



# LOUISIANA DEPARTMENT OF EDUCATION

**May 28, 2020**

## **ADDENDUM NO. 2**

Your reference is directed to RFP #678 PUR-3000014582, which has a deadline for the submission of proposals of June 8, 2020 at 2:00 PM CT.

### **THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED REQUEST FOR PROPOSALS.**

**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: Louisiana Department of Education, C/O Nicole Wilson, Appropriation Control, P. O. Box 94064, Baton Rouge, LA 70804-9064, by hand delivery to: 1201 N. 3rd Street, Ste. 5-242, Baton Rouge, LA 70802 and indicate the file number and the bid opening date and time on the outside of the envelope for proper identification. You may also submit this, or any other addendum acknowledgment, via the FTP site using the instructions for uploading documents to the FTP site as set forth in the addendum, and the file should be named "RFP#678PUR-3000014257 Acknowledgment – [Proposer Name]. 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: Louisiana Department of Education, C/O Nicole Wilson, Appropriation Control, P. O. Box 94064, Baton Rouge, LA 70804-9064, by hand delivery to: 1201 N. 3rd Street, Ste. 5-242, Baton Rouge, LA 70802 and indicate the file number and the bid opening date and time on the outside of the envelope for proper identification. You may also submit revisions via the FTP site using the instructions for uploading documents to the FTP site as set forth in the addendum, and the file should be named "RFP#678PUR-3000014257 Revisions – [Proposer Name]. The State reserves the right to request a completed Acknowledgement at any time. Revisions received after proposal opening shall not be considered and you shall be held to your original proposal.

Revision:

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



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Educational Training & Direct Support for Families of Children & Youth with Disabilities  
Posted May 28, 2020**

The following changes are hereby made to the referenced solicitation:

## **1.7 Proposal Submittal**

Firms or individuals who are interested in providing services requested under this RFP must submit a proposal containing the mandatory information specified the section on or before the date and time specified in the Schedule of Events. Proposers must submit their proposals by one of the following means:

Proposals may be delivered by United States mail or by commercial courier service in hard copy (printed) form as specified below.

Proposers mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified. The proposal packages being mailed must be addressed as specified below and delivered, at the Proposer's expense, to the address below:

Nicole Wilson, Procurement Manager  
Louisiana Department of Education  
Office of Management and Finance  
P. O. Box 94064  
Baton Rouge, LA 70804-9064  
Phone: (225) 342-3828

For courier delivery, proposals must be delivered to this location:

Louisiana Department of Education  
Purchasing and Contracts Section  
1201 North 3<sup>rd</sup> Street, 5<sup>th</sup> Floor, Room #5-242  
Baton Rouge, LA 70802  
Phone: (225) 342-4955

Please write the name of the RFP on the outside of the envelope

The responsibility solely lies with each Proposer to ensure their proposal is delivered at the specified place and prior to the deadline for submission. Proposals received after the deadline will not be considered.

*Louisiana Believes*



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Submissions by facsimile shall not be acceptable. For submission of proposals by mail or commercial courier service, proposers must follow the requirements in Section 1.9.9, Section 1.10 and Section 1.11 of the RFP.

Due to the COVID-19 Public Health Emergency declared by Governor Jon Bel Edwards in Proclamation Numbers 59, 52, 41, 33, 32, 30, 27, and 25 JBE 2020, electronic proposal delivery is being utilized as an option for this RFP.

Proposers may submit their proposals in electronic form to the RFP Coordinator, and proposer's electing to submit their proposals in electronic form must do so by uploading their proposals to an FTP site by following these steps:

Proposers electing to submit their proposals in electronic form must request login credentials to the FTP site by sending an e-mail to [LDEDATA@la.gov](mailto:LDEDATA@la.gov) with the subject line "RFP#678PUR-3000014257" and containing the full name and e-mail address of the proposer's representative who is authorized to receive the FTP site login credentials on behalf of the proposer. **Proposers must send an e-mail requesting login credentials to the FTP site containing the information set forth above at least 24 hours prior to the deadline for submission of proposals.** Proposers are solely responsible for requesting login credentials and allowing for sufficient time for uploading proposals to the FTP site prior to the proposal submission deadline. Proposals received after the deadline, corrupted files, or incomplete submissions will not be considered.

### **Signatures on Proposals Submitted via the FTP site**

For proposals submitted via the FTP site, all required proposer signatures on the proposal and its attachments including Attachment I, Certification Statement may be by electronic signature or scanned signature.

### **Number of Copies of Proposals Submitted via the FTP site**

For proposals submitted via the FTP site, the State requests that one copy of the entire proposal be uploaded to the FTP site. The proposal should contain electronic signatures or scans of original signatures of those company officials or agents who are duly authorized to sign proposals on behalf of the proposer. An electronic signature as provided by LAC 4:I.701 et seq. is considered an original signature. A certified copy of a board resolution granting such authority should be submitted if the proposer is a corporation. The proposal will be retained for incorporation into any contract resulting from this RFP.

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## **Technical and Cost Proposals Submitted via the FTP site**

For proposals submitted via the FTP site, the State requests the following:

- One (1) technical proposal in PDF and Microsoft Word formats. The file should be named: RFP#678PUR-3000014257 Technical Proposal – [Proposer Name].
- One (1) cost proposal in PDF and Microsoft Word formats. The file should be named: RFP#678PUR-3000014257 Cost Proposal – [Proposal Name].
- One (1) redacted technical proposal, if applicable, in PDF and Microsoft formats. The file should be named: RFP#678PUR-3000014257 Redacted Technical Proposal – [Proposer Name].
- One (1) redacted cost proposal in PDF and Microsoft Word formats. The file should be named: RFP#678PUR-3000014257 Redacted Cost Proposal – [Proposal Name].

After receiving log-in credentials, proposers must follow the instructions below for uploading their proposals to the FTP site.

## **HOW TO UPLOAD FILES TO THE DOE SECURE FTP SERVER**

Please follow the instructions below to **upload** your data files.

1. From a web browser, navigate to <https://sftp.doe.louisiana.gov/Thinclient>
2. At the FTP login page enter in your username and password. Click the **Login** button.

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IPSWITCH  
File Transfer  
WS\_FTP Server  
Web Transfer Client

Username

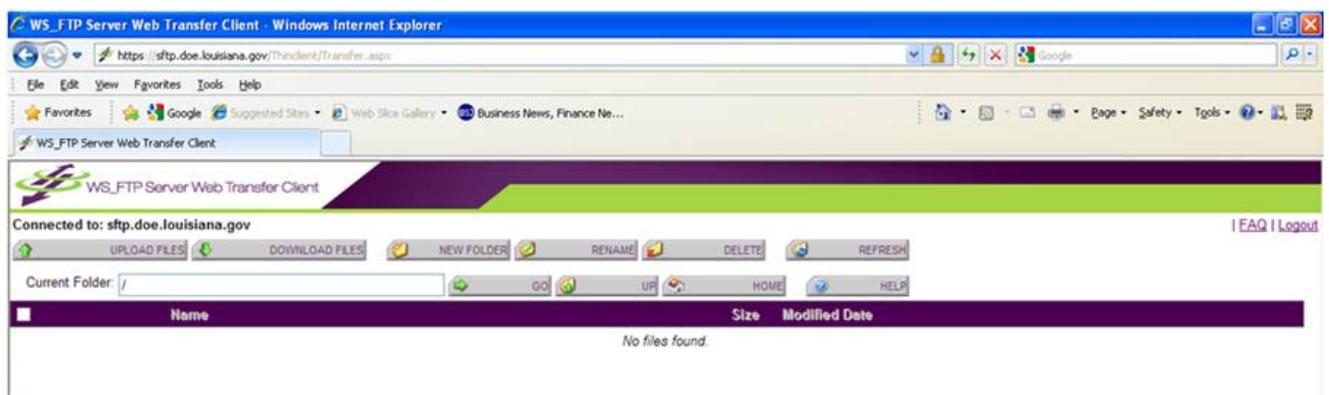
Password

Language

Remember my password

Login

3. Upon successful login, the File Manager menu will load. Click the **UPLOAD FILES** button in the top left corner of the browser window.



4. In the **UPLOAD FILES** menu, click the **Browse** button. The **'Choose File to Upload'** window will launch. Select a file to upload and click Open. If you have multiple files you can upload up to five files at once. Click the **UPLOAD** button to begin the file transfer.

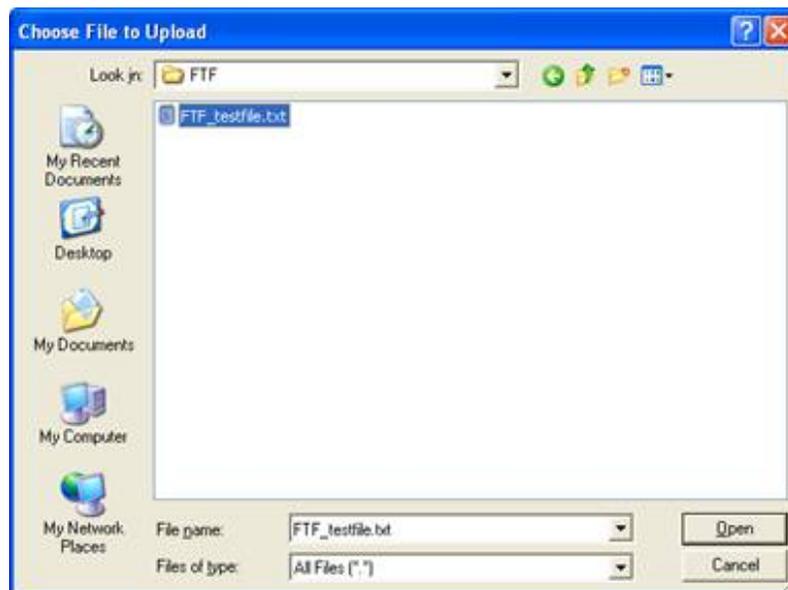
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*HINT: If you have several files to upload, you can zip them into one file before uploading them to reduce the number of file uploads to the FTP site.*



### UPLOAD FILES

Click "Browse" to select a File. You can attach File(s) up to a total size of **50 MB**. The Files will be uploaded to "I" Folder.

Overwrite selected Files on the server

File 1:

File 2:

File 3:

File 4:

File 5:

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5. You can DELETE and RENAME files on the FTP site by clicking the check box next to the file and then clicking the RENAME or DELETE button.
6. After you have successfully uploaded your data files you can click the Logout link in the upper right corner or simply close the web browser window.

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