

**REQUEST FOR PROPOSALS
USDA DISTANCE LEARNING AND TELEHEALTH PROGRAM
RUS PROJECT NO.: LA0749-A69
PROCUREMENT OF TELEHEALTH EQUIPMENT ONLY**

Issued: March 30, 2026

**Issued By:
Acadiana Planning Commission (APC), Fiscal Agent
Evangeline Parish Police Jury (EPPJ), Co-Grantee and Equipment
Owner**

SECTION 1. PURPOSE AND AUTHORITY

1.1 Purpose

The Acadiana Planning Commission (APC), acting solely in its capacity as Fiscal Agent, and the Evangeline Parish Police Jury (EPPJ), as Co-Grantee and intended owner of all equipment, hereby solicit proposals from qualified vendors for the purchase, delivery, setup, and initial training of telehealth equipment funded through a USDA Rural Utilities Service Distance Learning and Telemedicine Grant.

This procurement is limited strictly to equipment and vendor-provided support services directly related to delivery, configuration, and initial user training. No construction, renovation, facility modification, network installation, or ongoing managed services are authorized under this RFP.

1.2 Grant Authority

This procurement is conducted pursuant to applicable federal grant regulations including 7 C.F.R. Part 1734 and 2 C.F.R. Part 200. Any contract resulting from this RFP shall incorporate all applicable federal contract provisions required under 2 C.F.R. §§200.317–326. This procurement is also conducted in accordance with La. R.S. 38:2237, governing the Request for Proposals process for telecommunications and data processing systems.

SECTION 2. GRANTEE ROLES AND RESPONSIBILITIES

2.1 Fiscal Agent and Co-Grantee Structure

APC and EPPJ are joint Grantees under the USDA DLT Grant Agreement dated January 5, 2026.

APC serves as Fiscal Agent responsible for procurement administration, contract execution, grant compliance, and payment processing.

EPPJ serves as Co-Grantee, owner of equipment, inventory management, distribution of equipment to end-users, organizing training, and providing end-user services (establishment of provider network).

2.2 Ownership of Equipment

All equipment purchased under this RFP shall be owned solely by the Evangeline Parish Police Jury. Title shall vest in EPPJ upon delivery, inspection, and written acceptance and shall remain with EPPJ following grant closeout.

Vendors shall provide sufficient documentation to support federal property management requirements, including serial numbers, model numbers, warranty documentation, asset inventory information, and warranty registration materials. Warranty registrations shall list the Evangeline Parish Police Jury as the equipment owner and beneficiary of warranty coverage. EPPJ will be responsible for any Usage/Impact Reporting that may occur after the end of the Period of Performance.

SECTION 3. SCOPE OF SUPPLY

3.1 Required Equipment

The Vendor shall provide twenty-four (24) complete telehealth cart systems, including carts (outfitted with exam camera, otoscope, stethoscope, EKG, pulse oximeter, blood pressure monitor, thermometer, spirometer, glucometer), laptops, diagnostic peripherals, telehealth software, required extended warranties, delivery, setup, and training.

All equipment supplied must be new and unused. Refurbished or previously deployed equipment will not be accepted.

Extended warranties shall be considered a required component of the equipment package and must be included in the Vendor's base proposal pricing. Optional warranty enhancements may be proposed separately but shall not substitute for the required warranty coverage.

3.2 Medical Device Compliance

All telehealth equipment and diagnostic peripherals shall comply with applicable FDA medical device requirements. Vendors shall provide documentation demonstrating regulatory compliance and certify that all equipment supplied is new and suitable for clinical use.

3.3 Scope Modifications

No substitutions, scope changes, or equipment modifications shall be made without prior written approval from APC and, where required, USDA Rural Utilities Service.

SECTION 4. PROCUREMENT AND COMPLIANCE

4.1 Federal Procurement Standards

This procurement shall comply with applicable federal and state grant procurement requirements. Vendors shall cooperate with any monitoring, audit, or compliance review conducted by APC, EPPJ, USDA, the USDA Office of Inspector General, or other authorized oversight entities.

Any resulting contract shall include federal provisions for termination for cause and convenience, access to records, nondiscrimination, and other provisions required by 2 C.F.R. Part 200.

4.2 Vendor Qualifications

Vendors shall demonstrate experience supplying telehealth or medical equipment to governmental, healthcare, or institutional clients. Vendors shall identify whether they are the manufacturer or an authorized reseller and provide documentation of authorization. Vendors shall provide at least three references for similar deployments completed within the past five years.

4.3 Conflict of Interest Certification

Vendors must disclose any organizational conflicts of interest and certify compliance with federal procurement integrity standards. Failure to disclose such conflicts may result in rejection of the proposal or termination of any resulting contract.

4.4 Debarment and Suspension

Vendors must certify that they are not debarred, suspended, or otherwise excluded from participation in federally funded procurements.

4.5 Compliance with Federal and State Telecommunications Equipment Laws

Vendors shall certify compliance with Louisiana R.S. 38:2237.1, R.S. 39:1753.1, and Section 889 of the National Defense Authorization Act (NDAA). Failure to provide required certification may result in rejection of the proposal.

SECTION 5. PROPOSAL REQUIREMENTS

5.1 Required Proposal Elements

Proposals shall include:

- Vendor qualifications and experience
- Regulatory compliance documentation
- Equipment specifications
- Itemized pricing
- Extended Warranty and service provisions
- Delivery, setup, and training schedule
- Certification that all equipment is new and unused
- Certification of compliance with federal contract requirements
- Completed and notarized Prohibited Telecommunications Certification Affidavit (see example under Appendix A)

5.2 Warranty and Support

Proposals shall include comprehensive warranty coverage for all equipment supplied, including carts, computing devices, diagnostic peripherals, and any associated telehealth software where applicable.

Warranty coverage shall include parts, labor, and technical support. Vendors shall clearly identify warranty duration, service response times, service methods (remote, on-site, or replacement), parts availability, and escalation procedures.

Required extended warranties shall be priced as part of the base equipment offering and shall ensure operational functionality of the equipment for its intended clinical use. Failure to provide adequate warranty coverage may result in rejection of the proposal.

5.3 Documentation for Federal Reimbursement

Vendor invoices must include sufficient detail to support federal reimbursement requests, including equipment descriptions, serial numbers, delivery dates, confirmation of new equipment, confirmation of warranty coverage, and documentation of training completion where applicable.

SECTION 6. EVALUATION CRITERIA

Vendor Qualifications and Relevant Experience – 25 Points

Technical Compliance and Equipment Quality – 30 Points

Warranty, Support, and Lifecycle Value – 20 Points

Price and Cost Reasonableness – 20 Points

Delivery and Implementation Schedule – 5 Points

Evaluation of warranty provisions will include coverage scope, duration, responsiveness of service, and demonstrated lifecycle value of the equipment.

The Evaluation Committee reserves the right to request clarifications, conduct interviews, and negotiate terms prior to award.

SECTION 7. ACCEPTANCE AND PAYMENT

Equipment shall be subject to inspection by EPPJ within ten (10) business days following delivery and installation. Written acceptance will occur upon confirmation that equipment meets specifications and is fully operational. Final acceptance shall require delivery of all warranty documentation, serial number tracking, and service contact information necessary to support federal property management and equipment lifecycle requirements. Payments are predicated upon successful delivery, installation/setup, required training, and written acceptance of the equipment and related deliverables. Funding for the project originates from USDA and will be administered to APC who will remit payment to the vendor. Timing of payment will be subject to USDA's reimbursement process.

7.1 Shipping and Risk of Loss

The Vendor shall maintain insurance coverage for equipment during shipping, delivery, and installation until final written acceptance.

SECTION 8. PROCUREMENT SCHEDULE

March 30, 2026 - RFP issued and publicly advertised

April 29, 2026 (Due by 4:00pm)– Proposals due

April 30, 2026 – May 13, 2026 – Evaluation period

May 14, 2026 – May 15, 2026– Interviews or clarifications if needed

May 19, 2026– Notice of Intent to Award

June 19, 2026– Contract execution and Notice To Proceed

July 10, 2026 – July 25, 2026 -Delivery of equipment to the Evangeline Parish Police Jury after Notice to Proceed

All times listed are Central Time (CT).

APC and EPPJ reserve the right to modify this schedule.

SECTION 9. PROPOSAL SUBMISSION INSTRUCTIONS

9.1 Submission Deadline

Proposals must be received no later than 4:00 PM CDT on April 29, 2026.

9.2 Submission Format

Vendors shall submit one electronic PDF copy of the proposal via secure transmission.

9.3 Submission Method

Proposals shall be submitted electronically to:

Acadiana Planning Commission

Attention: Sean Reed, Project Manager

Email: sreed@planacadiana.org

If proposal file sizes exceed email limitations, vendors may submit proposals via a secure file transfer service (e.g., Dropbox, ShareFile, WeTransfer, or similar).

Vendors are responsible for ensuring that proposals are received by APC prior to the submission deadline. Confirmation of receipt is recommended.

Late submissions may be rejected.

SECTION 10. GENERAL CONDITIONS

Issuance of this RFP does not obligate APC or EPPJ to award a contract. APC and EPPJ reserve the right to reject any or all proposals, waive informalities, request clarifications, or cancel the procurement if deemed in the public interest.

Any resulting contract shall incorporate applicable federal clauses required under 2 C.F.R. Part 200, including provisions for termination, audit access, nondiscrimination, and compliance with federal grant requirements.

The selected vendor's proposal shall be incorporated into and made part of the final contract.

APPENDIX A

Required for Submission/Acceptance

STATE OF LOUISIANA

PARISH OF _____

AFFIDAVIT

BEFORE ME, the undersigned authority, personally came and appeared, _____, a resident of _____ Parish, State of Louisiana, who as _____ (Title) _____ is a legal representative of _____ (Company) _____, after being duly sworn, deposed and said:

The equipment and services to be provided by _____ (Company) _____, under the accompanying (proposal) fully comply with Louisiana Revised Statutes 38:2237.1 and 39:1753.1.

None of the equipment or services to be provided by _____ (Company) _____ are “prohibited telecommunications or video surveillance equipment or services” as defined therein, and do not include any equipment or components from all of the following:

- Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, or any subsidiary or affiliate of such entities, as described in Section 889(f)(3)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.
- Video surveillance equipment or telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company, or any subsidiary or affiliate of such entities, as described in Section 889(f)(3)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.
- Telecommunications or video surveillance equipment or services produced or provided by an entity found to be owned, controlled, or otherwise connected to the government of the People's Republic of China, as described in Section 889(f)(3)(D) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.
- Any product or equipment, regardless of manufacturer, containing as a component any equipment identified above. This may include but is not limited to the following:
 - Computers or other equipment containing a component which enables any form of network connectivity or telecommunications regardless of whether the equipment is regularly connected to a network.
 - Building automation, environmental controls, access controls, or facility management and monitoring systems.

- Any voting machines, peripherals, and election systems that are a product, or a component thereof, that is identified as being produced by those entities listed above.

In addition, none of the services to be provided by _____ (Company) _____ utilize any equipment or components as described above.

(Name)
(Title)

As representative of :

(Company)

SWORN to and subscribed before me, Notary, this _____ day of _____, in my office in _____, Louisiana.

(Notary Name) (Notary/Bar#)
Notary Public
My Commission (expires on (Date)/ is for Life)