

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

SAP Ariba //\



LESA Features

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

SAP Ariba //\



LaPAC RFP Postings

LESA RFP

Doc235673330	RFP for Transportation Systems Management and Operations for DOTD Original: Doc235673330	07/26/2021	09/22/2021 10:00:00 AM CT	107001
	Proposal Opening Date Change Addendum 1: Doc235673330-1	08/27/2021		

RFP posted by an Agency

3000013606	Microgravimetric Weighing PM 2.5 Filters Original: 3000013606 Attachments: Notification Posting Request for Proposals	09/12/2019	10/15/2019 3:00:00 PM CT	855D03
------------	---	------------	-----------------------------	--------



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.

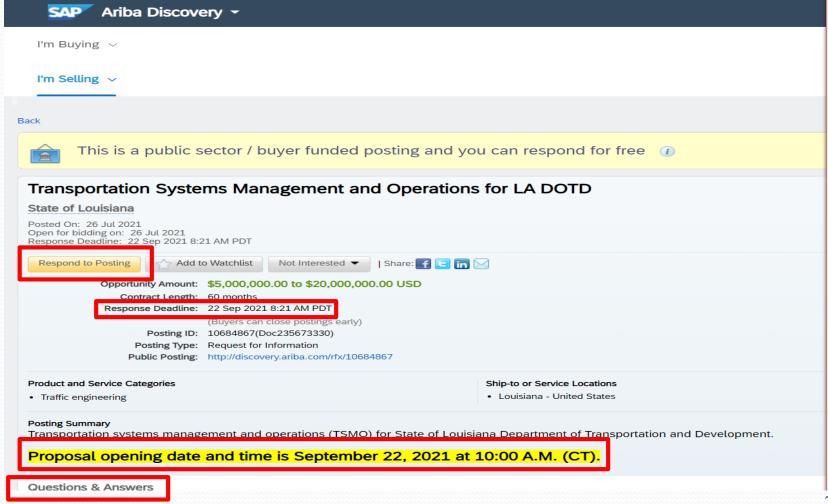
LESA uses the cloud-based SAP Ariba eProcurement system. In order to view this RFP, Suppliers must login with their Ariba Network Username and Password. Suppliers can self-register for free by navigating to the link above, clicking Respond to Posting, then clicking Register Now!.

By: Chris Wuchte

Office of State Procurement Email: Chris.Wuchtel@la.gov

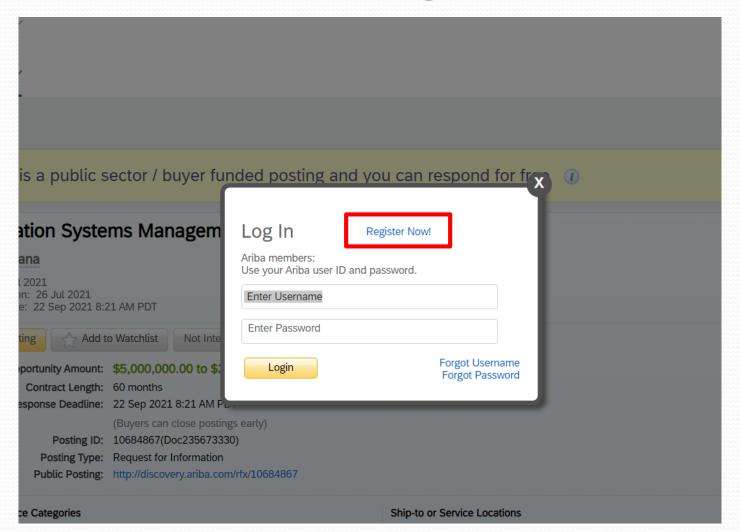


Ariba Discovery



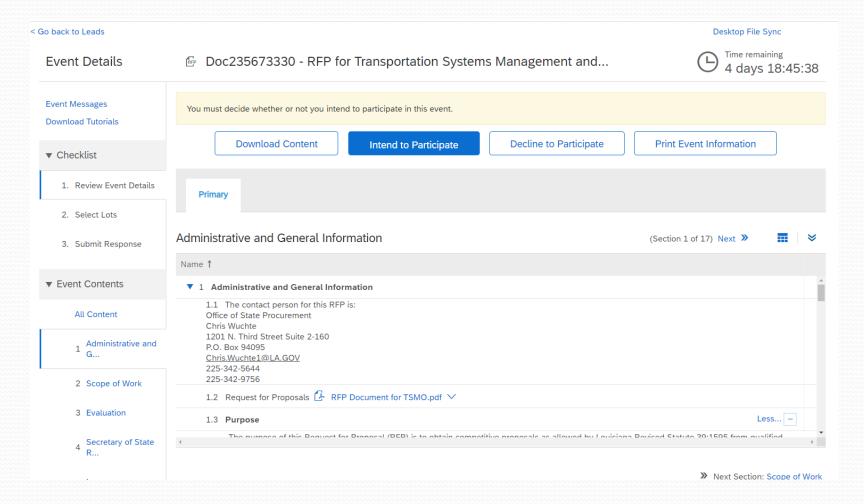


Ariba Network Registration





RFPs in LESA





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



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





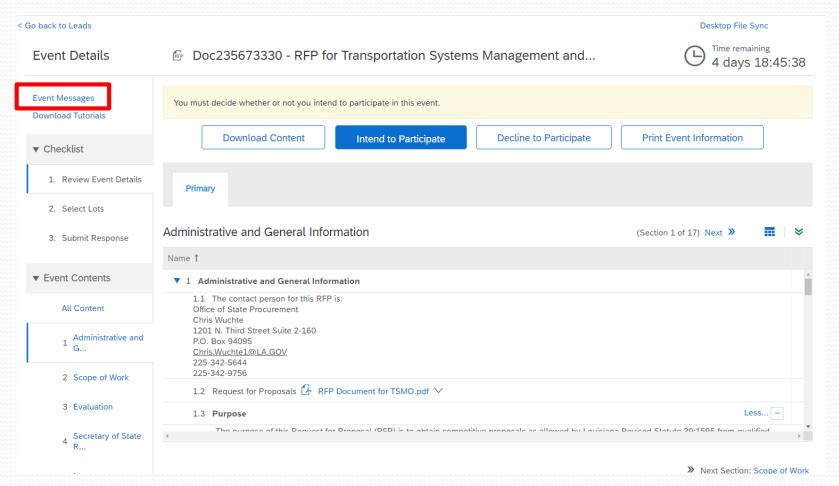
Inquiry Period

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



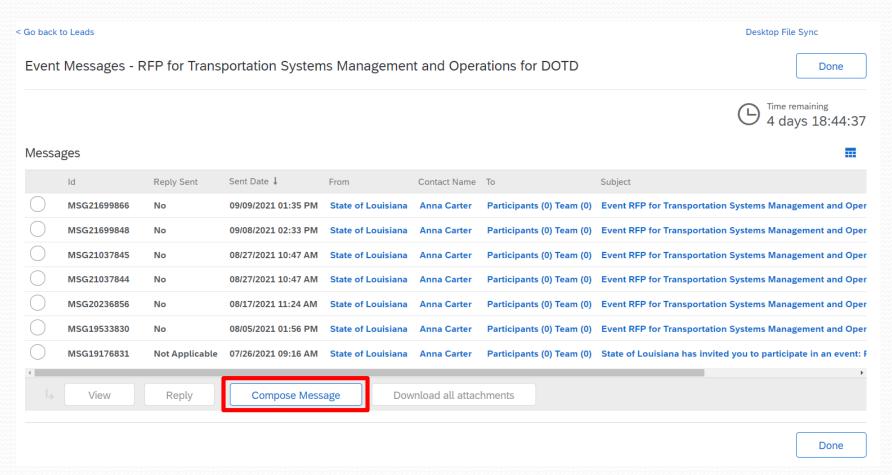


Submitting Inquiries



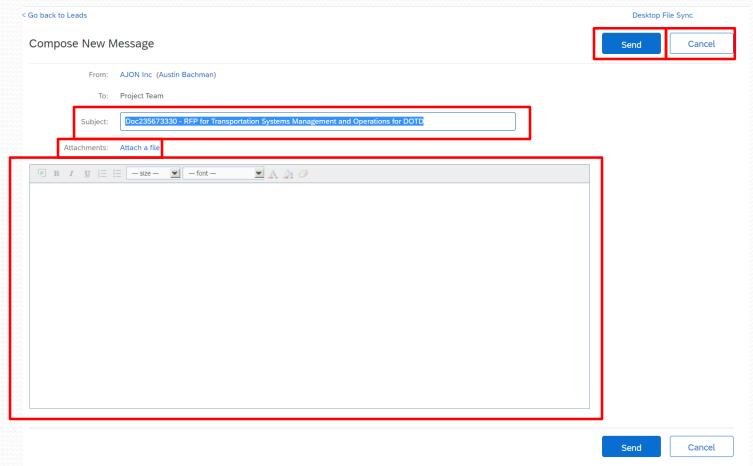


Submitting Inquiries





Submitting Inquiries





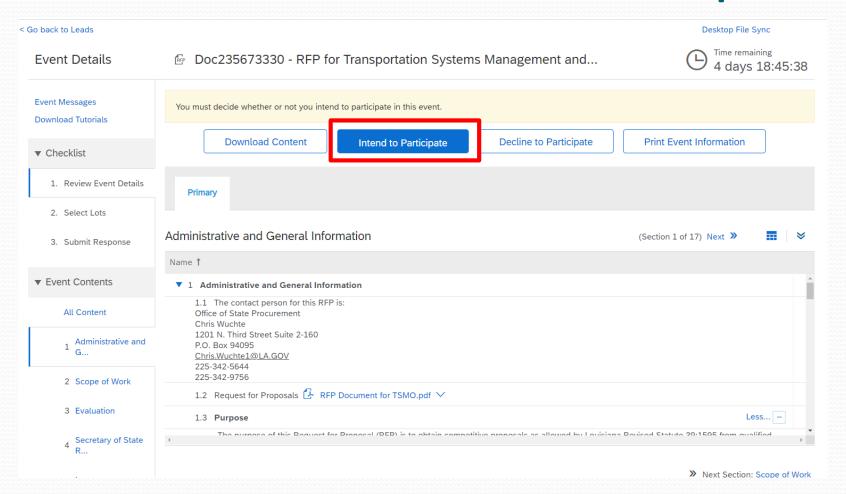
Determine Intent to Participate

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



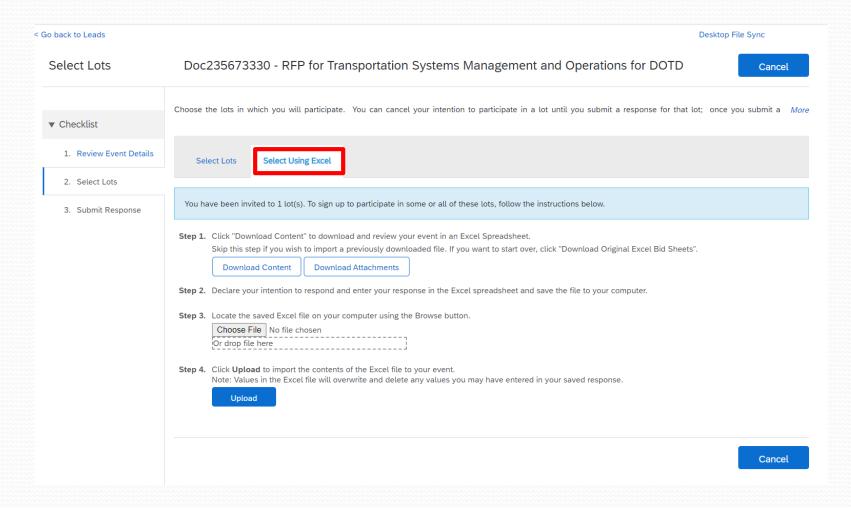


Determine Intent to Participate



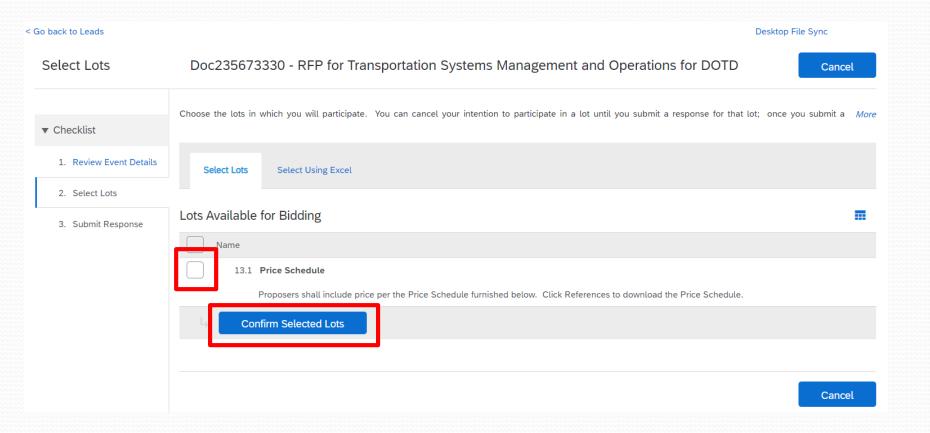


Select Lots





Select Lots



Proposal Preparation Phases

Planning

- Read RFP
- Inquiry Period
- Records Request

Writing

- Write Proposal
- Proofread

Submitting

- Package Proposals
- Timely Deliver Proposals



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

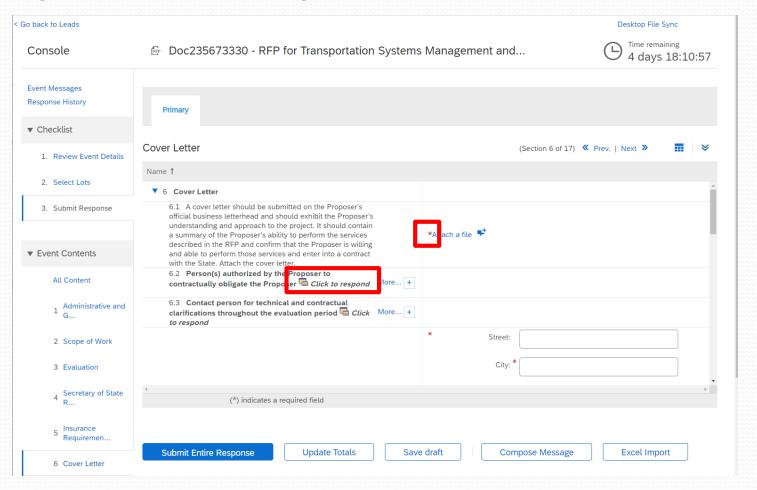
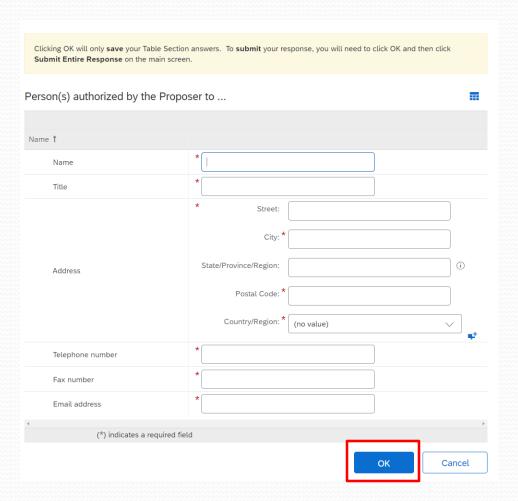


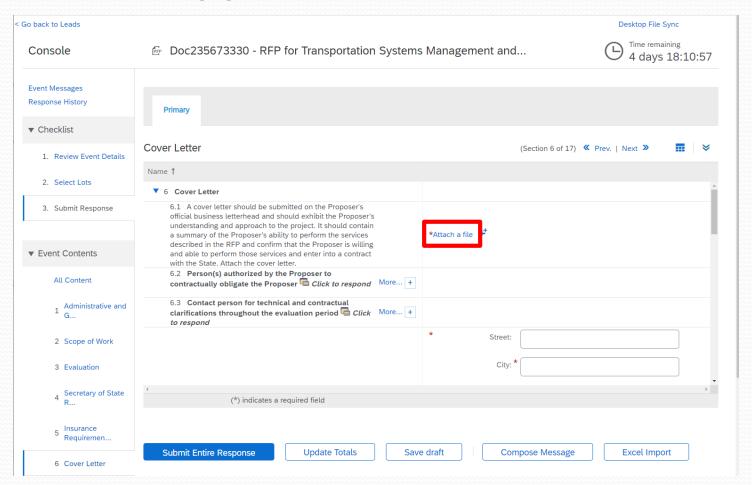


Table Section



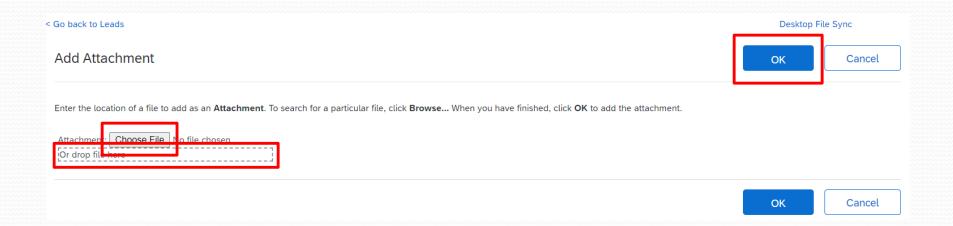


Answer Types



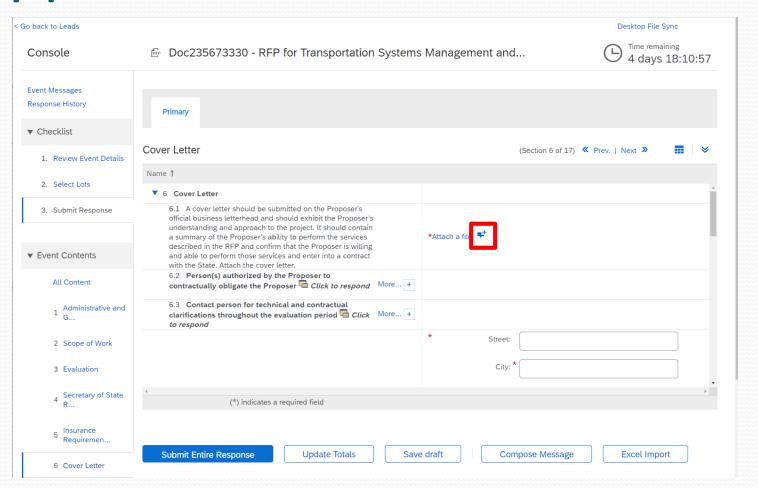


Attachments





Supplemental Attachments





Supplemental Attachments



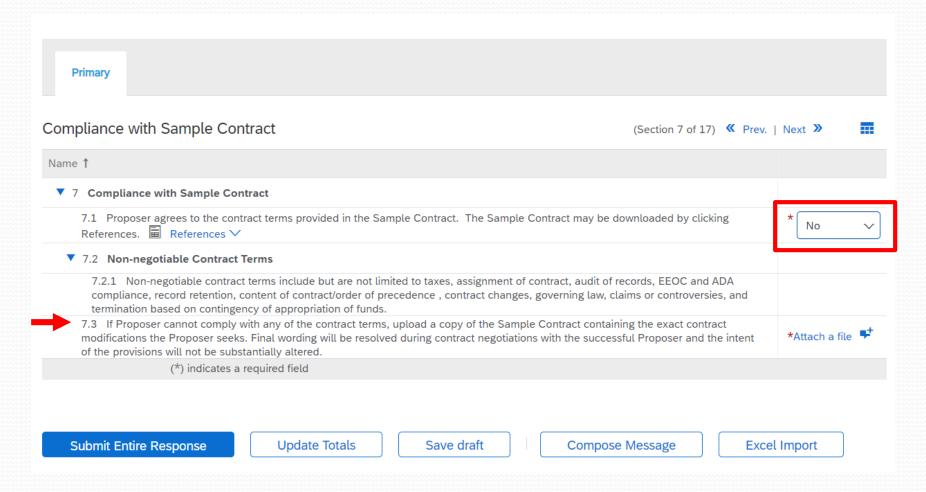


Conditional Questions

Time remaining Doc235673330 - RFP for Transportation Systems Management and... 4 days 18:08:44 Primary Compliance with Sample Contract (Section 7 of 17) 《 Prev. | Next 》 Name 1 ▼ 7 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 Unspecified ∨ 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. (*) indicates a required field **Submit Entire Response Update Totals** Save draft Compose Message **Excel Import**

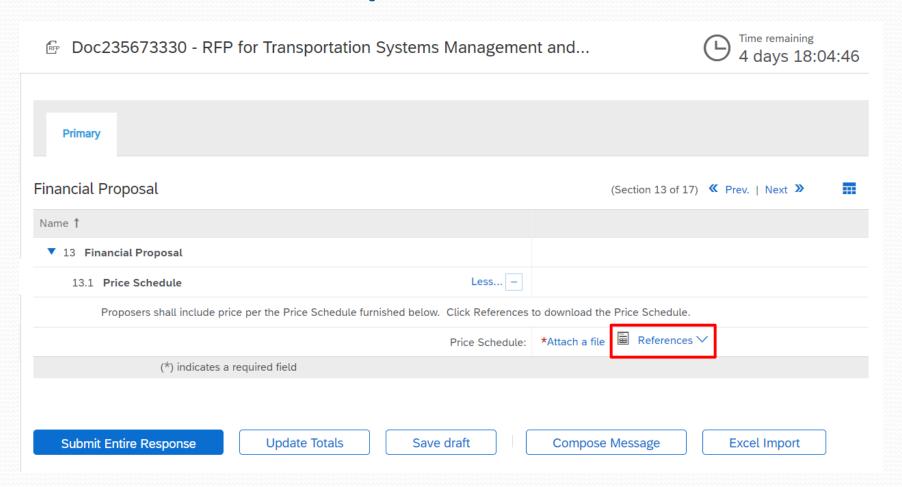


Conditional Questions



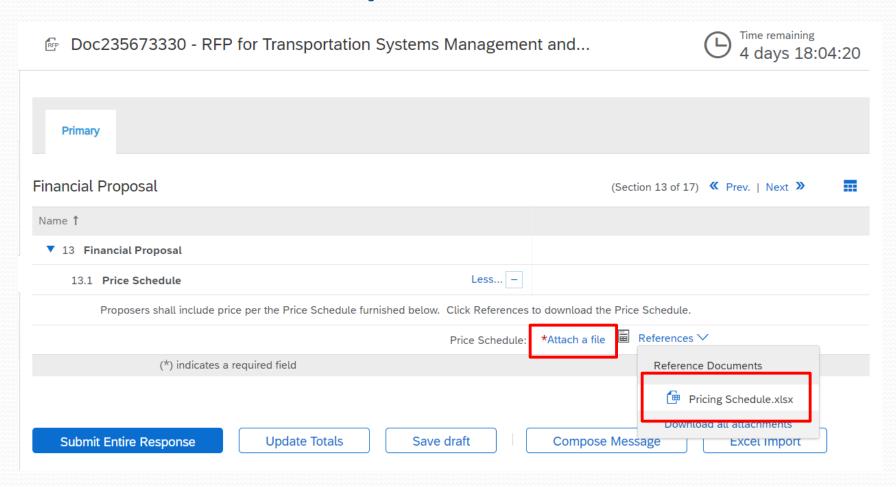


Financial Proposal



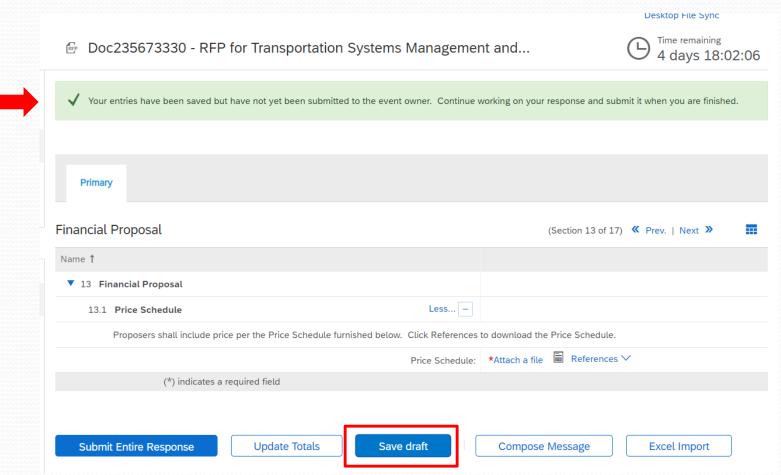


Financial Proposal





Saving a Response



Proposal Preparation Phases

Planning

- Read RFP
- Inquiry Period
- Records Request

Writing

- Write Proposal
- Proofread

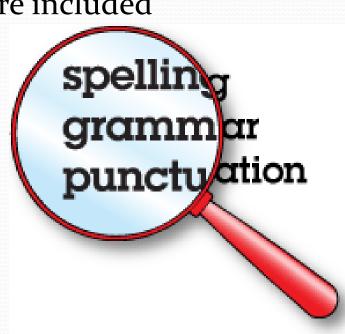
Submitting

- Submit Response
- Revising Submission



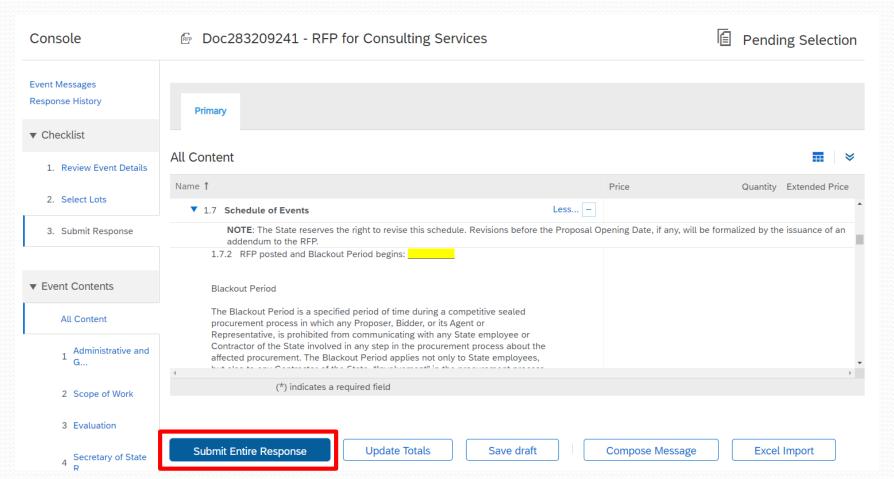
Finalizing Your Proposal

- 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



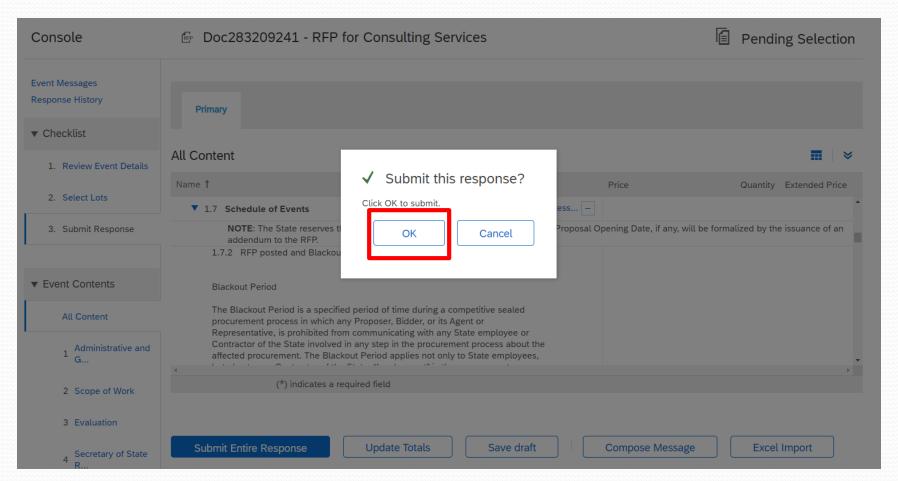


Submitting Response



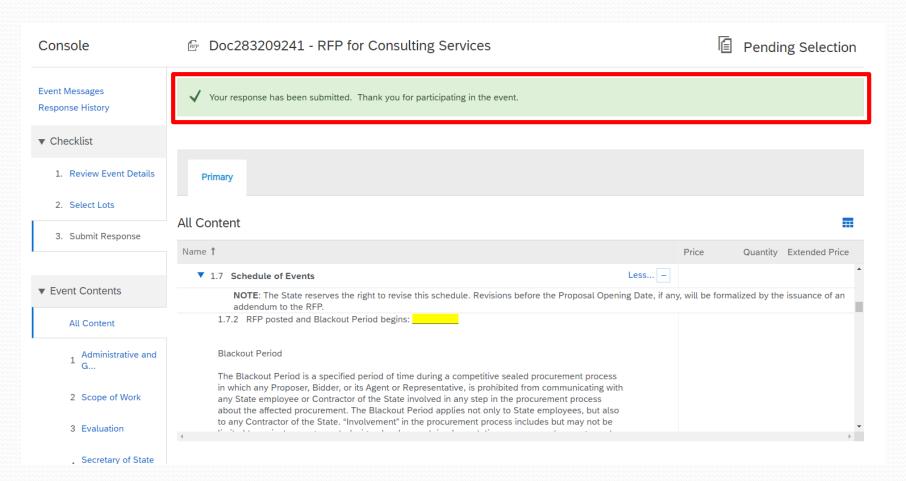


Submitting Response





Submitting Response



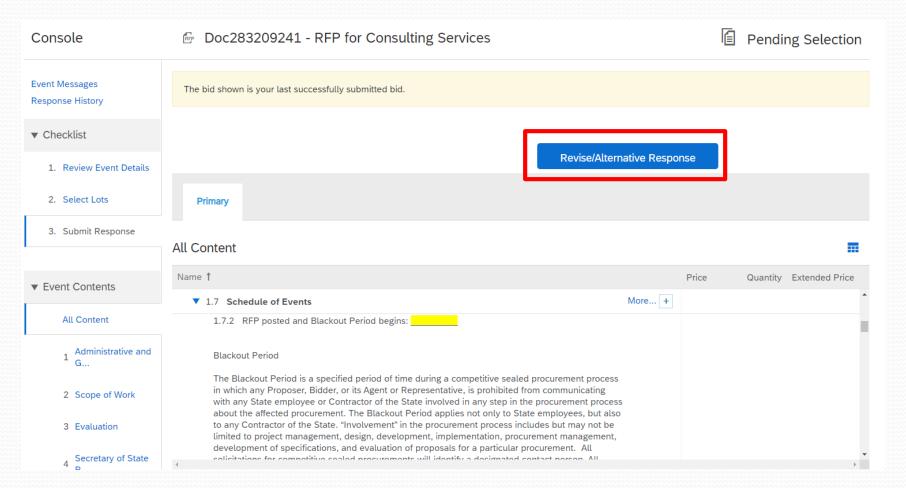


After Submittal

- 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

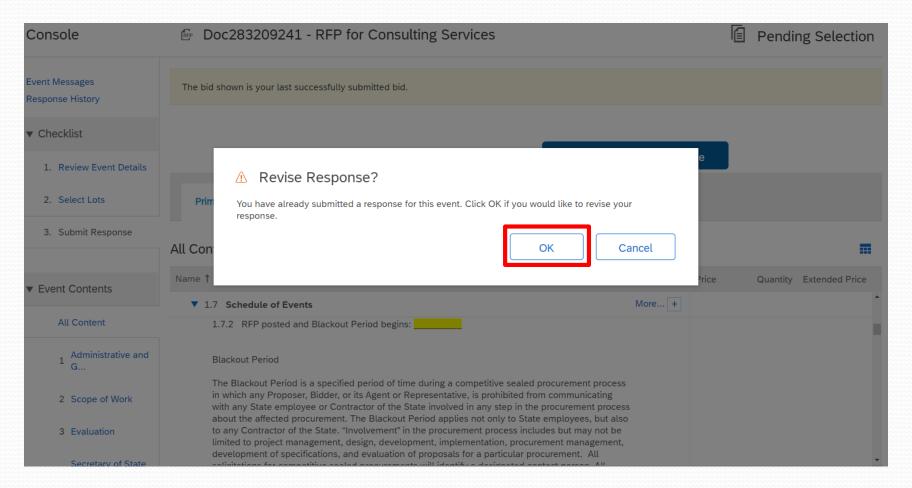


Revising Response



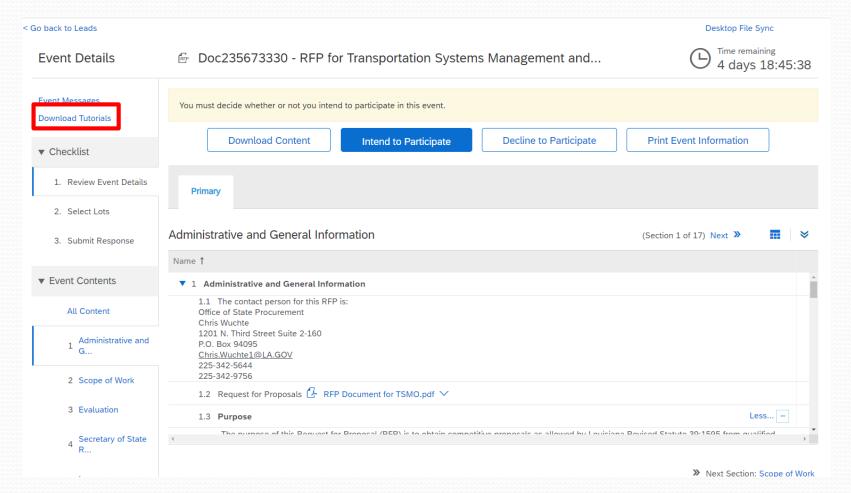


Revising Response





Technical Assistance





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