**Agency Name and Address:**

Louisiana Addictive Disorder Regulatory Authority

4919 Jamestown Avenue, Suite 203

Baton Rouge, Louisiana 70808

Website: <https://la-adra.org/>

**Solicitation Number:** 25-3518

**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 Addictive Disorder Regulatory Authority was created in 2004 for the purpose of regulating the practice of addictive disorder treatment and prevention, as provided by Louisiana Revised Statute (R.S.) 37:3386.2. In addition, the Authority is the state licensing and credentialing board for addiction counselors and prevention professionals.
* The board is composed of eight voting members, all of whom shall be appointed by the governor, subject to Senate confirmation. Members serve terms of three years. Board members receive travel reimbursement for mileage. One board member requires a hotel room for board meetings since he is traveling from Monroe to Baton Rouge.
* The Authority holds Quarterly meetings. At each meeting, the Authority reviews and approves previous meeting minutes; reviews expenditures, collections and bank balances, approves applicants to be credentialed and discusses any new rules that may be applicable.
* The Authority has 3 part time employees. The Authority contracts with Eric Vicknair, CPA. He assists with basic accounting tasks and payroll.
* The Authority has 1 bank account. Approximately 5 checks are written each month. The director has authority for check signing per board resolution and a reconciliation is done with bank statements each month.
* Operations of the Authority are primarily funded by application fees, renewal fees and late fees. The following activity/balances were reported per the State of Louisiana ACFR as of and for the year ended June 30, 2024:

 Statement of Net Position / Statement of Activities:

Total Assets $292,968

Total Liabilities $0

Net Position $292,968

Revenues $225,007

Expenses $198,424

**Accounting System:** *Quickbooks.*

**Financial Statements:** The Authority will provide a general ledger and the annual financial report (AFR) submitted to the Office of Statewide Reporting and Accounting Policy.

**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 Authority will provide supporting schedules as required.

**Last Engagement:** N/A

**Results of Last Engagement:**

* N/A

**Prior ICPA:** N/A

**Proposers’ Conference:**

* A proposers’ conference will **not** be held.
* Any questions regarding the SFP or state agency should be sent to StateContracts@lla.la.gov.

**Proposal Due Date and Time:** June 9, 2025 by 5:00 p.m.