

Office of State Procurement
State of Louisiana
Division of Administration

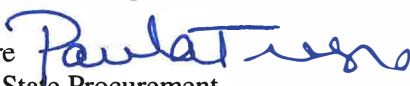
JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 20-04

TO: All Agency Heads, Department Undersecretaries, and Business Managers

FROM: Paula Tregre 
Director of State Procurement

DATE: December 30, 2019

RE: Request for Proposal Process - Reprocurement

As part of the Office of State Procurement's (OSP) continued efforts to improve the Request for Proposal (RFP) process, OSP will email a reminder notification when it is time to start the reprocurement process. These emails will be sent approximately 18 months prior to the end of your current contract for the services procured in the RFP, with an additional reminder sent 6 months later.

The notification timeframe should provide ample time to complete the entire RFP/contracting process based on the segments detailed below:

- Agency drafting, review and internal approvals of the RFP – 7 months (varies depending on changes required from the previous version of the RFP)
- OSP review and approval to publish the RFP – approximately 2 months
- Publication and evaluation of the RFP and proposals – approximately 3 months
- OSP review and concurrence with the RFP Award Recommendation – approximately 1 month
- Contract negotiations – 3 months (varies depending on the Agency/Contractor)
- Contract approval issued by OSP – approximately 2 months

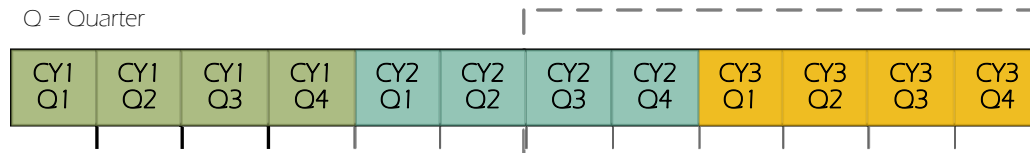
The above timeframes are approximate and will vary depending on the complexity of the RFP. See the attached timeline which shows the RFP Timeline as a subset of a three year contract term.

OSP would like to encourage agencies to submit RFPs and contracts to our office as early as possible. The end goal of this initiative is to plan procurements in advance and minimize the necessity for emergency contracts.

If you have any questions, please contact Austin Bachman at Austin.Bachman@la.gov.

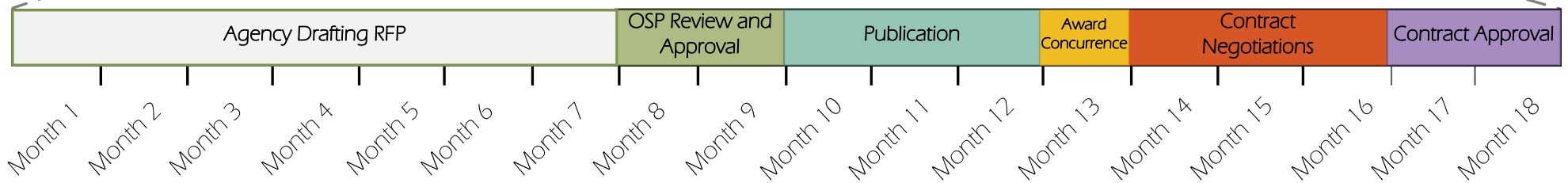
Three Year Contract Term

CY = Contract Year
Q = Quarter



If you have a 3-year contract term, begin thinking about the RFP reprourement process during the 3rd quarter of the 2nd contract year.

RFP Timeline



All timeframes are for illustrative purposes only and will depend on RFP complexity.