

Advertisement and Release of the RFP

RFP's must be advertised in the official journal of the state at least 30 days before opening. All RFP's must also be posted to LaPAC, the state's centralized electronic site for posting bid opportunities. Either a notice or the entire RFP document may be posted. If a notice is posted, it must contain the name and address of the using agency, as well as the specific date, time, and place by which the proposals must be received. If the pre-proposal conference is mandatory, this information must be included in the advertisement/notice. See Exhibit 9.

Prior to releasing the RFP, obtain the Project Leader's approval of the final RFP and confirmation on the calendar of events.

The file number will be the RFP number. Do not mail any AGPS generated documents with the RFP. Mail only the final approved RFP developed from the standard boilerplate containing standard RFP terms and conditions, generic contract, and other appropriate exhibits or attachments. Although AGPS is utilized to produce document numbers and vendor sources, no AGPS generated solicitation is ever mailed.

Written notices are mailed to persons, firms, or corporations known to be in a position to furnish the required product or services and to those recommended by the agency at least 30 days before proposal opening. (Exhibit 9). The SPO must maintain a list including addresses of all that request copies of the RFP. This list will become a part of the file.

All RFP solicitations are to have a cover sheet that states: "RFP, DO NOT READ PRICE AT OPENING" and the procurement office transmittal form is to be stamped or clearly marked in red with the same language.

SPO's are to enter the RFP in AGPS as a solicitation type "P" and post manually. Vendor lists are produced manually outside of AGPS, however vendors currently enrolled in AGPS in the commodity used for the RFP shall also be solicited. The final RFP in Word format should be electronically submitted to the Vendor Enrollment Section for manual posting to LAPAC.

All RFP's are posted and updated in the tracking system in the project category under project 1 at the subcategory level by the SPO.

If vendors request copies of the RFP and the entire document is available in Word format, it may be attached to an email and sent with a disclaimer such as:

"The attached copy of the proposal for _____ is made available strictly for the convenience of responding to the RFP. The vendor is responsible for advising the Office of State Procurement of their interest in participating in the solicitation process, and obtaining the "official" RFP document, including future addenda (if any) from the Office of State Procurement".