

➔ **Steps in review of Award Recommendation via an RFP**

- Go to **Strategic Sourcing** under **Detailed Navigation**
- Key in the RFP #3xxxxxxx from the email that was received from the Agency
- Click “apply”
- RFX Number will appear below. Click RFX # link to go into the Document.

RFX Number	RFX Name	Type	Status	RFX Category	Purchasing Organization	Submission
3000007084	Records Management and Document Imaging	RFP	Published		LaGov Purchasing Organization	12/30/9999

➔ **Next click on the ‘Notes and Attachments’ tab**

Display RFX: 3000007084

Number: 3000007084 Smart Number: Records Management and Document Imaging Type: Request for Proposal Status: Published Created On: 01/11/2017 13:23:18 Created By: Ms. SHARON S

Notes and Attachments (highlighted with blue arrow)

Identification
 Name: Records Management and Document Imaging
 Type: Request for Proposal
 Product Category:
 Publication Type: Public RFX

Event Parameters
 Currency: USD
 Target Value: 3,702,270.00 USD
 Detailed Price Information: Simple Price
 Follow-On Document: Purchase Order or Contract
 Bidder Can Change RFX Responses:
 Allow Multiple RFX Responses for Each Company:
 Display Weighting to Bidders:
 Display Limit As: Available to Be Bid On

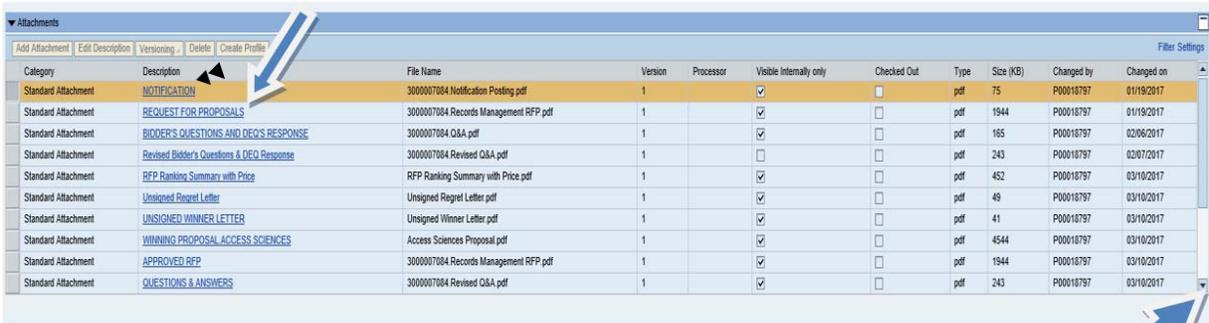
Organization
 Purchasing Organization: LaGov Purchasing Organization
 Purchasing Group: 856 DEQ BUYER TEAM [Show Members](#)

Dates
 Start Date: 00:00:00
 Submission Deadline: * 12/30/9999 15:00:00
 Opening Date: * 02/21/2017 15:00:00
 End of Binding Period:
 Valid From / To:

Scenario Award/Contract
 LA Gov Tnumber:
 LA Gov Special Funding:
 Fax Bid:

Prequalification Questionnaire
 Required:
 Fax Number:

➔ You may click on the links to the documents located under the “Description” field that are needed in your review.

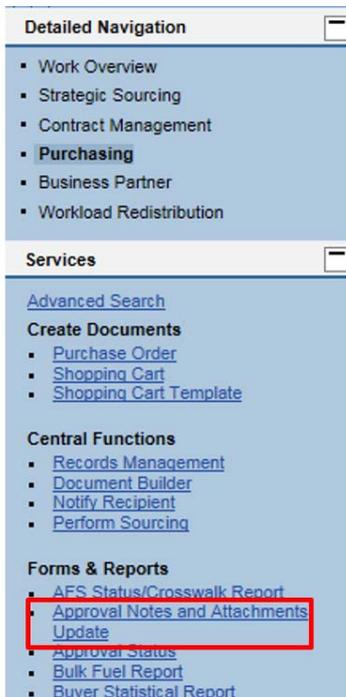


Category	Description	File Name	Version	Processor	Visible Internally only	Checked Out	Type	Size (KB)	Changed by	Changed on
Standard Attachment	NOTIFICATION	3000007084 Notification Posting.pdf	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	pdf	75	P00018797	01/19/2017
Standard Attachment	REQUEST FOR PROPOSALS	3000007084 Records Management RFP.pdf	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	pdf	1944	P00018797	01/19/2017
Standard Attachment	BIDDER'S QUESTIONS AND DEQ'S RESPONSE	3000007084 Q&A.pdf	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	pdf	165	P00018797	02/06/2017
Standard Attachment	Revised Bidder's Questions & DEQ Response	3000007084 Revised Q&A.pdf	1		<input type="checkbox"/>	<input type="checkbox"/>	pdf	243	P00018797	02/07/2017
Standard Attachment	RFP Ranking Summary with Price	RFP Ranking Summary with Price.pdf	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	pdf	452	P00018797	03/10/2017
Standard Attachment	Unsigned Regret Letter	Unsigned Regret Letter.pdf	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	pdf	49	P00018797	03/10/2017
Standard Attachment	UNSIGNED WINNER LETTER	Unsigned Winner Letter.pdf	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	pdf	41	P00018797	03/10/2017
Standard Attachment	WINNING PROPOSAL ACCESS SCIENCES	Access Sciences Proposal.pdf	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	pdf	4544	P00018797	03/10/2017
Standard Attachment	APPROVED RFP	3000007084 Records Management RFP.pdf	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	pdf	1944	P00018797	03/10/2017
Standard Attachment	QUESTIONS & ANSWERS	3000007084 Revised Q&A.pdf	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	pdf	243	P00018797	03/10/2017

Scroll bar to view additional doc.

➔ To add Approval Notes and Attachment to agency:

- You will go to **Purchasing** under the **Detailed Navigation**
- Under forms and reports **Click on Approval Notes and Attachment Update**



Detailed Navigation

- Work Overview
- Strategic Sourcing
- Contract Management
- **Purchasing**
- Business Partner
- Workload Redistribution

Services

[Advanced Search](#)

Create Documents

- [Purchase Order](#)
- [Shopping Cart](#)
- [Shopping Cart Template](#)

Central Functions

- [Records Management](#)
- [Document Builder](#)
- [Notify Recipient](#)
- [Perform Sourcing](#)

Forms & Reports

- [AFS Status/Crosswalk Report](#)
- **[Approval Notes and Attachments Update](#)**
- [Approval Status](#)
- [Bulk Fuel Report](#)
- [Buyer Statistical Report](#)

➔ Select RFX from drop down menu, then key in your RFX # and hit “GO”.



Approval Notes and Attachment Update

Enter Document Number

RFX Number:

This is what it will pull up once “GO” is clicked.

Approval Notes and Attachment Update

Enter Document Number

RFX

Document Details

Number: 3000007084 Description: Records Management and Document Imaging Status: Published Created By: SHAF

Approval Text

The signed selection memorandum is now attached.
(Comments Update and Emailed: SHARON SCHEXNAYDER 04/04/2017 19:10:05 CST)

I forgot to mention the contract is written for \$20,000 more than the Schedule of Prices I to cover any work orders issued in accordance with the rates in Schedule of Prices II.
(Comments Update and Emailed: SHARON SCHEXNAYDER 03/31/2017 14:23:58 CST)

Attached is a copy of the unsigned contract, updated selection memorandum and a copy of the resume listed the required education for the Records/Imaging Tech. Please let me

Add comment

Add Attachment

File:

Description:

Visible Internally Only:

➡ **Add the needed Comments. You will want to select “Apply & Email” so the Agency gets notification of the approval.**

Add comment

The intent to award has been approved. Please proceed with the contract.

➔ **Add Concurrence Award Certificate**

1) Click Browse and select the award certificate document from local drive.

The screenshot shows the 'Add Attachment' form with the following fields and buttons: 'File:' with a text box and a 'Browse...' button; 'Description:' with a text box; 'Visible Internally Only:' with a checked checkbox; and an 'Add Attachment' button. Three blue arrows point to the 'Browse...' button, the 'Description' text box, and the 'Add Attachment' button.

3) Click add attachment

2) Enter description

Example –

The screenshot shows the 'Add Attachment' form with the following data: 'File:' with the path 'C:\Users\cmccoll\Desktop' and a 'Browse...' button; 'Description:' with the text 'Concurrence Award Certificate'; 'Visible Internally Only:' with a checked checkbox; and an 'Add Attachment' button.

You will receive a message at the top that states it was successful.

The screenshot shows a message box titled 'Approval Notes and Attachment Update' with a green checkmark icon and the text 'Attachment has been added successfully'. Below the message is a form titled 'Enter Document Number' with a dropdown menu set to 'RFx', a text box containing '3000007084', and a 'Go' button.

➔ **If you need to verify that it was you can click the RFx number at the top which will take you directly into the RFx.**

The screenshot shows the 'Enter Document Number' form with the dropdown menu set to 'RFx', the text box containing '3000007084', and the 'Go' button. Below the form is a section titled 'Document Details' with the text 'Number: 3000007084' highlighted in a red box, followed by 'Description: Records Management and Document Imagin'.