**Agency Name and Address:**

Louisiana Board of Drug and Device Distributors

12091 Bricksome Avenue, Suite B

Baton Rouge, Louisiana 70816

Website: [www.lsbwdd.org](http://www.lsbwdd.org)

**Solicitation Number:** 25-9472

**Type of Engagement:** [Agreed-Upon Procedures](https://cms.lla.la.gov/assets/documents/Agreed-Upon-Procedures-Report_3-23-2022.docx)

**Contract Period:** June 30, 2025 - September 30, 2027

**Periods to be Examined:** Years ending June 30, 2025; June 30, 2026; and June 30, 2027

**Description of the State Agency:**

* The Louisiana Board of Drug and Device Distributors was created within the Department of Health as provided by Louisiana Revised Statute (R.S.) 37:3463. The board is responsible for licensing all suppliers of legend drugs and devices that ship into or within Louisiana; inspecting all wholesalers and distributors domiciled in Louisiana; and certifying that out-of-state suppliers who ship into Louisiana are properly licensed in their respective states. Licenses are renewed by December 31 each year. There are approximately 2,300 licenses currently issued. The board uses a database application to track licenses, but it is not integrated with the accounting software.
* The board is composed of eight members who are appointed by the governor. Board members are authorized by R.S. 37:3463 to receive a per diem of $75 for each day spent attending meetings or performing duties authorized by the board. In addition, each board member shall be reimbursed for travel expenses in accordance with state travel regulations.
* The board holds approximately four meetings per year. At each meeting, the board members review monthly financial statements and discuss other board business.
* The board has two full-time employees and one part-time employee. The board contracts with Jessica Matthew, The Account Exec CPA for accounting services.
* The board has one bank account,4 money market accounts, two credit cards, and twelve certificates of deposit. Approximately 60 checks are written each month. Two signatures are required on checks for $10,000 or greater. The executive director, chairman, and secretary-treasurer are authorized to sign checks. Supporting documentation is provided to the individual signing the check. All financial transactions and invoices are reviewed and approved by the secretary-treasurer monthly. The contract accountant reconciles the bank statements.
* Operations of the board are primarily funded by license fees. The board is engaged in business-type activities. The following activity/balances were reported per the State of Louisiana ACFR as of and for the year ended June 30, 2024:

Total Assets & Deferred Outflows $3,975,776

Total Liabilities & Deferred Inflows $1,336,335

Net Position $2,639,441

Revenues $926,989

Expenses $876,640

**Accounting System:** Automated

**Financial Statements:** The board will provide a trial balance and general ledger.

**Estimated Start of Fieldwork:** No later than July 15 following each period

**Engagement Completion Date:** No later than September 30 following each period

**Special Requirements:**

* The successful ICPA will prepare the Agreed-Upon Procedures Report developed by the Louisiana Legislative Auditor.

**State Agency Assistance:** The board will provide supporting schedules as required.

**Last Engagement:** Agreed-upon procedures as of and for the period ended June 30, 2024

**Results of Last Engagement:**

* No exceptions noted.

**Prior Auditor:**  Michael K. Glover, APAC

Baton Rouge, Louisiana

**Proposers’ Conference:**

* A proposers’ conference will **not** be held.
* Any questions regarding the SFP or agency should be sent to [StateContracts@lla.la.gov](mailto:StateContracts@lla.la.gov)

**Proposal Due Date and Time:** April 28, 2025 by 5:00 pm