

State of Louisiana  
Department of Health and Hospitals

Issued: April 3, 2013

Request for Information (RFI) for Technical Advice and Subject Matter Expertise for EMS Surge Planning  
and Response Activities

To All Interested Entities:

This Request for Information (RFI) is for Louisiana Department of Health and Hospitals (DHH) planning purposes only and should not be construed as a Request for Proposals (RFP). This is not a solicitation for offers. There will not be an RFP issued as a result of this RFI. Following a review of responses received, DHH may select, negotiate and enter into a contract or contracts with an entity or entities who can provide Technical Advice and Subject Matter Expertise for Emergency Medical Services (EMS) surge planning and response activities as required by the Health and Human Services (HHS) Hospital Preparedness Program (HPP) grant.

In order to receive additional information/correspondence as information is updated, please provide the name and e-mail address information for a single individual to serve as point of contact for your organization and to whom responses to questions will be provided. Submit this information to Audrey Pugh at [Audrey.Pugh@LA.Gov](mailto:Audrey.Pugh@LA.Gov) on the form located at the end of this document.

**Background**

The HHS Hospital Preparedness Program Grant addresses the continuing development and maintenance of Emergency Support Function (ESF-8). This is a statewide funding opportunity administered by the Louisiana Department of Health and Hospitals ("Department") to assist hospitals and EMT facilities in Louisiana with the implementation of cost-effective emergency preparedness. The purpose of this grant program is to develop and maintain medical surge capacity.

The architectural design of the previous 3-year grant was to describe grant activities under Overarching, Level 1 and Level 2 capabilities. Louisiana had achieved the identified performance measures under Overarching, Level 1 and Level 2 capabilities. This year's grant application focuses on describing HPP project requirements under a different architectural design as structured by the Healthcare Preparedness Capabilities Planning Guide (HPP CPG). This foundational work will require extensive crosswalk and changes to the already developed HPP plans. Current plans will be re-visited and incorporated with more granular definitions, capabilities, functions and resources predicated by the CPGs. The upcoming grant cycle will expand the concept of healthcare preparedness from the facility level to the community level, through greater emphasis on implementing integrated Regional Healthcare Coalitions across the state.

## **Purpose of the RFI**

The Louisiana Department of Health and Hospitals is in the process of continuing the development and maintenance of Emergency Support Function (ESF-8) to assist hospitals and EMT facilities in Louisiana with the implementation of cost-effective emergency preparedness. The purpose of this RFI is to provide Subject Matter Expertise in planning and response activities to develop and maintain medical surge capacity in the area of Emergency Medical Services (EMS).

The purpose of the RFI is to obtain the services of an organization(s) to provide Subject Matter Experts (SMEs) for technical consultative and administrative services to DHH in the implementation of the program on an hourly basis.

## **Scope of Work**

The Louisiana Department of Health and hospitals requires assistance by professionals with expertise in Emergency Planning and Response during medical surge activities. EMS, fire, and/or military experience preferred.

The scope of work includes the following:

1. Provide Subject Matter Expertise to the Department of health HPP Grant Staff on discrete projects, as needed, on a part time basis. Specific areas will include, but are not limited to HAZMAT, Points of Distribution (PODS), medical institution evacuation plans, shelter in place operations, pre-hospital decontamination, planning for at-risk individuals and those with special needs, pandemic response, alternate transportation strategies during evacuation, and general emergency management information and insight. Billing will be based on hours worked on individual projects.
2. Provide Subject Matter Expertise to the HPP Grant Staff in the following emergency response areas:
  - a. Chemical
  - b. Biological
  - c. Radiological
  - d. Nuclear
  - e. Natural
  - f. Explosive
3. To work/coordinate closely with the Department of health and Hospitals grant staff and provide scheduled updates on project milestones, potential challenges, and timetables.
4. To report bi-weekly or as needed to certify that the invoices, fiscal reports and performance reports are in accordance with grant guidance.
5. Billing will be based on a negotiated number of hours worked on a discrete project(s).

## **DHH Responsibility**

Grant Administration: The Louisiana department of Health and Hospitals (DHH) will serve as grant administrator for the HHS HPP grant. In this capacity, DHH has assigned a Project Manager and appropriate supporting staff to oversee this grant at the highest level. Such duties will include grant and contractor oversight, monitoring and all clerical responsibilities associated with the grant, for the

duration of the grant, as well as ensuring compliance with all reporting and auditing requirements.

Overall Project Performance: DHH shall monitor contractor performance so as to ensure that the overall project performance and outcome is met. To this end, DHH will conduct the following:

1. Collaboration and Coordination: to coordinate with agencies (i.e. contractors, DHH, program offices), and/or other stakeholders as applicable the status, potential challenges, timetables, project milestones, and fiscal report of the overall project.
2. Communication: to regularly communicate (ie. Project management and grant reports, status reports and/or regularly scheduled meetings) with contractor for troubleshooting, input, transparency, and demonstration of stewardship of funds.
3. Resource Management: to identify and resource the gaps necessary to ensure project performance (i.e. Technical support, administrative support, etc) as needed.
4. Fiscal Accountability: to distribute funds (cut checks, send out to the contractor by certified mail - or electronic fund transfer and report to the Project Manager when the checks have cleared the bank account).

**Responding to this RFI:**

Respondents to this RFI should submit information for each of the following areas:

1. Qualifications and Availability of Personnel
2. Hourly Rates for each type of subject matter expert professional
3. Understanding of the Project Scope / Work Plan
4. Possible Conflicts of Interest

Responses should be submitted via e-mail to: [Audrey.Pugh@LA.gov](mailto:Audrey.Pugh@LA.gov).

Audrey Pugh  
Louisiana Department of Health and Hospitals  
628 North 4<sup>th</sup> Street  
4<sup>th</sup> Floor  
Baton Rouge, LA 70802

**The deadline for responding to this RFI is May 3, 2013 by 4:30 p.m. CDT.**

**Questions and Answers**

**Questions may be submitted at any time but should be submitted no later than April 19, 2013 by 4:30p.m. CDT via email to: [Audrey.Pugh@la.gov](mailto:Audrey.Pugh@la.gov)**

**Answers will be provided via e-mail to all entities which have submitted Point of Contact Information no later than April 26, 2013, by 4:30p.m. CDT.**

State of Louisiana  
Department of Health and Hospitals

ISSUED: April 3, 2013

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**POINT OF CONTACT INFORMATION**

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Return via E-mail to: [Audrey.Pugh@la.gov](mailto:Audrey.Pugh@la.gov)

Firm: \_\_\_\_\_

Individual designated as contact for the purposes of this RFI:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address (DHH will use e-mail addresses to contact the named individual for all correspondence concerning this RFI): \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_