Office of State Procurement

Responding to Request for Proposal

Vendor Training
Objectives

- Introduce LESA
- Explain the RFP structure in LESA
- Determine the key elements
- Construct the best proposal
LESA

- Louisiana eProcurement Solutions by Ariba (LESA)
- Uses the SAP Ariba platform
- Cloud Solution = Available Everywhere
LESAA Features

- RFPs issued by OSP
- Electronic Proposal Submission
- Proposer Questionnaire
- Electronic Evaluation

SAP Ariba
# LaPAC RFP Postings

- **LESA RFP**

<table>
<thead>
<tr>
<th>DocID</th>
<th>Description</th>
<th>Opening Date</th>
<th>Closing Date</th>
<th>Attachment ID</th>
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</thead>
<tbody>
<tr>
<td>Doc235673330</td>
<td>RFP for Transportation Systems Management and Operations for DOTD</td>
<td>07/26/2021</td>
<td>09/22/2021 10:00:00 AM CT</td>
<td>107001</td>
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<td>Proposal Opening Date Change</td>
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- **RFP posted by an Agency**

<table>
<thead>
<tr>
<th>DocID</th>
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<td>Microgravimetric Weighing PM 2.5 Filters</td>
<td>09/12/2019</td>
<td>10/15/2019 3:00:00 PM CT</td>
<td>855D03</td>
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<td></td>
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<tr>
<td></td>
<td>Notification Posting</td>
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<tr>
<td></td>
<td>Request for Proposals</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
LaPAC LESA Posting

Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
Governor

JAY DARDENNE
Commissioner of Administration

Notice to Proposers

The Office of State Procurement (OSP) has published Solicitation Number Doc235673330 - Request for Proposal (RFP) for Transportation Systems Management and Operations for DOTD. The RFP may be accessed in Louisiana eProcurement Solutions by Ariba (LESA) by navigating to http://discovery.ariba.com/RFx/10684867 and clicking Respond to Posting.

LESA uses the cloud-based SAP Ariba eProcurement system. In order to view this RFP, Suppliers must login with their Ariba Network Username and Password. Suppliers can self-register for free by navigating to the link above, clicking Respond to Posting, then clicking Register Now!.

By: Chris Wuchte
Office of State Procurement
Email: Chris.Wuchtel@la.gov
Ariba Discovery

Transportation Systems Management and Operations for LA DOTD
State of Louisiana

Posted On: 26 Jul 2021
Open for bidding on: 26 Jul 2021
Response Deadline: 22 Sep 2021 8:21 AM PDT

Opportunity Amount: $5,000,000.00 to $20,000,000.00 USD
Contract Length: 60 months

Response Deadline: 22 Sep 2021 8:21 AM PDT
(Buyers can close postings early)
Posting ID: 10684867(Doc235673330)
Posting Type: Request for Information
Public Posting: http://discovery.ariba.com/rfx/10684867

Product and Service Categories
- Traffic engineering

Posting Summary
Transportation systems management and operations (TSMO) for State of Louisiana Department of Transportation and Development.

Proposal opening date and time is September 22, 2021 at 10:00 A.M. (CT)
Ariba Network Registration
RFPs in LESA

Doc235673330 - RFP for Transportation Systems Management and...

You must decide whether or not you intend to participate in this event.

You can:
- Download Content
- Intend to Participate
- Decline to Participate
- Print Event Information

Primary

Administrative and General Information

1. The contact person for this RFP is:
   Office of State Procurement
   Chris Wuchte
   1201 N. Third Street Suite 2-160
   P.O. Box 94098
   Chris.Wuchte@LA.GOV
   225-342-5644
   225-342-9756

2. Request for Proposals RFP Document for TSMO.pdf

3. Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as allowed by Louisiana Revised Statute 23:1535 for qualified...
Blackout Period

- Prohibits communication except with designated contact person

- Helps ensure integrity in the procurement process

- Ensures all proposers have access to the same information at the same time

- May result in disqualification

- May also result in suspension or debarment
RFP Format in LESA

- Traditional RFP Content
- Proposer Information (Non-Scored Content)
- Scored Content
Traditional RFP Content

- Administrative and General Information
- Scope of Work
- Evaluation
- Secretary of State Requirements
- Insurance Requirements
- Addenda
Proposer Information (Non-Scored Content)

- Cover Letter
- Mandatory Qualifications
- Compliance with Sample Contract
- Use of Subcontractors
- Electronic Vendor Payment
- Redacted Proposal
- Proposal Submission Requirements
Scored Content

- Company Background and Experience
- Approach and Methodology
- Service and Support
- Proposed Staff Qualifications
- Hudson/Veteran Initiatives
- Financial Proposal
Proposal Preparation Phases

**Planning**
- Read RFP
- Inquiry Period
- Determine Intent to Participate

**Writing**
- Write Proposal
- Proofread

**Submitting**
- Package Proposals
- Timely Deliver Proposals
Read the RFP

- Pay attention to:
  - Scope of Work
  - Mandatory Requirements (shall)
  - Desirable Requirements (should)
  - Permissible Requirements (may)
  - Proposer and Contractor Requirements
Subcontractors

- How to connect with a Proposer?
  - Attend Pre-Proposal Conference
  - Public Records Request
  - Web search

- How to find Hudson/Vet subcontractors?
  - LED Website: https://smallbiz.louisianaeconomicdevelopment.com/Search/
Public Records Request

- Request documents from Agency Custodian of Records

- Can request previous:
  - Contracts
  - Proposals
  - Evaluation summaries
Inquiry Period

- Reference the RFP section number in the question
- Don’t be afraid to seek clarity
- Inquiries must be received by the deadline
Submitting Inquiries

Event Details

Doc235673330 - RFP for Transportation Systems Management and...

You must decide whether or not you intend to participate in this event.

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Primary

Administrative and General Information

Name

1. Administrative and General Information

1.1 The contact person for this RFP is:
Office of State Procurement
Chris Wuchte
1201 N. Third Street Suite 2-160
P.O. Box 94098
Chris.Wuchte1@LA.GOV
225-342-5644
225-342-9756

1.2 Request for Proposals

1.3 Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as allowed by Louisiana Revised Statutes 33:1595 from qualified...
Submitting Inquiries

Event Messages - RFP for Transportation Systems Management and Operations for DOTD

<table>
<thead>
<tr>
<th>Id</th>
<th>Reply Sent</th>
<th>Sent Date</th>
<th>From</th>
<th>Contact Name</th>
<th>To</th>
<th>Subject</th>
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<tbody>
<tr>
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<td>No</td>
<td>09/09/2021 01:35 PM</td>
<td>State of Louisiana</td>
<td>Anna Carter</td>
<td>Participants (0) Team (0)</td>
<td>Event RFP for Transportation Systems Management and Operations</td>
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<td>MSG2169848</td>
<td>No</td>
<td>09/08/2021 02:33 PM</td>
<td>State of Louisiana</td>
<td>Anna Carter</td>
<td>Participants (0) Team (0)</td>
<td>Event RFP for Transportation Systems Management and Operations</td>
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<td>MSG2103745</td>
<td>No</td>
<td>08/27/2021 10:47 AM</td>
<td>State of Louisiana</td>
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<td>Event RFP for Transportation Systems Management and Operations</td>
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<td>Event RFP for Transportation Systems Management and Operations</td>
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<td>07/26/2021 09:16 AM</td>
<td>State of Louisiana</td>
<td>Anna Carter</td>
<td>Participants (0) Team (0)</td>
<td>State of Louisiana has invited you to participate in an event:</td>
</tr>
</tbody>
</table>
Submitting Inquiries

Compose New Message

From: AJON Inc (Austin Bachman)
To: Project Team
Subject: Doc235673330 - RFP for Transportation Systems Management and Operations for DOTD
Attachments: Attach a file
Determine Intent to Participate

- Indicates interest in submitting a proposal
- Allows Proposer to respond to event
- Non-binding
Determine Intent to Participate

You must decide whether or not you intend to participate in this event.

- Download Content
- Intend to Participate
- Decline to Participate
- Print Event Information

Administrative and General Information

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   225-342-5644
   225-342-9756

1.2 Request for Proposals
   RFP Document for TSMO.pdf

1.3 Purpose
   The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as allowed by Louisiana Revised Statutes 38:1395 from qualified...
Select Lots

Doc235673330 - RFP for Transportation Systems Management and Operations for DOTD

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a

More

Select Lots

Select Using Excel

You have been invited to 1 lot(s). To sign up to participate in some or all of these lots, follow the instructions below.

Step 1. Click “Download Content” to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file. If you want to start over, click “Download Original Excel Bid Sheets”.

Download Content  Download Attachments

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

Choose File  No file chosen
Or drop file here

Step 4. Click Upload to import the contents of the Excel file to your event.

Upload

Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.
Select Lots

Doc235673330 - RFP for Transportation Systems Management and Operations for DOTD

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response, you cannot cancel it.

Lots Available for Bidding

- Name
- 13.1 Price Schedule

Proposers shall include price per the Price Schedule furnished below. Click References to download the Price Schedule.

Confirm Selected Lots
# Proposal Preparation Phases

<table>
<thead>
<tr>
<th>Planning</th>
<th>Writing</th>
<th>Submitting</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Read RFP</td>
<td>• Write Proposal</td>
<td>• Package Proposals</td>
</tr>
<tr>
<td>• Inquiry Period</td>
<td>• Proofread</td>
<td>• Timely Deliver Proposals</td>
</tr>
<tr>
<td>• Records Request</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Your Proposal in LESA

- Organize your thoughts
- Respond to all required questions
- Ensure your approach shows a complete understanding of the RFP
- Know your audience
Evaluation Committee

- Usually 3+ subject matter experts
- Evaluate proposals based on evaluation criteria in RFP and the content submitted
- Selects most advantageous proposal
Drafting Your Proposal

- Don’t “fill the page”
- Don’t attempt to hide deficiencies
- Don’t propose an unrealistic price
Proposer Response
Table Section

Clicking OK will only save your Table Section answers. To submit your response, you will need to click OK and then click Submit Entire Response on the main screen.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Street</th>
<th>City</th>
<th>State/Province/Region</th>
<th>Postal Code</th>
<th>Country/Region</th>
</tr>
</thead>
<tbody>
<tr>
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<td>State/Province/Region</td>
<td>Postal Code</td>
<td>Country/Region</td>
</tr>
</tbody>
</table>

Telephone number
Fax number
Email address

(\*) indicates a required field

[OK] [Cancel]
Answer Types
Attachments

Add Attachment

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

Choose file or drop file here
Supplemental Attachments
Supplemental Attachments
Conditional Questions

Compliance with Sample Contract

7.1 Proposer agrees to the contract terms provided in the Sample Contract. The Sample Contract may be downloaded by clicking References. *Unspecified

7.2 Non-negotiable Contract Terms

7.2.1 Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, governing law, claims or controversies, and termination based on contingency of appropriation of funds.

(?) indicates a required field
Conditional Questions

Compliance with Sample Contract

7.1 Proposer agrees to the contract terms provided in the Sample Contract. The Sample Contract may be downloaded by clicking References.

7.2 Non-negotiable Contract Terms

7.2.1 Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, governing law, claims or controversies, and termination based on contingency of appropriation of funds.

7.3 If Proposer cannot comply with any of the contract terms, upload a copy of the Sample Contract containing the exact contract modifications the Proposer seeks. Final wording will be resolved during contract negotiations with the successful Proposer and the intent of the provisions will not be substantially altered.

(*) indicates a required field
Financial Proposal

Proposers shall include price per the Price Schedule furnished below. Click References to download the Price Schedule.

Price Schedule

(*) indicates a required field
Financial Proposal

Doc235673330 - RFP for Transportation Systems Management and...

40 K
Saving a Response

- Your entries have been saved but have not yet been submitted to the event owner. Continue working on your response and submit it when you are finished.

- Financial Proposal:
  - Name:
  - 13 Financial Proposal:
    - 13.1 Price Schedule:
      - Proposers shall include price per the Price Schedule furnished below. Click References to download the Price Schedule.
      - Price Schedule:

- Buttons:
  - Submit Entire Response
  - Update Totals
  - Save draft
  - Compose Message
  - Excel Import
# Proposal Preparation Phases

<table>
<thead>
<tr>
<th>Phase</th>
<th>Activities</th>
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<tr>
<td>Submitting</td>
<td>• Submit Response</td>
</tr>
<tr>
<td></td>
<td>• Revising Submission</td>
</tr>
</tbody>
</table>
Finalizing Your Proposal

- Ensure all required attachments are included
- Proofread
- Ensure proposal is signed by an authorized signatory
- Electronic Submission is highly encouraged
- If submitting hard copy:
  - Follow all instructions in the RFP
  - Deliver to OSP by the deadline
Submitting Response

1. Review Event Details
2. Select Lots
3. Submit Response

1.7 Schedule of Events

NOTE: The State reserves the right to revise this schedule. Revisions before the Proposal Opening Date, if any, will be formalized by the issuance of an addendum to the RFP.

1.7.2 RFP posted and Blackout Period begins:

Blackout Period

The Blackout Period is a specified period of time during a competitive sealed procurement process in which any Proposer, Bidder, or its Agent or Representative, is prohibited from communicating with any State employee or Contractor of the State involved in any step in the procurement process about the affected procurement. The Blackout Period applies not only to State employees, but also to any Contractor of the State involved in the procurement process.

(*) Indicates a required field

[Submit Entire Response button]
Submitting Response

Click OK to submit.
Submitting Response

Doc283209241 - RFP for Consulting Services

- Your response has been submitted. Thank you for participating in the event.

1. Review Event Details
2. Select Lots
3. Submit Response

Event Contents
1. Administrative and General
2. Scope of Work
3. Evaluation
Secretary of State
After Submittal

- Request names of other proposers (if desired)
- Respond to clarification requests (if any)
- Prepare and perform oral presentations or demonstrations (if invited)
- Respond to Best and Final Offer (BAFO) (if invited)
- Wait patiently
Revising Response

1. Review Event Details
2. Select Lots
3. Submit Response

- **Checklist**
- **Event Contents**
  1. Administrative and G.
  2. Scope of Work
  3. Evaluation
  4. Secretary of State

**All Content**

1.7 **Schedule of Events**

1.7.2 RFP posted and Blackout Period begins:

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Revising Response

You have already submitted a response for this event. Click OK if you would like to revise your response.
Technical Assistance

[Image of a webpage displaying an event details form with options to download content, intend to participate, or decline participation. The form includes sections for administrative and general information, requesting proposals, and purpose.]
Reminders

- Read the RFP before the inquiry period
- Keep track of the Schedule of Events
- Proofread your proposal
- Ensure mandatory requirements are met
- Submit your proposal before the deadline
Questions?
Thank you!

Vendor Helpdesk: Vendr_Inq@la.gov
Main Phone Number: (225) 342-8010