

Office of State Procurement  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

**MEMORANDUM OSP 20-06**

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

FROM: Pamela Bartfay Rice  
Assistant Director/Professional Contracts

DATE: April 7, 2020

RE: Request for Proposal – Evaluation Tool Review and Approval Process

As part of the Office of State Procurement's (OSP) continued efforts to improve the Requests for Proposal (RFP) process, OSP must review and approve the technical evaluation tool, sometimes called a score sheet, for each RFP.

OSP will ensure the evaluation tool aligns with the stated criteria in the RFP and any addendum. The evaluation tool should contain a matrix that indicates the maximum number of points per RFP criterion. The evaluation tool shall be created prior to the proposal submission deadline.

Agencies shall submit the evaluation tool to OSP at least five (5) business days prior to the start of evaluation. The evaluation tool shall be submitted in ProAct (for ProAct agencies) or DocTracking (for DocTracking agencies).

If you have any questions, please contact your assigned OSP Analyst or email [DOA-PCHelpdesk@la.gov](mailto:DOA-PCHelpdesk@la.gov).

**FAQs**

1. Why is OSP making this change?  
*OSP reviewing and approving the evaluation tool helps mitigate the risk of agencies using criteria that were not specified in the RFP.*
2. Does OSP have a template my agency can use?  
*OSP has a template as well as additional examples from other agencies that may be shared with you.*
3. Does this change apply to all RFPs?  
*Yes, it applies to all Professional, Personal, Consulting, and Social Service RFPs.*
4. When does this process start?  
*OSP review and approval of the evaluation tool is effective immediately for all RFPs which have not begun evaluation.*
5. OSP approved my agency's evaluation tool, but we need to make a change. What is the process?  
*The agency will need to contact their assigned OSP Analyst to discuss the proposed change.*