#### **Bid & RFP Opportunities – LaPac**

procurement.la.gov > Vendor Center > "LaPac – Louisiana Procurement & Contract Network"

- Listing of current solicitations
- Searchable by variety of criteria
- Bids and RFPs posted by all State agencies
- Automatic email notification to registered vendors

#### <u>Contract Catalog – eCat</u>

procurement.la.gov > Vendor Center
> "Louisiana's Electronic Catalog
(eCat)"

Searchable by vendor, contract description, line item description and other fields

# **Small Business Programs**

procurement.la.gov > Vendor Center > "Louisiana's Hudson (Small Entrepreneurship) and Veteran Initiatives"

# Vendor Guide: "How To Do Business With The State of Louisiana"

procurement.la.gov > Vendor Center > Publications > Vendor Guide — "How to Do Business with the State of LA"

Division of Administration
Office of State Procurement
P.O. Box 94095
Baton Rouge, LA 70804-9095

1201 N. 3<sup>rd</sup> Street, Suite. 2-160 Baton Rouge, LA 70802



Telephone: (225) 342-8010 Fax: (225) 342-9756

## **OSP Website**

procurement.la.gov

### **Vendor Registration**

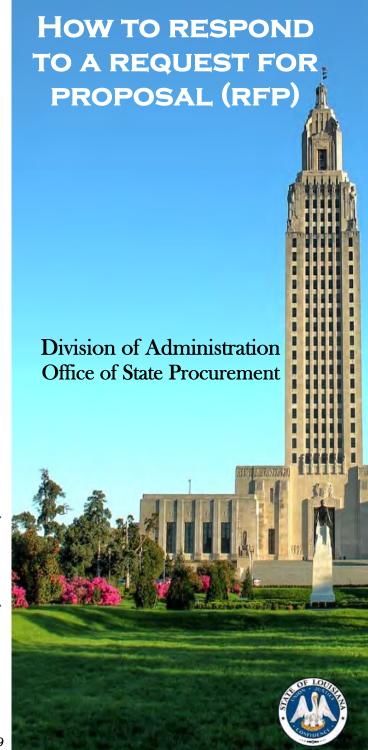
procurement.la.gov > Vendor Center > "Vendor Registration"

# **Registration Help Scripts**

procurement.la.gov > Vendor Center > "Vendor Registration Help Scripts"

**Vendor Help Desk Email** 

VENDR\_INQ@LA.GOV



#### What is an RFP?

A Request for Proposal (RFP) is defined as all documents, whether attached or incorporated by reference, utilized for soliciting proposals in accordance with the procedures set forth in the Louisiana Procurement Code. See La. R.S. 39:1556(46).

An RFP is also referred to as competitive sealed proposals. These solicitations consider value-added factors in addition to price.

## **Primary RFP Statutes**

R.S. 39:196–200 IT Procurement R.S. 39:1551–1755 RFP

### **Types**

- Purchasing (Complex Services)
- Consulting over \$50,000/year
- Social Services over \$250,000/year



#### **RFP Document**

- Four Parts
- Part I: Administrative and General Information
  - Goals and Objectives
  - Proposal Response Format
  - Terms and Conditions
- Part II: Scope of Work
- Part III: Evaluation
- Part IV: Performance Standards
- Common Attachments
  - Sample Contract
  - Price/Cost Worksheet
  - Electronic Vendor Payment
  - Insurance Requirements
  - Certification Statement

# Responding to the RFP

- Read the RFP
- Understand the RFP and the process
- Pay attention to:
  - Purpose
  - Background
  - Goals and Objectives
  - Proposal Format
- Follow the rules of the Blackout Period
- Submit questions during the Inquiry Period

# **Tips for Drafting a Proposal**

- Do follow the format in the RFP
- Do answer every question
- Do ensure your approach shows a complete understanding of the RFP
- Do proofread
- Don't "fill the page"
- Don't try to hide deficiencies
- Don't propose an unrealistic price

## **Secretary of State Registration**

sos.la.gov > Business Services > File Business Documents

 In order to receive an award of \$25,000 or more, a vendor must be registered with the La Secretary of State's Office.

#### **Thank You**

Procurement is a critical business activity for the State of Louisiana, and the process is designed to ensure full, fair, and open competition, with equitable treatment of all persons who participate in the process.

We look forward to working with you to provide the goods and services needed to effectively serve the people of the State of Louisiana.