

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

Contract Catalog – eCat

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
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Baton Rouge, LA 70804-9095**

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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

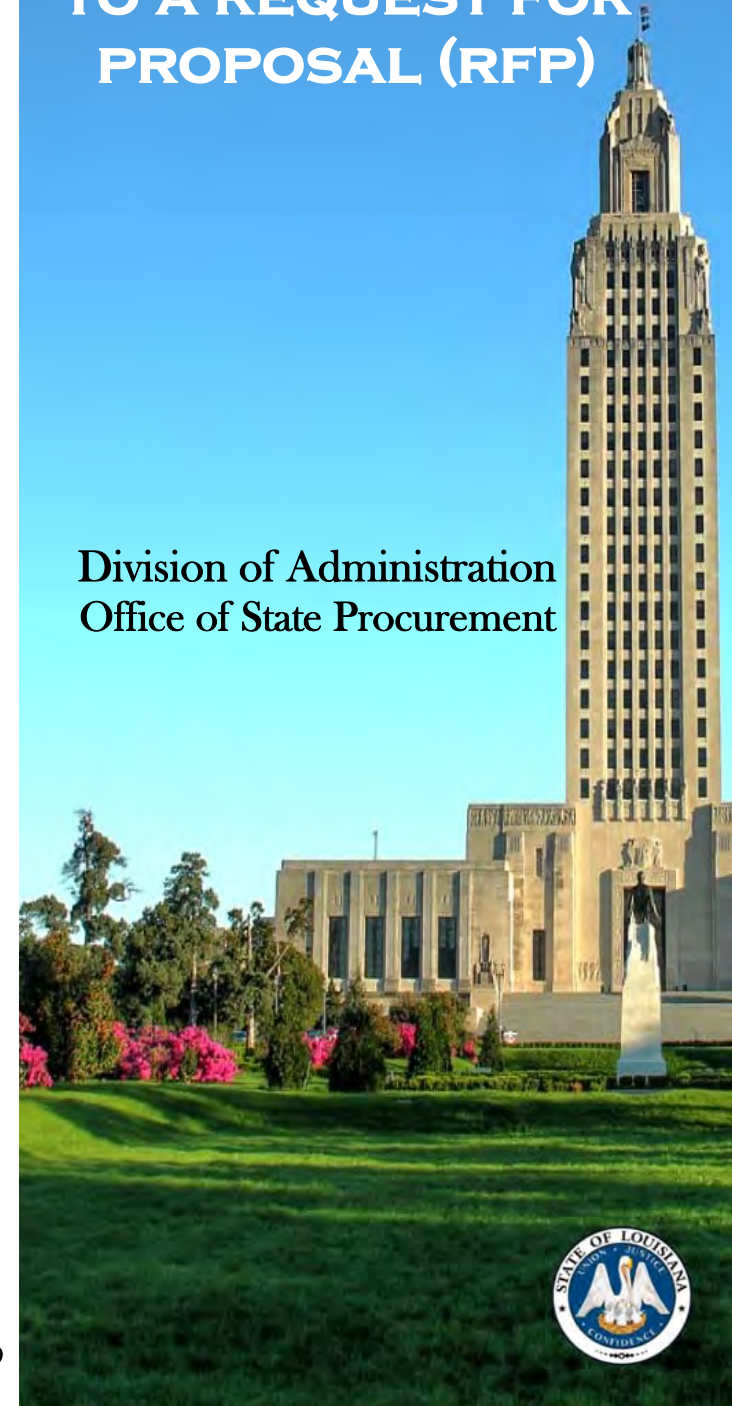
procurement.la.gov > Vendor Center > “Vendor Registration Help Scripts”

Vendor Help Desk Email

VENDR_INQ@LA.GOV

HOW TO RESPOND TO A REQUEST FOR PROPOSAL (RFP)

**Division of Administration
Office of State Procurement**



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.