Evaluating Proposals – RFP Event Review

What is RFP Event Review?

- RFP Event Review is a task in LESA used for evaluation committee members to independently evaluate each proposal submitted in response to the RFP.
- RFP Event Review will begin following the Evaluation Kickoff Meeting and once all evaluation committee members have indicated that they do not have a conflict of interest with any proposer.

How are evaluation committee members notified of RFP Event Review?

- LESA will send an email to each evaluation committee member notifying them that their review is required.

Accessing RFP Event Review

- The RFP Event Review task can be accessed in several ways. The two main ways to access the task are 1) through the email notification that was sent; or 2) through the LESA dashboard.

  1. Accessing RFP Event Review through email

  - Open the email notification that was sent. Verify that the Task title in the email is 'RFP Event Review by Evaluation Committee'. Find System Reference at the bottom of the email and select 'Click Here'.

- You will be prompted to log into LESA. After you log in, LESA will bring you directly to the RFP Event Review task. Find the name of the RFP on the left side of the screen about halfway down, just below the SPA's name. Click on the name and then select 'Grade'.

2. Accessing RFP Event Review through LESA dashboard

▪ Log into LESA by navigating to http://louisiana.sourcing.ariba.com. After you log in, LESA will bring you to your dashboard. On the right side of your dashboard, below the calendar, locate the 'Needs Review' section. Find the task labeled RFP Event Review by Evaluation Committee and select it.

- LESA will bring you to the RFP Event Review task. Find the name of the RFP on the left side of the screen about halfway down, just below the SPA's name. Click on the name and then select 'Grade'.

Navigating the Grading Module

- There are two ways to evaluate proposals in LESA: 1) Grade by Participants; and, 2) Grade by Content. Grade by Participants is the default and will be automatically selected when you enter the grading module.

1. <u>Grade by Participants</u>

- This is the default method of evaluating proposals. Three proposers are shown at a time.

- Proposer's names are listed at the top of the table. The questions from the Proposer Questionnaire are listed on the left side of the table.

- Three proposers are shown at a time. If more than three proposers submitted a response to the RFP, you can change the proposers shown by clicking 'Select other Participants'.

Choose how you want to grade:

○ Grade by Content   ● Grade by Participants   ○ Grade Offline Using Excel

Participants: Office of State Procurement (Chris Wuchte), AJON Inc (Austin Bachman), Bachman and Associates (Austin Bachman) [Select Other Participants]

All Content   Filter∨   View: Gradable ∨   Update Total Points   ▦ | ≫

Name ↑	Overall Weight	AJON Inc ◑	Bachman and Associates ◑	Office of State Procurement ◑
▼ Totals ∨	100%			
▼ 15 Company Background and Experience ∨	13%			
			No Grade ∨ ◩⁺ For more than 25 years, the	

Select Participants

| Organization ∨ | | Search |

Participants

	Organization ↑	Contact Name
☐	CDR Maguire Inc	Tom Congdon
☐	CSRS Disaster Recovery Management, LLC	Lindsey Barbee
☐	Emergent Risk Solutions, LLC	Walter Nelson
☐	Hunt Guillot & Associates	Kim Powell
☐	Innovative Emergency Management, Inc.	Jennifer Menaker
☐	Tetra Tech, Inc	Alex Renaux
☐	Witt O'Brien's, LLC	Leads Compliance

Up to 3 participants can be graded at the same time

OK   Cancel

- The table can be enlarged by clicking the arrows at the top right of the table.

- Evaluation committee members read the question and then the proposer's response. Responses are evaluated against the question and the RFP Scope of Work, NOT compared to the other responses.

    o Responses may be text directly entered into LESA.

o   Responses also may be an attachment. To view responses entered as an attachment, select the file name and choose 'Download this attachment'.

	Overall Weight	AJON Inc	Bachman and Associates	Office of State Procurement
Name ↑				
▼ 10 Cover Letter ⌄				
10.1 A cover letter should be submitted on the Proposer's official business letterhead and should exhibit the Proposer's understanding and approach to the project. It should contain a summary of the Proposer's ability to perform the services described in the RFP and confirm that the Proposer is willing and able to perform those services and enter into a contract with the State. Attach the cover letter. ⌄		W Cover Letter.docx ⌄	Bachman and Associates - Cover Letter_ Download this attachment	W cover letter.docx ⌄
10.2 Person(s) authorized by the Proposer to contractually obligate the Proposer ⌄ ⬈				
10.3 Contact person for technical and contractual clarifications throughout the evaluation period ⌄ ⬈				

o   Some responses may be entered as text directly into LESA along with an accompanying attachment. The accompanying attachment can be viewed by clicking the 'view comments' symbol following the text response and then selecting the attachment to download it.

17.2.4 List any revelant certifications or licensures ⌄	2.5%	No Grade ⌄ Phd	No Grade ⌄ See attached.	No Grade ⌄ Forklift certified.

				No Grade ⌄
	2.5%	David has served as traffic program	emergencies(depending on the severity), Bachman and Associates has implemented enhanced	We specialize hurricanes and flooding

View Comments

The following are comments for this question/term. If   *More*

Comment ↑	Attachment
See attached.	Certificate Templates - AHampton.pdf

	2.5%			No Grade ⌄ hazmat certifie
⁄	10%			
	2.5%	Creed Bratton	Ashlee Hampton	Felicia Sonnie
	2.5%	No Grade ⌄	No Grade ⌄	No Grade ⌄

Done

2. Grade by Content

▪ Evaluation committee members can change to Grade by Content by selecting the radio button next to Grade by Content.

Grade Responses   Submit   Cancel   Save as Draft

Choose how you want to grade:

○ Grade by Content   ● Grade by Participants   ○ Grade Offline Using Excel

Participants: Office of State Procurement (Chris Wuchte), AJON Inc (Austin Bachman), Bachman and Associates (Austin Bachman) [Select Other Participants]

Proposed Staff   Filter∨   (Section 17 of 21) « Prev. | Next »   View: [All ∨]   [Update Total Points]   ⊞ ⌃

Name ↑	Overall Weight	AJON Inc	Bachman and Associates	Office of State Procurement
Operation Manager ∨				
17.1.1 Name ∨	2.5%	No Grade ∨ David Wallace	No Grade ∨ John Smith (PM) / Alissa Washington (OM)	No Grade ∨ Tom Ketterer

▪ This will open a dialogue box asking you to select the content to grade. The 'View' buttons for gradable proposal content are filled in blue. Make a selection.

Select Content to Grade

[Search content by name]   [Search]

▶ 1 Administrative and General Information		View
▶ 2 Scope of Work		View
▶ 3 Evaluation		View
▶ 4 Secretary of State Requirements		View
▶ 5 Proposal Guarantee		View
▶ 6 Performance Bond		View
▶ 7 Fidelity Bond Requirements		View
▶ 8 Insurance Requirements for Contractors		View
▶ 9 Qualifications for Proposer		View
▶ 10 Cover Letter		View
▶ 11 Compliance with Sample Contract		View
▶ 12 Outsourcing of Key Internal Controls		View
▶ 13 Use of Subcontractors		View
▶ 14 Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs		View
▶ 15 Company Background and Experience	11 ungraded	View
▶ 16 Approach and Methodology	6 ungraded	View
▶ 17 Proposed Staff	8 ungraded	View
▶ 18 Financial Proposal	1 ungraded	View
▶ 19 Electronic Vendor Payment Solution		View
▶ 20 Redacted Proposal		View

▪ You will be brought to the section header. Select either 'Next Gradable' or 'Next Ungraded'.

Choose how you want to grade:

◉ Grade by Content   ○ Grade by Participants   ○ Grade Offline Using Excel

15 Company Background and Experience [Select Another Content]

15 Company Background and Experience - Overall weight: 13%

72 of 117 items (not gradable, for viewing only)   < Prev. | Next >   Next Gradable >>   Next Ungraded >>

Grade Participant's Responses

Participants ↑	Grade
AJON Inc 🌓	
Bachman and Associates 🌓	
Office of State Procurement 🌓	

Filter Participants ...   Update Total Points

72 of 117 items (not gradable, for viewing only)   < Prev. | Next >   Next Gradable >>   Next Ungraded >>

▪ The question from the Proposer Questionnaire is listed above the table. Proposer's names are listed on the left of the table.

Choose how you want to grade:

◉ Grade by Content   ○ Grade by Participants   ○ Grade Offline Using Excel

15 Company Background and Experience > 15.1 Briefly describe the company's experience pro... [Select Another Content]
Question

15.1 Briefly describe the company's experience providing TSMO services in no more than 1 paragraph. It s desired that the company have at least 5 years of TSMO experience. - Overall weight: 2.5%

73 of 117 items (1 of 26 gradable items)   < Prev. | Next >   Next Gradable >>   Next Ungraded >>

Grade Participant's Responses

Proposer's Names

Participants ↑	Answer	Grade
AJON Inc 🌓	Our company has more than 20 years of TSMO experience. We have held and lost more than 14 contracts for such services. Our origins are in maritime navigations.	No Grade ⌄
Bachman and Associates 🌓	For more than 25 years, the Bachman and Associates has been a leader in using technology, coordinated management and operations strategies to deliver better transportation customer services throughout the United States. Bachman and Associates Transportation Systems Management and Operations (TSMO) Program Plan (TSMO Plan) documents the company's TSMO strategic vision, goals, current processes, and recommended actions. The purpose of the plan is to implement data-driven decisions to make the transportation network safer, more efficient, and more reliable over the next five (5) years.	No Grade ⌄
Office of State Procurement 🌓	Relevant experience: we have done data management for accidents for the state of Mississippi.	No Grade ⌄

Filter Participants ...

73 of 117 items (1 of 26 gradable items)   < Prev. | Next >   Next Gradable >>   Next Ungraded >>

- Proposal responses are in the second column of the table. Evaluation committee members read the question and then the proposer's response. Responses are evaluated against the question and the RFP Scope of Work, NOT compared to the other responses.
  - Responses may be text directly entered into LESA.

Choose how you want to grade:

◉ Grade by Content   ○ Grade by Participants   ○ Grade Offline Using Excel

15 Company Background and Experience > 15.1 Briefly describe the company's experience pro... [Select Another Content]

15.1 Briefly describe the company's experience providing TSMO services in no more than 1 paragraph. It s desired that the company have at least 5 years of TSMO experience. - Overall weight: 2.5%

73 of 117 items (1 of 26 gradable items) | < Prev. | Next > | Next Gradable >> | **Next Ungraded >>**

Grade Participant's Responses

Participants ↑	Answer	Grade
AJON Inc �”	Our company has more than 20 years of TSMO experience. We have held and lost more than 14 contracts for such services. Our origins are in maritime navigations.	No Grade ⌄
Bachman and Associates �”	For more than 25 years, the Bachman and Associates has been a leader in using technology, coordinated management and operations strategies to deliver better transportation customer services throughout the United States. Bachman and Associates Transportation Systems Management and Operations (TSMO) Program Plan (TSMO Plan) documents the company's TSMO strategic vision, goals, current processes, and recommended actions. The purpose of the plan is to implement data-driven decisions to make the transportation network safer, more efficient, and more reliable over the next five (5) years.	No Grade ⌄
Office of State Procurement �”	Relevant experience: we have done data management for accidents for the state of Mississippi.	No Grade ⌄

Filter Participants ...

73 of 117 items (1 of 26 gradable items) | < Prev. | Next > | Next Gradable >> | **Next Ungraded >>**

  - Responses also may be an attachment. To view responses entered as an attachment, select the file name and choose 'Download this attachment'.

Choose how you want to grade:

◉ Grade by Content   ○ Grade by Participants   ○ Grade Offline Using Excel

10 Cover Letter > 10.1 A cover letter should be submitted on the Pro... [Select Another Content]

10.1 A cover letter should be submitted on the Proposer's official business letterhead and should exhibit the Proposer's understanding and approach to the project. It should contain Proposer's ability to perform the services described in the RFP and confirm that the Proposer is willing and able to perform those services and enter into a contract with the State. Att

40 of 117 items (not gradable, for viewing only) | < Prev. | Next > | Next Gradable >>

Grade Participant's Responses

Participants ↑	Answer	
AJON Inc �”	📄 Cover Letter.docx ⌄	
Bachman and Associates �”	📄 Bachman and Associates - Cover Letter_	Download this attachment
Office of State Procurement �”	📄 cover letter.docx ⌄	

Filter Participants ...

40 of 117 items (not gradable, for viewing only) | < Prev. | Next > | Next Gradable >>

o Some responses may be entered as text directly into LESA along with an accompanying attachment. The accompanying attachment can be viewed by clicking the 'view comments' symbol following the text response and then selecting the attachment to download it.

17 Proposed Staff > 17.1 Program Manager & Operation Manager > 17.1.4 List any revelant certifications or licensures [Select Another Content]

17.1.4 List any revelant certifications or licensures - Overall weight: 2.5%

97 of 117 items (21 of 26 gradable items)   **Previous Ungraded <<**   << Prev. Gradable   < Prev. | Next >   Next (

Grade Participant's Responses

Participants ↑	Answer	Grade
AJON Inc	CPM, TBMO-C	No Grade ∨
Bachman and Associates	See attached.	No Grade ∨
Office of State Procurement	hazmat certified	No Grade ∨

Filter Participants ...

97 of 117 items (21 of 26 gradable items)   **Previous Ungraded <<**   << Prev. Gradable   < Prev. | Next >   Next (

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sures - Overall weight: 2.5%

radable items)   Previous Ungraded <<   << Prev. Gradable   < Prev. | Next >

View Comments

The following are comments for this question/term. If you have   *More*

Comment ↑	Attachment
See attached.	Certificate Operations and Program Mgrs.pdf

Done

No Grade ∨

No Grade ∨

No Grade ∨

radable items)   Previous Ungraded <<   << Prev. Gradable   < Prev. | Next >

▪ Use the buttons to navigate between different questions.

Choose how you want to grade:

○ Grade by Content   ○ Grade by Participants   ○ Grade Offline Using Excel

16 Approach and Methodology > 16.1 Describe implementation procedures for the LMS. [Select Another Content]

16.1 Describe implementation procedures for the LMS. - Overall weight: 5%

86 of 117 items (12 of 26 gradable items) | Previous Ungraded << | << Prev. Gradable | < Prev. | | Next > | Next Gradable >> | Next Ungraded >> |

Grade Participant's Responses

Participants ↑	Answer	Grade
AJON Inc	The LMS is incredibly easy to implement. You start the software and it just works. :-)	No Grade ∨
Bachman and Associates	Bachman and Associates Learning Management System (LMS) was strategically constructed and has been implemented to enable LaDOT to offer training to its staff and stakeholders anytime, anywhere. The LMS may include a variety of learning media in each course, including video, presentations, quizzes, and more. This would enable training for new employees, recurrent skills training as well as training to support career development.	No Grade ∨
Office of State Procurement	We develop import all data and get it clean. Then will develop the training for it.	No Grade ∨

Filter Participants ...

86 of 117 items (12 of 26 gradable items) | Previous Ungraded << | << Prev. Gradable | < Prev. | | Next > | Next Gradable >> | Next Ungraded >> |

Downloading or Printing Proposals

▪ Evaluation committee members may want to download or print proposals. This can be done by entering the grading module (see Accessing RFP Event Review) and selecting 'Grade Offline Using Excel'.

Grade Responses   Submit Cancel Save as Draft

Choose how you want to grade:

○ Grade by Content   ● Grade by Participants   ○ Grade Offline Using Excel

Participants: Office of State Procurement (Chris Wuchte), AJON Inc (Austin Bachman), Bachman and Associates (Austin Bachman) [Select Other Participants]

Proposed Staff Filter∨   (Section 17 of 21) « Prev. | Next » View: All ∨ Update Total Points

Name ↑	Overall Weight	AJON Inc	Bachman and Associates	Office of State Procurement
Operation Manager ∨				
17.1.1 Name ∨	2.5%	No Grade ∨ / David Wallace	No Grade ∨ / John Smith (PM) / Alissa Washington (OM)	No Grade ∨ / Tom Ketterer
17.1.2 Years of experience with TSMO services ∨	2.5%	No Grade ∨ / 25	No Grade ∨ / 27	No Grade ∨ / 22

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- Select the proposals you wish to download or print.

Grade Responses   Submit

Choose how you want to grade:

○ Grade by Content   ○ Grade by Participants   ● Grade Offline

You can use Microsoft Excel to grade supplier responses offline. You can choose to export the gradable content only, or export the gradable and non-gradable co

Step 1. ☑ Download gradable content only.

Step 2. Select participants

Participants

☑	Organization ↑	Contact	Last Export Date
☑	AJON Inc	Austin Bachman	
☑	Bachman and Associates	Austin Bachman	
☑	Office of State Procurement	Chris Wuchte	

Step 3. Click here to download your RFP for grading in an Excel spreadsheet.
Skip this step if you want to import a previously downloaded file.

Click to download existing supplier attachments in a Zip file.
Skip this step if you do not want to work with supplier attachments.

Step 4. Edit the Excel Spreadsheet and save the file to your computer.

Step 5. Click Browse and locate the saved Excel file on your computer.

- To download proposal responses entered as text directly into LESA, select 'Click here to download your RFP for grading in an Excel spreadsheet'. LESA will export all responses selected into an Excel spreadsheet.

- Proposals responses will also likely include attachments. To download attachments, select 'Click to download existing supplier attachments in a Zip file'.

Choose how you want to grade:

◯ Grade by Content ◯ Grade by Participants ⦿ Gra

You can use Microsoft Excel to grade supplier responses offline. You can choose to export the gradable content only, or export the gradable and non

Step 1. ☑ Download gradable content only.

Step 2. Select participants

Participants

	Organization ↑	Contact	Last Export Date
☐	AJON Inc	Austin Bachman	9/12/2022 1:44 PM
☐	Bachman and Associates	Austin Bachman	9/12/2022 1:44 PM
☐	Office of State Procurement	Chris Wuchte	9/12/2022 1:44 PM

Step 3. Click here to download your RFP for grading in an Excel spreadsheet.
Skip this step if you want to import a previously downloaded file.

Click to download existing supplier attachments in a Zip file.
Skip this step if you do not want to work with supplier attachments.

- On the next screen, select the proposers whose attachments you want to download. Then select the sections you want to download. To download all proposer attachments, select the top box. Alternatively, you can select individual sections.

Download Attachments   **Done**

Choose participants and items for which you need to download the attachments. The amount of time it takes to download is proportional to the total number and total size of the attachments.

Selected Attachments Summary   **Download Attachments**

Total Size (MB):	1.31	Selected Participants:	3
Max Size (MB):	0.54	Selected Items:	95
Total Number:	15		

Selected Participants

	Participant	Contact	Number of Attachments	Max Size (MB)	Total Size (MB)
☑	Office of State Procurement	Chris Wuchte	3	0.01	0.03
☑	Bachman and Associates	Austin Bachman	6	0.54	1.07
☑	AJON Inc	Austin Bachman	6	0.10	0.20

Selected Items

	Title
☑	Totals
☑	1 Administrative and General Information
☑	1.2 Administrative and General Information
☑	1.3 Purpose
☑	1.4 Goals and Objectives
☑	1.5 Term of Contract
☑	1.6 Definitions and Acronyms
☑	1.7 Schedule of Events

- Selected Attachments Summary towards the top of the page will show how many attachments will be downloaded. Select Download Attachments to download the selected attachments into a Zip file.

Download Attachments   Done

Choose participants and items for which you need to download the attachments. The amount of time it takes to download is proportional to the total number and total size of the attachments.

Selected Attachments Summary   Download Attachments

Total Size (MB):   1.31   Selected Participants: 3
Max Size (MB):   0.54   Selected Items: 95
Total Number: 15

Selected Participants

	Participant	Contact	Number of Attachments	Max Size (MB)	Total Size (MB)
✓	Office of State Procurement	Chris Wuchte	3	0.01	0.03
✓	Bachman and Associates	Austin Bachman	6	0.54	1.07
✓	AJON Inc	Austin Bachman	6	0.10	0.20

Selected Items

	Title
✓	Totals

- When you have finished downloading proposals and attachments, you can exit in a couple ways. To remain in the grading module, change the radio button to 'Grade by Content' or 'Grade by Participants'. Alternatively, you can select 'Cancel' to exit the grading module. Do NOT select 'Submit' as this will submit your evaluation, even if you have not yet completed it.

Grade Responses   Submit   Cancel   Save as Draft

Choose how you want to grade:

( ) Grade by Content   ( ) Grade by Participants   (●) Grade Offline Using Excel

You can use Microsoft Excel to grade supplier responses offline. You can choose to export the gradable content only, or export the gradable and non-gradable content into the same Microsoft Excel file.   More

Step 1. ✓ Download gradable content only.

Step 2. Select participants

Participants

	Organization ↑	Contact	Last Export Date	Last Import Date
	AJON Inc	Austin Bachman	9/12/2022 1:44 PM	
	Bachman and Associates	Austin Bachman	9/12/2022 1:44 PM	
	Office of State Procurement	Chris Wuchte	9/12/2022 1:44 PM	

Evaluating Proposals

- Evaluation committee members evaluate proposals on a per question basis by reading the response and any attachments for each question. Grades are assigned by selecting the dropdown and selecting a percentage. For guidance, consult the Evaluation Methodology for your RFP. (See Accessing Evaluation Methodology)

	Overall Weight	AJON Inc ⏺	Bachman and Associates ⏺
Name ↑			
▼ Totals ⌄	100%		
▼ 15 Company Background and Experience ⌄	13%		
15.1 Briefly describe the company's experience providing TSMO services in no more than 1 paragraph. It s desired that the company have at least 5 years of TSMO experience. ⌄	2.5%	No Grade ⌄ [No Grade / 0% / 10% / 20% / 25% / 30% / 40% / 50% / 60% / 70% / 75% / 80% / 90% / 100%]	No Grade ⌄ For more than 25 years, the Bachman and Associates has been a leader in using technology, coordinated management and operations strategies to deliver better transportation customer services throughout the United States. Bachman and Associates Transportation Systems Management and Operations (TSMO) Program Plan (TSMO Plan) documents the company's TSMO strategic vision, goals, current processes, and recommended actions. The purpose of the plan is to implement data-driven decisions to make the transportation network safer, more efficient, and more reliable over the next five (5) years.
			No Grade ⌄ B&A has the ability to support and promote the "Open Roads Agreement" outlined in La. R.S. 32:151, which include the following: •assist incident and emergency response

(%) indicates system score

Submit

- Comments should be entered to explain the rationale for your chosen grade. This is done by clicking the 'Add grading comment and optional attachment' symbol and entering a comment.

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All Content Filter˅

Name ↑	Overall Weight	AJON Inc ☽	Bachman and Associates ☽
▼ **Totals** ˅	100%		
▼ 15 **Company Background and Experience** ˅	13%		
15.1 Briefly describe the company's experience providing TSMO services in no more than 1 paragraph. It s desired that the company have at least 5 years of TSMO experience. ˅	2.5%	No Grade ˅ ◳⁺ Our company has more than 20 years of TSMO experience. We have held and lost more than 14 contracts for such services. Our origins are in maritime navigations.	◳⁺ No Grade ˅ For more than 25 years, the Bachman and Associates has been a leader in using technology, coordinated management and operations strategies to deliver better transportation customer services throughout the United States. Bachman and Associates Transportation Systems Management and Operations (TSMO) Program Plan (TSMO Plan) documents the company's TSMO strategic vision, goals, current processes, and recommended actions. The purpose of the plan is to implement data-driven decisions to make the transportation network safer, more efficient, and more reliable over the next five (5) years.
			◳⁺ No Grade ˅ B&A has the ability to support and

Add/Edit Comment   OK   Cancel

Comment: * [G]

Attachment: Attach a file˅

OK   Cancel

- If you need a break during evaluation, select 'Save as Draft' to save your progress.

- A grade must be entered for each response. A comment should be entered for each response. When you have graded all responses, select 'Submit' to submit your individual evaluation.

Accessing Evaluation Methodology

- The Evaluation Methodology document includes information on how proposals will be evaluated and scored. To access the document from the grading module, select 'Cancel' to return to the Sourcing Project.

- Select the name of the RFP near the top left of the screen.

- Select the Documents tab.

- Open the Evaluation Documents and Award Recommendation folder by clicking the triangle next to the folder name.

- Click the icon next to 'RFP Evaluation Methodology' to download the document.