

# **Evaluating Proposals – RFP Event Review**

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## 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.

□ Email Review <s4approval-prod3+louisiana@ansmtp.ariba.com> |  Austin Bachman 8:35 AM

Review required - RFP for TBMO - Training for OSP: RFP Event Review by Evaluation Committee 

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**EXTERNAL EMAIL:** Please do not click on links or attachments unless you know the content is safe.

Review required - RFP for TBMO - Training for OSP: RFP Event Review by Evaluation Committee | WS364487330

**Task title:** RFP Event Review by Evaluation Committee

**Task description:** 1) Evaluation Committee will access the event to review and analyze supplier responses individually.

2) Consensus Scoring Meeting is then held.

**Action:** Complete Review.

If your review contains revisions to any document(s), [Click Here](#) to complete this task in LESA.

If you have no revisions, you may complete the review in LESA or [Click Here](#) to complete this review via email.

This email is being sent to you because you are a reviewer of a document that has been submitted for review.

---

This email originated from the Ariba system used by State of Louisiana and was originally sent to: [austin.bachman@la.gov](mailto:austin.bachman@la.gov)

System Reference: [Click Here](#) to access the system.

## 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'.

□ Email Review <s4approval-prod3+louisiana@ansmtp.ariba.com> |  Austin Bachman 8:35 AM  
Review required - RFP for TBMO - Training for OSP: RFP Event Review by Evaluation Committee

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

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This email originated from the Ariba system used by State of Louisiana and was originally sent to: [austin.bachman@la.gov](mailto:austin.bachman@la.gov)

System Reference: [Click Here](#) to access the system.

- 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'.

## Review Task

Exit

The document below has been submitted for review. To view documents, click the document link to open or download [More](#)

[RFP for TBMO - Training for OSP](#) / [Solicitation](#) / [RFP](#) / [RFP Event Review by Evaluation Committee](#)

TSK364489306 RFP Event Review by Evaluation Committee Round 1: Awaiting Response(s) ⓘ

- 1) Evaluation Committee will access the event to review and analyze supplier responses individually.
- 2) Consensus Scoring Meeting is then held.

Austin Bachman

RFP for TBMO - Training or OSP 1

Action

Grade 2

Monitor

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.

Complete Review ⓘ

[Properties](#) [Task History](#) [Review Flow](#)

## 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.

### My Documents

Title	Date ↓	Status
Testing 123	8/2/2022	Pending Selection
Testing12	8/2/2022	Draft
Testing	8/2/2022	Draft
New Computer System - Training - AK	7/19/2022	Draft
New Computer System - Training - AJ	7/19/2022	Draft
New Computer System - Training - AI	7/19/2022	Draft Amendment

[View All](#)

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### Watched Projects

Name
New Computer System - Training - AH
New Computer System - Training - AG
In-Depth Sourcing Request Demo
In-Depth Sourcing Project 4.7.22
In-Depth CW 4.7.22
RFP for Installment Purchase Market (IPM)

### To Do

Date ↓	Status	Title
<a href="#">View All</a>		

---

### September 2022

M	T	W	T	F	S/S
			1	2	3/4
5	6	7	8	9	10/11
12 (Today)	13	14	15	16	17/18
19	20	21	22	23	24/25
26	27	28	29	30	

---

### To Do This Week

No items

Needs Review (2)

RFP Event Review by Evaluation Committee (RFP for TBMO - Training for OSP)

- 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'.

## Review Task

Exit

The document below has been submitted for review. To view documents, click the document link to open or download [More](#)

[RFP for TBMO - Training for OSP](#) / [Solicitation](#) / [RFP](#) / [RFP Event Review by Evaluation Committee](#)

TSK364489306 RFP Event Review by Evaluation Committee Round 1: Awaiting Response(s) ⓘ

- 1) Evaluation Committee will access the event to review and analyze supplier responses individually.
- 2) Consensus Scoring Meeting is then held.

Austin Bachman

RFP for TBMO - Training or OSP 1

Action

Grade 2

Monitor

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.

[Complete Review](#) ⓘ

[Properties](#) [Task History](#) [Review Flow](#)

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

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]

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%			
15.1 Briefly describe the company's experience providing TSMO services in no more than 1 paragraph. It is desired that the company have at least 5 years of TSMO experience.	2.5%	No Grade	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	No Grade Relevant experience: we have done data management for accidents for the

- 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.

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%			
Question 15.1 Briefly describe the company's experience providing TSMO services in no more than 1 paragraph. It is desired that the company have at least 5 years of TSMO experience.	2.5%	No Grade	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	No Grade Relevant experience: we have done data management for accidents for the state of Mississippi.

- 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

	Overall Weight	AJON Inc	Bachman and Associates	Office of State Procurement
<b>Totals</b>	100%			
15 <b>Company Background and Experience</b>	13%			
			<input type="text" value="No Grade"/>	

### Select Participants

Organization v  Search

#### Participants

<input type="checkbox"/>	Organization ↑	Contact Name
<input type="checkbox"/>	CDR Maguire Inc	Tom Congdon
<input type="checkbox"/>	CSRS Disaster Recovery Management, LLC	Lindsey Barbee
<input type="checkbox"/>	Emergent Risk Solutions, LLC	Walter Nelson
<input type="checkbox"/>	Hunt Guillot & Associates	Kim Powell
<input type="checkbox"/>	Innovative Emergency Management, Inc.	Jennifer Menaker
<input type="checkbox"/>	Tetra Tech, Inc	Alex Renaux
<input type="checkbox"/>	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.

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](#)



	Overall Weight	AJON Inc	Bachman and Associates	Office of State Procurement
Name ↑				
▼ Totals ▾	100%			
▼ 15 Company Background and Experience ▾	13%			
			No Grade ▾ For more than 25 years, the Bachman and Associates has been a leader in using technology, coordinated	

- 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.

All Content [Filter](#) ▾

View: [Gradable](#) ▾

[Update Total Points](#)



	Overall Weight	AJON Inc	Bachman and Associates	Office of State Procurement
Name ↑				
▼ 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 ▾ Relevant experience: we have done data management for accidents for the state of Mississippi.

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

The screenshot shows a table of responses. The first row is expanded to show details for item '10 Cover Letter'. The text in this row includes instructions for submitting a cover letter. To the right of the text, there are two file attachments: 'Cover Letter.docx' and 'Bachman and Associates - Cover Letter.docx'. A red box highlights the second attachment, and a tooltip with the text 'Download this attachment' is visible over it.

- 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.

The screenshot shows a table of responses. The first row is for item '17.2.4 List any relevant certifications or licensures'. The response text includes 'Phd' and 'Forklift certified.'. A red box highlights a 'See attached.' link with a document icon.

The screenshot shows a 'View Comments' dialog box. The text inside says 'The following are comments for this question/term. If More'. Below this, there is a list of comments. The first comment is 'Attachment'. The second comment is 'See attached.' followed by a link to 'Certificate Templates - AHampton.pdf'. A red box highlights this link. At the bottom of the dialog is a blue 'Done' button.

## 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](#) v

(Section 17 of 21) [« Prev.](#) | [Next »](#) View: [All](#) v [Update Total Points](#) [⌵](#) [⌶](#)

Name ↑	Overall Weight	AJON Inc ⓘ	Bachman and Associates ⓘ	Office of State Procurement ⓘ
<a href="#">Operation manager</a> v				
17.1.1 <a href="#">Name</a> v	2.5%	<a href="#">No Grade</a> v <a href="#">+</a> David Wallace	<a href="#">No Grade</a> v <a href="#">+</a> John Smith (PM) / Alissa Washington (OM)	<a href="#">No Grade</a> v <a href="#">+</a> 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

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

- 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... [\[Select Another Content\]](#)

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	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_ <span>Download this attachment</span>
Office of State Procurement ⓘ	cover letter.docx ▾

Filter Participants ...

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

- 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 relevant certifications or licensures [Select Another Content]

17.1.4 List any relevant 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 >>](#)

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

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

### View Comments

The following are comments for this question/term. If you have [More](#)

Comment ↑	Attachment
See attached.	<a href="#">Certificate Operations and Program Mgrs.pdf</a>

[Done](#)

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

### 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 ▾

86 of 117 items (12 of 26 gradable items)

## 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

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

(Section 17 of 21)   View:

	Overall Weight	AJON Inc ⓘ	Bachman and Associates ⓘ	Office of State Procurement ⓘ
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

- 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 content.

Step 1.  Download gradable content only.

Step 2. Select participants

#### Participants

<input checked="" type="checkbox"/>	Organization ↑	Contact	Last Export Date
<input checked="" type="checkbox"/>	AJON Inc	Austin Bachman	
<input checked="" type="checkbox"/>	Bachman and Associates	Austin Bachman	
<input checked="" type="checkbox"/>	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 Review 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.

## Grade Responses

Submit

Choose how you want to grade:

Grade by Content  Grade by Participants  Grade by Attachment

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.

Step 1.  Download gradable content only.

Step 2. Select participants

### Participants

<input checked="" type="checkbox"/>	Organization ↑	Contact	Last Export Date
<input checked="" type="checkbox"/>	AJON Inc	Austin Bachman	
<input checked="" type="checkbox"/>	Bachman and Associates	Austin Bachman	
<input checked="" type="checkbox"/>	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.

- 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

Grade by Attachments

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

<input type="checkbox"/>	Organization ↑	Contact	Last Export Date
<input type="checkbox"/>	AJON Inc	Austin Bachman	9/12/2022 1:44 PM
<input type="checkbox"/>	Bachman and Associates	Austin Bachman	9/12/2022 1:44 PM
<input type="checkbox"/>	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  
Max Size (MB): 0.54  
Total Number: 15

Selected Participants: 3  
Selected Items: 95

Selected Participants

<input checked="" type="checkbox"/>	Participant	Contact	Number of Attachments	Max Size (MB)	Total Size (MB)
<input checked="" type="checkbox"/>	Office of State Procurement	Chris Wuchte	3	0.01	0.03
<input checked="" type="checkbox"/>	Bachman and Associates	Austin Bachman	6	0.54	1.07
<input checked="" type="checkbox"/>	AJON Inc	Austin Bachman	6	0.10	0.20

Selected Items

<input checked="" type="checkbox"/>	Title
<input checked="" type="checkbox"/>	Totals
<input checked="" type="checkbox"/>	1 Administrative and General Information
<input checked="" type="checkbox"/>	1.2 Administrative and General Information
<input checked="" type="checkbox"/>	1.3 Purpose
<input checked="" type="checkbox"/>	1.4 Goals and Objectives
<input checked="" type="checkbox"/>	1.5 Term of Contract
<input checked="" type="checkbox"/>	1.6 Definitions and Acronyms
<input checked="" type="checkbox"/>	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  
 Max Size (MB): 0.54  
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<input checked="" type="checkbox"/>	AJON Inc	Austin Bachman	6	0.10	0.20

Selected Items

<input checked="" type="checkbox"/>	Title
<input checked="" type="checkbox"/>	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

<input type="checkbox"/>	Organization ↑	Contact	Last Export Date	Last Import Date
<input type="checkbox"/>	AJON Inc	Austin Bachman	9/12/2022 1:44 PM	
<input type="checkbox"/>	Bachman and Associates	Austin Bachman	9/12/2022 1:44 PM	
<input type="checkbox"/>	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)

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 ▼ 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.

	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%	<p>No Grade ▼ </p> <p>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.</p>	<p>No Grade ▼ </p> <p>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.</p>
			<p>No Grade ▼ </p> <p>P&amp;A has the ability to support and</p>

Add/Edit Comment

OK

Cancel

Comment: \*

Attachment: [Attach a file](#) v

OK

Cancel

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

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%			
15.1 <a href="#">Briefly describe the company's experience providing</a>		No Grade ▼ Our company has more than 20 years of TEMO	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	No Grade ▼ Relevant

(%) indicates system score

- 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.

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%			
15.1 <a href="#">Briefly describe the company's experience providing</a>		No Grade ▼ Our company has more than 20 years of TEMO	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	No Grade ▼ Relevant

(%) indicates system score

## 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.

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) [\[Select Other Participants\]](#)

All Content [Filter](#) View: [Gradable](#) [Update Total Points](#) [Grid](#) [Dropdown](#)

Name ↑	Overall Weight	AJON Inc	Bachman and Associates	Office of State Procurement
▼ Totals ▼	100%			
▼ 15 Company Background and Experience ▼	13%		No Grade ▼	

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

### Review Task Exit

The document below has been submitted for review. To view documents, click the document link to open or download them. If you are a reviewer, you can complete this task by [More](#)

[RFP for TBMO - Training for OSP](#) / [Solicitation](#) / [RFP](#) / [RFP Event Review by Evaluation Committee](#)

#### TSK364489306 RFP Event Review by Evaluation Committee Round 1: Awaiting Response(s)

- 1) Evaluation Committee will access the event to review and analyze supplier responses individually.
- 2) Consensus Scoring Meeting is then held.

**Austin Bachman**

[RFP for TBMO - Training for OSP](#)

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.

Complete Review

- Select the Documents tab.

RFP for TBMO - Training for OSP

Sourcing Project

ID WS364487330  
 Tasks: Incomplete Tasks: 7  
 Current Phase: Solicitation  
 Next Milestone: OSP Award Concurrence

Overview
Documents
Tasks
Team
Message Board
Event Messages
History

Show: (Any Status) Required/Optional (Any Owner)

RFP for TBMO - Training for OSP Actions

Name	Document	Owner	Status	Due Date
▶ ✓ Requirements Gathering		Project Owner	Complete	05/27/2022
✓ OSP Review of RFP Documents *	RFP Documents	Takisha Elliott	Reviewed	05/26/2022
▼ "▶ Solicitation		Project Owner	In Progress	06/08/2022
▼ "▶ RFP		Project Owner	In Progress	06/08/2022
✓ Define and Create RFP *	RFP for TBMO - Training for OSP (v1/3)	Takisha Elliott	Complete	

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

RFP for TBMO - Training for OSP

Sourcing Project

ID WS364487330  
 Tasks: Incomplete Tasks: 7  
 Current Phase: Solicitation  
 Next Milestone: OSP Award Concurrence

Overview
Documents
Tasks
Team
Message Board
Event Messages
History

RFP for TBMO - Training for OSP Show Details Actions

Name	Owner	Status
▶ □ RFP Documents	Project Owner	
▶ □ COA Docs	Project Owner	
▶ □ PST	Project Owner	
▶ □ Sourcing Request RFP Documents	Project Owner	
▶ □ RFP for TBMO - Training for OSP	Takisha Elliott	Pending Selection
▶ □ LaPAC and Advertisement	Project Owner	
▶ □ Questions and Answers	Project Owner	
▶ □ Project Documents	Project Owner	
▶ □ Evaluation Documents and Award Recommendation	Project Owner	
▶ □ Miscellaneous Documents	Project Owner	

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

## RFP for TBMO - Training for OSP

Sourcing Project

ID: WS364487330  
 Tasks: [Incomplete Tasks: 7](#)  
 Current Phase: Solicitation  
 Next Milestone: OSP Award Concurrence

Overview
Documents
Tasks
Team
Message Board
Event Messages
History

RFP for TBMO - Training for OSP Show Details Actions ▾ ☰ ☰

Name	Owner	Status
▶ <span style="border: 1px solid #ccc; padding: 2px;">RFP Documents</span> ▾	Project Owner	
▶ <span style="border: 1px solid #ccc; padding: 2px;">COA Docs</span> ▾	Project Owner	
▶ <span style="border: 1px solid #ccc; padding: 2px;">PST</span> ▾	Project Owner	
▶ <span style="border: 1px solid #ccc; padding: 2px;">Sourcing Request RFP Documents</span> ▾	Project Owner	
<span style="border: 1px solid #ccc; padding: 2px;">RFP</span> RFP for TBMO - Training for OSP ▾	Takisha Elliott	Pending Selection
▶ <span style="border: 1px solid #ccc; padding: 2px;">LaPAC and Advertisement</span> ▾	Project Owner	
▶ <span style="border: 1px solid #ccc; padding: 2px;">Questions and Answers</span> ▾	Project Owner	
▶ <span style="border: 1px solid #ccc; padding: 2px;">Project Documents</span> ▾	Project Owner	
▾ <span style="border: 1px solid #ccc; padding: 2px;">Evaluation Documents and Award Recommendation</span> ▾	Project Owner	
<span style="border: 1px solid #ccc; padding: 2px;">W</span> Committee Member Conflict of Interest ▾	Project Owner	Published
<span style="border: 2px solid orange; padding: 2px;">W</span> RFP Evaluation Methodology ▾	Project Owner	Published
▶ <span style="border: 1px solid #ccc; padding: 2px;">Award Recommendation</span> ▾	Project Owner	