

Office of State Procurement
State of Louisiana
Division of Administration


JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 23-04

TO: All Agency Heads, Department Undersecretaries, and Business Managers

FROM: Tom Ketterer 
Director of State Procurement

DATE: June 23, 2023

RE: Louisiana eProcurement Solutions by Ariba (LESA) – Request for Proposal Process

As part of the Office of State Procurement's (OSP) continued efforts to improve the Request for Proposal (RFP) process, OSP is streamlining the RFP process used in LESA.

OSP used data from more than 90 RFPs to identify bottlenecks and inefficiencies in the RFP process. The redesigned process, labeled LESA 2.0, incorporates agile procurement methodologies and best practices learned through collaboration with other states and external consultants.

LESA 2.0 will enhance the RFP process by:

- Building a relationship between the agency project lead and the State Procurement Analyst;
- Using agile techniques to quickly and efficiently complete the Scope of Work, RFP Terms and Conditions, Price Schedule, Proposer Questionnaire, and Sample Contract;
- Focusing on a collaborative meeting-based revision process in an effort to limit the sending multiple rounds of redlined documents;
- Creating standardized proposal submittal forms; and
- Merging all RFP language into a single document prior to RFP publication.

LESA 2.0 is an important step in realizing OSP's goal of reducing the average RFP timeline.

LESA 2.0 will go live July 1, 2023.

An introductory LESA 2.0 webinar will be held Thursday, July 6, 2023 at 10:00 AM. Registration for the webinar is available at: https://doa-ospla.zoom.us/webinar/register/WN_0flHEnyjQVirwJ_0mOXa6g.