

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN
LOUISIANA DEPARTMENT OF SOCIAL SERVICES (DSS)
AND
LOUISIANA WORKFORCE COMMISSION (LWC)

This Memorandum of Understanding (MOU) is entered into by the Department of Social Services (DSS), Office of the Secretary (DSS/OS) and the Louisiana Workforce Commission.

I Background

This MOU facilitates the working relationship between the aforementioned departments during times of emergency action.

II Liaison Officials

Louisiana Department of Social Services:

The primary point of contact that shall function as the lead liaison for all implementation of services described in this Memorandum of Understanding (MOU) agreement is as follows:

Name: Joshua Gill

Address: 627 North 4th Street, Baton Rouge, Louisiana 70802

Telephone: 225-342-4961 (office) 225-456-4343 (cell)

Email: jgill@dss.state.la.us

Louisiana Workforce Commission:

The primary point of contact who shall serve as lead liaison regarding implementation of services described in this Memorandum of Understanding (MOU) agreement is as follows:

Name: Trey Leblanc

Address: PO Box 94094

Telephone: 225-302-0283

Email: tleblanc@lwc.la.gov

The above individuals shall serve as the contact for the following functions: fiscal and budgetary decisions, programmatic decisions, daily program operation, service delivery operations, and program monitoring.

III PURPOSE

LWC has the primary responsibility for coordinating mass feeding under Emergency Support Function 6 (ESF-6), Mass Care, and Housing & Human Services. This MOU is entered into by the aforementioned agencies pursuant to the Louisiana Emergency Operations Plan and the DSS Emergency Management Plan and the LWC Emergency Support Function Protocol – ESF 6 (Mass Feeding).

In the event that Louisiana faces a threat of an emergency situation (including a hurricane) necessitating the evacuation of individuals in the affected area, there will be a need for sheltering and feeding those individuals who do not have alternative housing or care options. Therefore, the purpose of this MOU is to establish an agreement between LWC and DSS regarding the solicitation and awarding of "contingency contracts" between LWC and successful vendors to accomplish **mass feeding** of individuals housed in and working in state run shelters and to establish the procedures for processing paperwork required for payment to vendors through LWC . This MOU will encompass all Medical Special Needs Shelters (MSNS), Critical Transportation Needs Shelters (CTNS), and General Population Shelters (GPS) operated by as directed by DSS along with any associated TMOSA (Field Hospital) sites operated by DHH either within a MSNS or in a separate facility.

IV RESPONSIBILITIES

A. Department of Social Services

DSS will seek and identify food vendors within the geographical areas of their MSNS's and CTNS's for purposes of seeking bids for provision of mass feeding of shelter occupants.

DSS will follow all state purchasing guidelines in soliciting bids or verifying that existing University contracts to be utilized meet all requirements for proper reimbursement of funds from FEMA in the event that there is a Presidential Declared Disaster. DSS will obtain documentation from any Universities with whom LWC contracts directly to support that the food services for the University were properly bid.

Solicitations for bids by DSS will be for services to be provided over a period of no more than one year, with two one-year renewal options if desired. Contracts or renewals will terminate on May 31 of each year.

DSS staff will be responsible for notifying contracted vendors of the number of meals needed on a per day per meal basis. DSS will provide a staff member for each contract to act as Contract Monitor. The Contract Monitor will coordinate all necessary paperwork used in verifying orders **placed per LWC issued request numbers**, acknowledging receipt and matching the invoices for same on a ***per meal per day basis***. Any separate feeding related items such as snacks shall require the same paperwork packet. Completed packets are to be forwarded to:

***Louisiana Workforce Commission
Attention: Trey LeBlanc
1001 N. 23rd St
PO Box 94094
Baton Rouge, LA 70804***

B. Louisiana Workforce Commission

LWC will obtain Office of State Purchasing (OSP) review and approval of private provider contracts and review of documentation provided for verification that University contracts were properly bid in accordance with OSP bid guidelines.

LWC will sign the contracts after award and file with the Office of State Purchasing (OSP).

LWC will implement contracts only upon an evacuation declaration by the Governor. With the coordination of DSS, the first meals are to arrive approximately 8 hours after evacuation and shelters become occupied. DSS will coordinate with LWC during an event to ensure all timelines are met.

LWC will provide one person per shelter to be present 24 hours a day as long as the shelter remains open, to act as a liaison and point of contact for the Shelter Manager during all events.

LWC will issue a Request For Purchase number (RFP#) for each contract implemented by DSS and DSS Contract Monitor will reference this RFP# on all order forms and payment request packets.

During and/or after an emergency event requiring shelters to open, LWC will receive payment request packets from DSS and verify documentation and initiate the process for payment as appropriate.

LWC Mass Feeding Coordinator staff will inform DSS Contract Monitor of any discrepancies in the payment request packets submitted and work with same to resolve.

LWC will provide initial funding for payment to the food providers upon proper implementation of a contract and receipt of the payment request packets.

Approved:

Louisiana Department of Social Services

Louisiana Workforce Commission

Kristy Nichols
Secretary, Department of Social Services

Tim Barfield
Executive Director,
Louisiana Workforce Commission

<u>Former Outlet Mall</u> -Billeting Only-	1,500	7288 Greenwood Rd Shreveport, Louisiana
Former Wal-Mart	1,500	2030 East Madison St Bastrop, Louisiana 71220
Former Sam's Club "Jewella Shelter"	2,000	8810 Jewella Ave Shreveport, Louisiana 71109
Accent Building - Former State Farm (2009 Lease Pending)	1,700	22 State Farm Drive Monroe, Louisiana
New State Shelter	1,500	8125 Hwy 71 South Alexandria, Louisiana 71302

SHELTER LOCATIONS

CTNS Shelter	Capacity	Address
Westpark Building	2,000	7455 Atkinson Dr. Shreveport, Louisiana 71129

Non-State Run CTNS Shelters Capacity Address

MSN Shelters	Capacity	Address
<u>Bossier Civic Center</u>	90	620 Benton Road Bossier City, Louisiana 71111
Heymann Center	160	1373 College Drive Lafayette, Louisiana 70503
LSU/P-Mac	300	North Stadium Drive LSU Campus Baton Rouge, Louisiana 70803
Nicholls State University	200	200 Ardoyne Road Thibodaux, Louisiana 70301
Southeastern University	200	Kinesiology Building 400 Tennessee Avenue Hammond, Louisiana 70402

<u>Riverview Theatre</u>	500	600 Clyde Fant Pkwy Shreveport, Louisiana 71101
CenturyTel Center	1,300	2000 CenturyTel Center Drive Bossier City, Louisiana 71112
Hirsch Coliseum (<u>Potential</u> not for use after September 30th)	1,600	3701 Hudson Street Shreveport, Louisiana 71109
University of LA @ Monroe	150	Ewing Coliseum 4201 Bon Aire & NE Drive Monroe, Louisiana 71209
New State Shelter	400	8125 Hwy 71 South Alexandria, Louisiana 71302

Federal Medical Stations	Capacity	Address
LSU Fieldhouse	500	LSU Campus Cypress Drive Baton Rouge, Louisiana 70803
Riverfront Convention Center	300	Alexandria, Louisiana 71301
Grambling State University	200	Intramural Sports Center 100 Central Street Grambling Louisiana 71245

Sex Offender Shelter	Capacity	Address
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David Wade Correctional Center	120	David Wade Correctional Center 670 Bell Rd. Homer, Louisiana 71040
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