

RFP Award Concurrence Checklist (for LaGov and ProAct RFPs)

- Copy of published RFP and all published addenda.
 - a. Proof of OSP Approval to Publish the RFP.
 - b. Proof of PST review of the RFP and PST Technology Form, if applicable
 - c. Proof of OSP Approval to Publish all addenda including but not limited to; administrative, questions and answers, and revisions to the RFP documents, if applicable.

- Copy of Evaluation Tool and proof of approval by OSP.

- Proof of Advertisement in **all** of the following:
 - a. Two newspapers -The Advocate (the official journal of the state) **and** in one or more newspapers of general circulation in the state (at least once);
 - b. Electronic notification in LaPAC in accordance with R.S. 39:1595 B(4);
 - c. Proposers known to be in a position to furnish such services (including incumbent contractors, previous proposers, and RFI respondents); and
 - d. Board of Regents notification for RFPs 100% federally funded.

- Technical Evaluation: Strength and Weakness Worksheet with each evaluation category and breakdown of Technical score.

- Hudson/Veteran Evaluation: Hudson/Vet Worksheet for each Proposer who is Hudson or Veteran certified or using subcontractors who are Hudson or Veteran certified.
 - a. Confirm Hudson/Veteran certification on LED website at:
<https://smallbiz.louisianaeconomicdevelopment.com/>

- Cost Evaluation: Worksheet with formulas showing how cost was calculated.

- Summary of Scores: Document with Technical, Hudson/Vet, and Cost scores with ranking of each proposal. Document shall be signed by each member of the evaluation committee.

- Draft Intent to Award and Regret Letters. Sample Letters can be found by clicking on the letter below.
 - a. [Intent to Award Letter](#)
 - b. [Regret Letter](#)

- [Selection Memorandum](#) signed by agency head, which should include details regarding the procurement and evaluation process (*revised 9/6/2018*)

- Winning proposal(s), both technical and cost proposals.

- Technical and cost proposals from all proposers.