

Office of State Procurement  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

May 5, 2020

**ADDENDUM NO. 01**

Your reference is directed to Solicitation Number 3000014938 for the Request for Proposal (RFP) for Design and Operate a Coastwide Nutria Control Program for the Louisiana Department of Wildlife and Fisheries, which is scheduled to open at 10:00 A.M. (CT) on May 20, 2020.

**The following changes are to be made to the referenced solicitation:**

**Refer to RFP Section 1.7 Proposal Submittal, Paragraph 3**

**Revised to read:** All proposals shall be received in either hard copy (printed) form or USB flash drive by the Office of State Procurement no later than the date and time shown in the Schedule of Events.

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**Refer to RFP Section 1.7 Proposal Submittal, Last Paragraph**

**Revised to read:**

Any proposer who would like to view the opening of this proposal can access the following link, at the date and time of this proposal opening: <https://doa-ospla.zoom.us/j/2697438343>

This link will provide live audio and video access to this proposal opening. The link will be live at 9:55 AM CT on the date of proposal opening.

**ONLY THE NAME OF THE PROPOSERS SUBMITTING PROPOSALS SHALL BE IDENTIFIED ALOUD. NO OTHER INFORMATION CONTAINED IN THE PROPOSAL SHALL BE RELEASED OR DISCLOSED.**

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**Refer to RFP Section 1.8 Proposal Response Format, Last Paragraph**

**Revised to read:** If submitting by hard copy (printed) the Financial Proposal should be packaged and sealed separately from the Technical Proposal and should be clearly marked as "FINANCIAL PROPOSAL". If submitting by USB flash drive, the Financial Proposal should be a separate file from the Technical Proposal and should be clearly marked as "Financial Proposal".

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**Refer to RFP Section 1.9 Number of Response Copies**

**Delete in its entirety and replace with the following language:**

Each Proposer shall submit one (1) signed original response. Electronic or digital signatures are acceptable. Scanned signatures are acceptable.

If submitting by hard copy (printed) form, each Proposer should submit the following:

- Three (3) additional copies of the proposal
- One (1) redacted copy of proposal, if applicable (See Section 1.11 of this RFP)

- One (1) “searchable” electronic copy of proposal on two (2) separate USB flash drives. The searchable electronic copy should be provided as one (1) file.
- One (1) electronic redacted copy of proposal on a USB flash drive, if applicable (See Section 1.11 of this RFP). The electronic redacted copy should be provided as one (1) file.

If submitting by USB flash drive, each Proposer should submit the following:

- One (1) “searchable” electronic copy of the technical proposal on four (4) separate USB flash drives. The searchable electronic copy should be provided as one (1) file.
- One (1) electronic copy of the financial proposal on two (2) separate USB flash drives.
- One (1) electronic redacted copy of the proposal on a USB flash drive, if applicable (See Section 1.11 of this RFP). The electronic redacted copy should be provided as one (1) file.

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The Proposer’s written inquiries received by the inquiry deadline date of April 27, 2020 and the State’s responses are included on attached page 3.

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**THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION.**

**ACKNOWLEDGEMENT:** If you have already submitted your proposal and this Addendum does not cause you to revise your proposal, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement by mail to: Office of State Procurement, P. O. Box 94095, Baton Rouge, LA 70804-9095, by hand delivery to: 1201 N. 3<sup>rd</sup> Street, Ste. 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an acknowledgement shall not relieve the proposer from complying with the terms of its proposal.

Addendum Acknowledged/No changes:

For: \_\_\_\_\_ By: \_\_\_\_\_

**REVISION:** If you have already submitted your proposal and this Addendum requires you to revise your proposal, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to proposal opening by mail to: Office of State Procurement, P. O. Box 94095, Baton Rouge, LA 70804-9095, or by hand delivery or courier to: 1201 N. 3<sup>rd</sup> Street, Ste. 2-160, Baton Rouge, LA 70802, and indicate the file number and the proposal opening date and time on the outside of the envelope for proper identification, or by fax to: (225) 342-9756. Electronic transmission other than by fax are not being accepted at this time.

**Revisions received after proposal opening shall not be considered and you shall be held to your original proposal.**

Revision: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For: \_\_\_\_\_ By: \_\_\_\_\_

By: Andrew Guzzardo

Office of State Procurement  
Telephone No. 225-342-8040  
Email: andrew.guzzardo@la.gov

**WRITTEN INQUIRIES**  
**Request for Proposal (RFP) for Design and Operate a Coastwide Nutria Control Program for the**  
**Louisiana Department of Wildlife and Fisheries**  
**SOLICITATION NUMBER 3000014938**

**Question 1.** Can proposals still be hand delivered to:

Office of State Procurement  
Claiborne Building  
1201 North 3<sup>rd</sup> St.  
Suite 2-16-  
Baton Rouge, LA 70802

Or is that building closed. If proposals can be hand delivered, should we call to make an appointment?  
And if so, who would we call?

**Answer:** Proposals can still be hand delivered to the Claiborne Building. Check in with the Security Desk and someone with the Office of State Procurement will meet you at the Security Desk to receive the proposal. No appointment is necessary.