

Office of State Procurement  
State of Louisiana  
Division of Administration


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COMMISSIONER OF ADMINISTRATION

**MEMORANDUM OSP 21-06**

TO: All Undersecretaries; Purchasing Directors; State Departments, Agencies, and Facilities; Colleges and Universities; Boards and Commissions

FROM: Paula Tregre   
Director of State Procurement

DATE: December 7, 2020

RE: SAP Ariba Implementation for Agencies – Louisiana eProcurement Solutions by Ariba (LESA)

As part of the Office of State Procurement's (OSP) continued efforts to improve and modernize the Request for Proposals (RFP) process, OSP is implementing an enhanced eProcurement system – Louisiana eProcurement Solutions by Ariba (LESA). LESA uses the cloud-based SAP Ariba eProcurement system, which OSP selected following an exhaustive selection process.

LESA will improve efficiency and effectiveness and generate savings by:

- **Delivering the technology to allow OSP to use a single RFP process.** Agencies will no longer need to determine if an RFP is for professional services or for complex services.
- **Providing project management tools to keep RFPs organized and on-time.** Task lists show exactly what needs to be done to move the RFP through the process. Automatic notifications are sent to remind personnel of assigned tasks and upcoming due dates.
- **Refining the review and approval process.** Automatic redlining on documents makes it easy to identify changes that are made to the RFP and contract. Approvals at both the agency and OSP level occur in the system, eliminating the need for manual, paper-based approvals.
- **Enhancing the evaluation experience.** Proposer questionnaires ensure the information needed to evaluate proposals is captured without the extra fluff and marketing material. An easy-to-use online tool allows for evaluations to be completed from anywhere.

- **Improving contract creation and negotiation.** Templates ensure that all necessary language is included in each contract. A clause library provides pre-approved alternative contract language. Negotiation occurs within the system, using automatic redlining and version control.

LESA will impact each stage of the RFP process as detailed below:

**Agency Drafting RFP:** Agency personnel will no longer need to draft an entire RFP to submit to OSP. Rather, agencies will focus on the Scope of Work. Since LESA will house the single Scope of Work template, agencies will always begin with the correct template.

**OSP Review and Approval:** Once an agency submits the Scope of Work to OSP, OSP personnel will work collaboratively with agency personnel to build the RFP. This entails refining the Scope of Work and developing evaluation criteria.

**Publication:** OSP will publish the RFP on behalf of the agency. Proposers ask questions through a message board inside LESA. OSP collaborates with agency personnel to answer the questions. Proposers submit proposals either electronically within LESA or by hard copy to OSP. Hard copies are then uploaded into LESA. Evaluation is done online with OSP providing guidance in documenting the evaluation.

**Award Concurrence:** OSP will review the evaluation results and documentation prior to agency submittal of the award recommendation. This eliminates the need to make corrections to documents that have already been approved by agency management.

**Contract Negotiation:** OSP will assist the agency in drafting the initial contract. The agency then negotiates the contract in the system. OSP can review and approve negotiated language during the actual negotiations.

OSP will gather many of the ancillary documents needed for contract approval, such as Secretary of State registration, performance or fidelity bonds, and certificates of insurance.

**Contract Approval:** OSP will review the final contract prior to execution. Agencies will no longer be asked to make a change and have it initialed by both parties. Any needed non-OSP approvals, such as LDR tax clearance, Civil Service, and OPB, will occur simultaneously. Electronic signatures will reduce the time needed for contract execution.

Pilot agencies have already begun using LESA. OSP will onboard the remaining State agencies through a phased implementation plan beginning in January 2021. A tentative schedule will be released shortly.

Additional information regarding LESA will be provided during the Agency Training Seminar this week. If you would like to register for this session, you may do so at the link below:

[https://doa-ospla.zoom.us/webinar/register/WN\\_esunGhB\\_TcKfmr65di4ZWQ](https://doa-ospla.zoom.us/webinar/register/WN_esunGhB_TcKfmr65di4ZWQ)