

## **Approval Process**

Each request for use of the RFP solicitation format as allowed by Act 692 must be approved by the Director of State Procurement. Please advise anyone asking to use the RFP format to submit a letter, signed by the agency head or his designee, justifying their request (Exhibit 3 is an example). The letter should include reason(s) why the agency believes the RFP solicitation format will meet the agency's needs, and evaluation factors other than cost that should be used to determine the best vendor. A draft Statement of Work (SOW) giving a brief description of the hi-tech acquisition or complex service is also recommended. If the request is for a multi-year contract, justification should be provided at this time and can be included in the letter of justification for using the RFP format. (See Purchasing Rules and Regulations Chapter 19 for Multi-Year Contract procedures.)

It is recommended that agencies contact the SPO (State Purchasing Officer also known as the Contracting Officer) assigned to the RFP to review the basics of the RFP process and obtain the current RFP documents from State Procurement's website. The following documents should help the agency start the process:

RFP Manual

RFP Justification form – Exhibit 3

RFP Boilerplate – Exhibit 4

RFP Review Questions – Exhibit 5

RFP Evaluation Committee Member Instructions – Exhibit 6

Example Letter to Evaluation Committee Members concurring with “no conflict of interest” and “confidentiality” – Exhibit 7

Example of Financial Evaluation Models (if applicable) – Exhibit 8A and 8B

Checklist for the Agency Project Leader – Attachment IV

The SPO receiving the RFP request will review the letter/justification and the draft SOW and forward to their supervisor with their recommendation as to suitability for the procurement through the RFP process. The supervisor will review and forward to the director. A cover letter is prepared to accompany the agency's request, and is sent to the Commissioner of Administration for approval.

After the request has been approved for the RFP procurement process, the agency is notified to forward the requisition and RFP package including boilerplate and scope of work in Word format as an attachment. Email is recommended and preferred (joe.doe@la.gov).