.](#)

Child Welfare conducts in-state and out-of-state requests via the workers' providing the Points of Contact (POC) with the alleged father's address and the POC will go into the database of the Contractor in order to process the request. The POC are not scheduling the appointments directly; the Contractor still does the scheduling. For Child Welfare incarcerated parent(s), the request must be court ordered. When a judge orders paternity testing to be completed, the POC will request testing the same as the in-state request, but the Contractor will go to the facility holding the incarcerated parent(s) to complete the testing.

10. Page 43, Project Requirements, k addresses the current scheduling process. Is the scheduling coordinated as indicated in this section or as described on Page 41 and as indicated in question #10 above? [See the response to question 9 above.](#)
11. Please clarify the technical requirements for probability of paternity on page 42, section 2.5 Technical Requirements, sub-item c, number 3. A paternity index of 10,000 equals a probability of paternity of 99.99%, not 99.9%. [A paternity index of 10,000 equals a probability of paternity of 99.99%.](#)
12. On page 52, under the Service Level Agreement, No 1, indicates that the vendor would be penalized \$500.00 for each delivery that did not arrive the next morning after the samples are obtained. There is no way that any vendor could meet this SLA without significant financial impact. The vendors can only ensure that the package is either dropped off at a courier station, drop box, or scheduled for pick up. The vendor can ensure a copy of the tracking number is maintained and that the sample is shipped per standards. The sample is viable indefinitely and would not affect the integrity of the sample if did not arrive at the laboratory the next day. The couriers will always have unexpected delays that are out of their control as well as the vendors control. Weather events occur throughout the country and it is just not possible to penalize a vendor that cannot control weather or a national courier. Please remove this SLA or modify to a standard that could be met by a vendor. [Please review Section 1.33 – Indemnification and Limitation of Liability clause and Part IV: Performance Standards Section 4.1.](#)
13. Are we to complete the Attachment II – Customer References that appears on page 56? Also, this appears to be heavily focused on IT matters. [Please explain the system and/or reporting method used by the Contractor to store required information.](#)
14. Attachment IV, the Reference Response Request Form (starting on page 59) asks questions that seemed heavily focused on IT matters and not genetic testing. This includes both the lettered criteria (A through O) and the final questions of proposed vs actual delivered price and proposed and actual date of completion. Also, it is difficult to even get approval for a state agency or

contract representative to be authorized to complete a handwritten reference of this magnitude. Many are prohibited from providing anything in writing with this level of detail. Could the State add some criteria that are pertinent to genetic testing, like specimen collectors, UIFSA scheduling, customer service, report turnaround time, etc.? [Yes, include any references pertaining to genetic testing.](#)

15. Should the vendor submit the ITB form with their response? [Yes, Proposer should submit the ITB form with the response. Please know that after any addendum is generated within LAPAC, a new ITB form is generated. Proposers should submit the most-recently generated ITB form.](#)

16. What information will be provided at the Public Opening? [Proposals are publicly opened at the Department of Children and Family Services on the scheduled date/time and only the proposers are revealed to those present.](#)

17. Schedule of Events

Please confirm the start date of the Contract. Section 1.4 refers to 1/1/2021, but Section 1.5. The Schedule of Events refers to the Intent of Award as January 15, 2020. [Start date is 07/01/2020.](#)

18. Schedule of Events

Based on the Schedule of Events, the answers to written inquiries will be provided on October 28, 2019, which is very close to the deadline for the proposals. Will DCFS consider moving the deadline for RFP's to allow Contractors to react to the answers provided? [Please refer to the Schedule of Events – Addendum A for a revised date.](#)

19. Section 1.9.3 Proposal Response Format

Section 4) requests that the pages of their proposal be numbered. Frequently the Proposer will submit supplemental information that will be referred to within the bid, such as plans and manuals. These supplemental documents frequently have their own numbering system. If the Proposer identifies the supplemental information with tabs, will that be acceptable? [Yes.](#)

20. Section 1.9.3 Proposal Response Format

The numbering for the Technical Proposal list does not correspond with the descriptions for each component of the Technical Proposal. For example, within the list it states that Cover Letter is listed as 1.9.1, but within the description, it is listed as 1.9.4 Which numbering should the Proposer use? [DCFS recommend numbering system to correspond with the description for each component of the Technical Proposal. For example, cover letter, Section 1.9.4, etc.](#)

21. Section 1.9.6 Executive Summary 2)

Given the detailed information evidencing that HIPAA is not applicable to paternity testing we respectfully request removal of the BAA requirement or alternatively add the words “to the extent it applies,” where BAA requirements are being requested. [As listed in 1.9.6\(2\), “If the Proposer cannot comply with any of the agreement terms, an explanation of each exception should be provided.”](#)

22. Section 1.9.9 Proposed Staff Qualifications, 5) j)

Customer references are required for the team for this contract. Can the Proposer provide resumes for all staff that will be involved with the Contract, and include references for the key personnel who will interact directly with the DCFS? [Yes, Customer references should be provided for the key person for the cited projects in the individual resumes.](#)

23. 3.1 Cost Evaluation 3)

This sections “Unless otherwise noted, each of the cost categories on the Price Schedule Worksheet will be given a point value.” Please confirm if the cost categories have a point value assigned and if so what is the value? [The point value is contained in the Criteria grid on page 47.](#)

24. Attachment I Price Schedule Worksheet

On the Price Schedule Worksheet, there is no value included in the Volume of the Collections? Was this an oversight? What value should the Contractor include in the Volume of Collection column? [The Proposer should use actual data.](#)