



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 06-01

Date: July 1, 2005

To: All State Agencies – Purchasing and Contract Departments
Colleges and Universities – Purchasing and Contract Departments
Boards and Commissions – Purchasing and Contract Departments

From: Denise Lea
Denise Lea
Director of State Purchasing

Re: Request for Proposal (RFP)

R.S. 39:1593.C of the Procurement Code permits the use of the Request for Proposal (RFP) solicitation process when certain conditions are met. It requires the written determination by the director of state purchasing and prior approval of the Commissioner of Administration.

Therefore, all state departments, agencies, colleges, universities, boards and commissions wishing to process an RFP under the Procurement Code are required to submit a letter to me stating why the RFP process is appropriate to meet the needs of the agency, evaluation factors other than cost that will be used to determine the successful vendor, and a scope of work or draft RFP. Pricing is to account for at least 50% of the evaluation criteria and is to be stated in the RFP. Once I have determined that the RFP process is appropriate for the procurement in accordance with the statute, I will seek the commissioner's approval, and inform your agency.

Our website contains an RFP handbook, RFP boilerplate, generic contract and other helpful exhibits that should assist you in processing RFP's. It is located at <http://www.doa.state.la.us/osp/Publications/RFP/RFP-Intro.htm>.

If your RFP procurement includes information technology hardware, hardware maintenance, software, software maintenance, and software related services, it must also comply with L.A.C. 34 §5513, which may require PST review.

If you have any questions, do not hesitate to contact this office.

