**OSP Guidelines for Electronic Submission of Proposal and Virtual RFP Evaluations**

To allow **only electronic submission of proposals**, update/replace the following sections in the RFP:

**Section 1.6 Schedule of Events**

Deadline for receipt of electronic proposals 11:59pm CT, [Due date]

**AGENCY NOTE:** The time must be 11:59pm CT as this is when the link will expire. This applies to electronic submission of proposals only.

**Section 1.7 Electronic Proposal Submittal**

Firms or individuals who are interested in providing services requested under this RFP must submit an electronic proposal containing the mandatory information specified. The proposal must be uploaded to Click here to enter the unique link provided by OSP before the date and time specified in the Schedule of Events. Uploaded submissions are the only acceptable method of delivery. E-mail, fax, mail, and courier delivery shall not be acceptable. Proposers uploading their proposals should allow sufficient time to ensure successful upload of their proposal by the time specified. Proposers are strongly encouraged to upload their proposal well in advance of the Deadline for receipt of electronic proposals as internet connectivity and file size will affect proposal submission upload timeframes.

The State assumes no liability for assuring accurate/complete uploads. The responsibility solely lies with each Proposer to ensure their proposal is uploaded prior to the deadline for submission. Corrupted files and incomplete submissions will not be considered.

Proposers needing assistance regarding proposal uploads should visit: <https://www.doa.la.gov/osp/PC/agencies/UploadingRFPproposal-viaBoxSubmissionLink.pdf>.

**AGENCY NOTE:** OSP will provide each agency with their specific link for each individual RFP. To view a sample of what the upload page will look like, open this link: <https://stateofla.app.box.com/f/f0e49d3bc0ff41d98345df9d370a82f6>

**Section 1.9.9 Certification Statement**

The Proposer must sign electronically or submit a scanned signature on **Attachment I**, Certification Statement.

**Section 1.10 Number of Copies of Proposals**

The State requests that one (1) copy of the entire proposal be submitted. The proposal shall contain electronic signatures or scans of original signatures of those company officials or agents who are duly authorized to sign proposals or contracts on behalf of the organization. An electronic signature as provided by LAC 4:I.701 et seq. is considered an original signature. A certified copy of a board resolution granting such authority should be submitted if the Proposer is a corporation. The proposal will be retained for incorporation into any contract resulting from this RFP.

**Section 1.11 Technical and Cost Proposals**

The State requests the following:

* One (1) technical proposal provided as a single file in PDF and Microsoft Word formats. The file shall be named: RFP#\_\_\_\_\_\_\_\_\_ Technical Proposal - [Proposer Name].
* One (1) cost proposal in PDF and Microsoft Excel formats. The file shall be named: RFP#\_\_\_\_\_\_\_\_\_ Cost Proposal - [Proposer Name].
* One (1) redacted technical proposal, if applicable, provided as a single file in PDF and Microsoft Word formats. The file shall be named: RFP#\_\_\_\_\_\_\_\_\_ Redacted Technical Proposal - [Proposer Name].

**1.14.2 Proposer Inquires**

Written questions regarding RFP requirements or Scope of Services must be emailed to the RFP Coordinator listed below.

**AGENCY NOTE: Do not include the mailing address or fax number. Do include the remainder of Section 1.14.2.**

**1.17 Withdrawal of Proposal**

A Proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To withdraw a proposal, a written request signed by the authorized representative of the Proposer must be uploaded to Click here to enter the unique link provided by OSP.

To allow **electronic submission or hard copy submission of proposals**, replace the following sections in the RFP:

**Section 1.6 Schedule of Events**

Deadline for receipt of proposals [Time] CT, [Due date]

**Section 1.7 Proposal Submittal**

Firms or individuals who are interested in providing services requested under this RFP must submit a proposal containing the mandatory information specified. Proposers shall submit an **electronic proposal**, in accordance with Section 1.7.1, **OR** a **hard copy (printed) proposal**, in accordance with Section 1.7.2. Proposers are solely responsible for ensuring their proposal is submitted to the State by the date and time specified in the Schedule of Events. FAX or e-mail submissions shall not be acceptable.

**Section 1.7.1. Electronic Proposal Submission**

The proposal must be uploaded to Click here to enter the unique link provided by OSP before the date and time specified in the Schedule of Events. Uploaded submissions are the only acceptable method of electronic proposal delivery. Proposers uploading their proposals should allow sufficient time to ensure successful upload of their proposal by the time specified. Proposers are strongly encouraged to upload their proposal well in advance of the Deadline for receipt of electronic proposals as internet connectivity and file size will affect proposal submission upload timeframes.

The State assumes no liability for assuring accurate/complete uploads. The responsibility solely lies with each Proposer to ensure their proposal is successfully uploaded prior to the deadline for submission. Corrupted files and incomplete submissions will not be considered.

Proposers needing assistance regarding proposal uploads should visit: <https://www.doa.la.gov/osp/PC/agencies/UploadingRFPproposal-viaBoxSubmissionLink.pdf>.

**AGENCY NOTE:** OSP will provide each agency with their specific link for each individual RFP. To view a sample of what the upload page will look like, open this link: <https://stateofla.app.box.com/f/f0e49d3bc0ff41d98345df9d370a82f6>

**Section 1.7.2 Hard Copy Proposal Submission**

The proposal must be received in hard copy (printed) version by the RFP Coordinator on or before the date and time specified in the Schedule of Events. Proposers mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified. The proposal package must be delivered at the Proposer's expense to: Click here to insert the name of the RFP Coordinator, state agency name, address, phone number.

For courier delivery, the street address is Click here to insert the RFP Coordinator’s physical street address, and the telephone number is Click here to insert the RFP Coordinator’s phone number. The responsibility solely lies with each Proposer to ensure their proposal is delivered at the specified place and prior to the deadline for submission. Proposals received after the deadline will not be considered.  **NOTE: HARD COPIES OF PROPOSALS MUST BE DELIVERED DURING OFFICE HOURS:** Click here to enter the office hours

**AGENCY NOTE:** The agency should also include instructions regarding delivery to their office and any restrictions (e.g. offices closed to the public or security requirements).

**Section 1.9.9 Certification Statement**

The Proposer must sign and submit **Attachment I**, Certification Statement. If the Proposer is submitting an **electronic proposal**, then the Proposer must sign electronically or submit a scanned signature on **Attachment I**, Certification Statement.

**Section 1.10 Number of Copies of Proposals**

For **electronic proposal submission**, the State requests that one copy of the entire proposal be submitted. The proposal shall contain electronic signatures or scans of original signatures of those company officials or agents who are duly authorized to sign proposals or contracts on behalf of the organization. An electronic signature as provided by LAC 4:I.701 et seq. is considered an original signature. A certified copy of a board resolution granting such authority should be submitted if the Proposer is a corporation. The proposal containing original signatures will be retained for incorporation into any contract resulting from this RFP.

For **hard copy (printed) proposal submission**, the State requests that Click here to enter the number of copies of the proposal that the Proposer must submit copies of the proposal be submitted to the RFP Coordinator at the address specified. At least one copy of the proposal shall contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority should be submitted if the Proposer is a corporation. The proposal containing original signatures will be retained for incorporation into any contract resulting from this RFP.

**Section 1.11 Technical and Cost Proposals**

The State requests the following for **electronic proposal submissions**:

* One (1) technical proposal provided as a single file in PDF and Microsoft Word formats. The file shall be named: RFP#\_\_\_\_\_\_\_\_\_ Technical Proposal - [Proposer Name].
* One (1) cost proposal in PDF and Microsoft Excel formats. The file shall be named: RFP#\_\_\_\_\_\_\_\_\_ Cost Proposal - [Proposer Name].
* One (1) redacted technical proposal, if applicable, provided as a single file in PDF and Microsoft Word formats. The file shall be named: RFP#\_\_\_\_\_\_\_\_\_ Redacted Technical Proposal - [Proposer Name].

The State requests the following for **hard copy (printed) proposal submissions**:

* One (1) Original (clearly marked “Original”) and Click here to enter the number of copies to be provided. numbered copies of the technical proposal. All should be clearly marked technical proposal.
* One (1) Original (clearly marked “Original”) and Click here to enter the number of copies to be provided numbered copies of the cost proposal. All should be clearly marked cost proposal.
* One (1) redacted technical proposal, if applicable.
* Two (2) USB flash drives each containing one (1) searchable electronic copy of the proposal. The searchable electronic copy should be provided as one (1) file. Each USB flash drive should also contain a searchable electronic copy of the redacted technical proposal, if applicable.

**1.14.2 Proposer Inquires**

Written questions regarding RFP requirements or Scope of Services must be emailed to the RFP Coordinator listed below.

**AGENCY NOTE: Do not include the mailing address or fax number. Do include the remainder of Section 1.14.2.**

**1.17 Withdrawal of Proposal**

A Proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due.

To withdraw an **electronically submitted proposal**, a written request signed by the authorized representative of the Proposer must be uploaded to Click here to enter the unique link provided by OSP.

To withdraw a **hard copy (printed) proposal**, a written request signed by the authorized representative of the Proposer must be submitted to the RFP coordinator identified in the RFP.

**To revise a published RFP, include the following changes in the addenda:**

Due to the COVID-19 Public Health Emergency declared by Governor John Bel Edwards in Proclamation Numbers 59, 52, 41, 33, 32, 30, 27, and 25 JBE 2020, electronic proposal delivery is being utilized for this RFP.

Update all sections in the RFP as referenced above.

**Virtual RFP evaluation**

The agency may utilize Skype, Zoom, or another virtual meeting tool to conduct RFP evaluation kickoff meetings and consensus scoring meetings. Zoom is recommended if your agency has access.

 *OSP has tested both Skype and Zoom and recommends Zoom as it is easier to use.*

The virtual meeting tool must allow the host to control who is present in the meeting and allow for “locking” the meeting to prevent unauthorized entry to the meeting.

It is expected the agency will hold an RFP evaluation kickoff meeting to provide guidelines to the evaluators regarding the evaluation process. Evaluators are expected to review all proposals and be ready to discuss strengths and weaknesses of each proposal during the consensus scoring meeting(s).

The RFP Coordinator, evaluators, and any observers (OSP or other agency staff members) will meet via video for the consensus scoring meeting(s). The purpose of meeting via video is to ensure there are no others listening in on the meeting, everyone is present and paying attention, and there are not distractions present (TV, children and/or pets).

The RFP Coordinator will be responsible for monitoring the attendees during the entire meeting.

Either the RFP Coordinator or the Evaluation Team Lead will be responsible for sharing documents and documenting the scores and strengths and weaknesses.

Each evaluator must certify in writing that the virtual evaluation meeting(s) was conducted confidentially.

If using Zoom:

* Once the meeting has started and all evaluators and observers are present, the RFP Coordinator will lock the meeting. If anyone disconnects for any reason, the meeting will be unlocked to allow that individual back in. Once everyone is present again, the meeting will be re-locked.
* If there are any uninvited attendees present, the host should immediately remove them from the meeting. This includes unidentified phone numbers.
* **Ensure the following settings are turned off (this requires logging into your account on Zoom.com)**:
	+ Private chat (no private chats in RFP evaluations – everyone must be present for all discussions)
	+ Virtual background (to help ensure no one else is present)

If using Skype:

* Invite attendees, then using the 3 dots at the bottom right of the Conversation, select Skype Meeting Options.
* Click on the blue link that says “X Participants”, then click “Participant Actions”, then select “Everyone an Attendee”.
* Set “These people don’t have to wait in the lobby:” to “The meeting organizer” (this prevents additional people from being added to the meeting who should not be present.
* If there are any attendees who should not be present, right-click on their name and select “Remove from Meeting”.