

Office of State Procurement  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

June 25, 2020

**ADDENDUM NO. 01**

Your reference is directed to RFx Number 3000014967 for the Request for Proposal (RFP) for Regional Ethernet Services 2020 for the Office of Technology Services (OTS), which is scheduled to open at 10:00 A.M. (CT) on July 9, 2020.

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

**Proposal Opening Date** now reads: July 9, 2020  
**Proposal Opening Date** revised to read: July 23, 2020

**Section 2.2 Calendar of Events**, revised per the attached revised page 3.

**Section 2.8 Proposal Submittal**, revised per the attached revised page 6.

**Section 6.2.5.3 Electronic Billing**, revised per the attached revised page 31.

**Section 8.4 Sample Electronic Invoice Data**, revised per the attached revised page 75.

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The Proposer's written inquiries received by the inquiry deadline date of June 11, 2020 and the State's responses are included on the attached page numbers 3 - 9.

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All else remains as on original Request for Proposal.

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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 RFX 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 transmissions 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: Tiffany Fontenot  
State Procurement Analyst  
Telephone No. 225-342-8019  
Email: Tiffany.Fontenot@la.gov

**WRITTEN INQUIRIES**  
**RFP FOR REGIONAL ETHERNET SERVICES**  
**RFx NUMBER: 3000014967**

**Proposer's Inquiry #1:**

Can you provide me with all the addresses for the Metro Ethernet requirements for the state of LA?

In order for me to bid on this, I need this information so I can verify we can get service at these locations throughout the state.

**State's Response #1:**

The Regional Ethernet Services RFP is not for specific addresses. The Proposer shall quote pricing for each region or region-to-region it chooses to submit a response on. After contract award, the Contractor is then qualified to quote rates for a specific address within the region(s) and region-to-region it was awarded, not to exceed the rates quoted in the proposal. The State realizes that the Contractor may not have service available throughout the entire region or region-to-region awarded.

**Proposer's Inquiry #2:**

To better serve you I am going to need the exact addresses of the Demarcs listed per region. Would you happen to have this information available?

**State's Response #2:**

See response to Inquiry #1.

**Proposer's Inquiry #3:**

Looking to possibly bid on RFP No 30000014967 but want to make sure we aren't missing any of the lateral addresses within the State of Louisiana Executive Branch. I'm using the website <http://www.doa.la.gov/pages/default.aspx> as a guide, but if you have a list of the addresses you are wanting to connect the ethernet to that would be helpful to ensure we aren't missing any per region.

**State's Response #3:**

See response to Inquiry #1.

**Proposer's Inquiry#4:**

...we are experiencing additional volume of requests from other government agencies for emergency services related to Covid-19 that has taken priority of many of the employees that are responsible for answering this RFP and we are finding that their turnaround times have been greatly increased due to some of the same issues I mentioned above that are impacting [vendor]. We are therefore respectfully request an extension of the due date for this solicitation, from Thursday, July 9<sup>th</sup> to Thursday, July 23<sup>rd</sup>.

**State's Response #4:**

See revisions to the proposal opening date in this Addendum #1.

**Proposer's Inquiry #5:**

Pages 19 & 29, Sections 3.3.3 & 6.2.1: Please confirm that the minimum service period is 36 months. And if not, please reconcile whatever the minimum service period is with the minimum period identified inSection 6.2.1.

**State's Response #5:**

The minimum service period shall be thirty (30) consecutive calendar days as defined inSection 3.3.3 of the RFP. Section 6.2.1 defines the Contract term of thirty-six (36) months unless otherwise terminated in accordance with the Termination provisions in Section 6.2.9 of the Contract.

**Proposer's Inquiry#6:**

Pages 19 & 33, Sections 3.3.3 & 6.2.9.2: Does the State anticipate frequent site closings or moves such that it would need to invoke Section 3.3.3 or Section 6.2.9.2?

**State's Response #6:**

All orders (new, add, move, change) are based on the State's business requirements. The State does anticipate occasional site closings and/or moves.

**Proposer's Inquiry#7:**

Page 19, Section 3.3.3: Is the State now aware of any plans to close or move any service location identified in the RFP?

**State's Response #7:**

See response to Inquiry #6.

**Proposer's Inquiry#8:**

Pages 19 & 34, Sections 3.3.3.1 & 6.2.13.2: With the understanding that there are service locations across the State in rural and/or remote locations that may be challenging to access, will the State consider extending the maximum install interval to 120 days or allow for a total maximum extension of up to 60 days? Relaxing this requirement should also promote increased competition and small business participation in hard to reach locations, as the incumbent-friendly 60-day SLA and associated financial penalties may be a deterrent to interested contractors in LA.

**State's Response #8:**

No revisions will be made to the RFP specifications.

**Proposer's Inquiry#9:**

Page 33, Section 6.2.9.1: Could the State please elaborate under which circumstances the State would terminate a service other than for cause?

**State's Response #9:**

The State may terminate the Contract and any orders issued pursuant to the Contract for reasons provided in Section 6.2.9 including Termination for Cause, Termination for Convenience and Termination for Non-appropriation of Funds.

**Proposer's Inquiry #10:**

Would the State please provide addresses for locations where service can be anticipated?

**State's Response #10:**

See response to Inquiry #1.

**Proposer's Inquiry #11:**

Does this need to be designed out as a layer 2 or a layer 3 WAN network? Which do you prefer?

**State's Response #11:**

The State is soliciting responses to provide statewide Layer 2 Ethernet circuits. Please refer to Section 1.1 Scope and Section 3.2.1.3 Exclusive.

**Proposer's Inquiry #12:**

Are there any diversity or redundant requirements?

**State's Response #12:**

No, diversity or redundancy are not requirements of this RFP. However, the Contractor must meet all required performance parameters.

**Proposer's Inquiry #13:**

What is the main location for each region?

**State's Response #13:**

There is no "main location" of each region. The RFP solicits point-to-point full-duplex Ethernet services throughout the awarded region(s) on an "as available" basis.

**Proposer's Inquiry #14:**

For a P2P services, are there primary locations that only need P2P's?

**State's Response #14:**

See response to Inquiry #13.

**Proposer's Inquiry #15:**

Page 9, Section 2.12 (2.11): Will the state consider having a telephone conference bridge available for proposers to listen to the proposal opening meeting that will occur at the Office of State Procurement's physical location? (The benefits to the proposers would be reducing travel costs to attend the opening and the benefits to both the proposers and the State would be eliminating any social distancing concerns with Covid-19.)

**State's Response #15:**

Refer to "RFx text" on Page 1 of the solicitation for instructions on proposal opening attendance.

**Proposer's Inquiry #16:**

Page 32, Section 6.3.7 (6.2.7):

a. What is the delivery mechanism the state request for the semi-annual reports?

- b. If the contractor provides an electronic portal where the State can create and pull reports on an as needed basis, would that eliminate the potential \$500.00 per day penalty for not providing reports?

**State's Response #16:**

- a. The semi-annual reports should be submitted electronically via email.
- b. The State will not accept usage reports via an electronic portal.

**Proposer's Inquiry #17:**

- a. Page 25, Section 5.5.1 (5.4.1) Determination of Successful Proposer: Does the State want a complete copy and a point by point response to the entire RFP, or are there specific sections and forms that are required in our response?
- b. If not all sections of the RFP are required to be returned, can the State please specify or provide a checklist that explains which sections are required in the response to meet "all the mandatory and technical requirements"?

**State's Response #17:**

- a. A complete copy of the RFP with point-by-point responses is not required. Yes, all required and requested responses are identified throughout the document with corresponding forms provided in Section 7.2 Other Response Forms. Likewise, each corresponding form references the section in the RFP where the information is being required/requested for the Proposer's reference.
- b. The State will not provide a checklist of mandatory and technical requirements. It is the Proposer's responsibility to read throughout the entire RFP and provide the required and requested information.

**Proposer's Inquiry #18:**

Page 15, Section 3.2.1: "Specifically, the solicited Ethernet services shall be provided within a single region or between two (2) geographically adjacent regions." Questions: Does this mean that the provider cannot backhaul further than the reach of the region or the two geographically adjacent regions? Or does it mean something else? Please clarify."

**State's Response #18:**

The State shall only request and procure services within a single region or between two (2) geographically adjacent regions, with respect to the actual physical locations.

**Proposer's Inquiry #19:**

We respectfully request that due to limited resources during the COVID -19 pandemic the State move the proposal opening date to July 17, 2020 to allow a minimum 14 working days (excluding the July 4th holiday) from the date the State returns answers to vendors inquiries?

**State's Response #19:**

See response to Inquiry #4.

**Proposer's Inquiry #20:**

Section 2.8 & 2.11: As we are still working with some COVID-19 restrictions, will the State be allowing in person deliveries of the response to Room 2-160 and attendance the public bid opening? If not, will there be another place to drop off responses other than Room 2-160 due to COVID-19 social distancing recommendations?

**State's Response #20:**

In person deliveries of the responses can be made to the security desk located on the 1<sup>st</sup> floor of the Claiborne Building. In person deliveries will not be allowed to Room 2-160. Refer to "RFx text" on Page 1 of the solicitation for instructions on proposal opening attendance.

**Proposer's Inquiry #21:**

Section 6.2.5.3: Would the State please provide the sample electronic billing format and fields that will be required of the vendor so that the vendor can determine if this requirement can be met as per the specifications in the RFP? Awarded vendors may have issues meeting currently undefined requirements.

**State's Response #21:**

See Sample Electronic Invoice Data in Appendix 8.5 of this Addendum #1.

**Proposer's Inquiry #22:**

Is it the State's expectation that included, but not limited to, the billing, project management and service management support be exclusively U.S. based?

**State's Response #22:**

The **RFP** does not require that the Contractor be based in the United States. However,

the Contractor must have the ability to meet all mandatory requirements of the RFP. If not U.S. based, the Contractor must provide a Toll Free number for all communication.

**Proposer's Inquiry #23:**

Section 6.2.5: Would the State please define "route" as included in this section? We do not find that this RFP includes any specific routes by site address.

**State's Response #23:**

See response to Inquiry #1.

performance on State projects/contracts), the Proposer's experience and qualifications, as well as the Proposer's proposed solution to the State's needs and stated desirable features/functions, as applicable.

Shall/Will/Must – denotes a mandatory requirement.

Should – denotes a desirable action.

## 2.2 CALENDAR OF EVENTS

Release RFP and Blackout Period Begins:	<u>May 21, 2020</u>
Deadline to Receive Written Inquiries:	<u>June 11, 2020</u>
Deadline to Answer Written Inquiries:	<u>June 25, 2020</u>
Proposal Opening Date and Time (Proposal Submission Deadline):	<u>July 23, 2020 10:00 AM Central Time</u>

NOTE: The State of Louisiana reserves the right to revise this schedule. Revisions before the Proposal Submission Deadline, if any, will be formalized by the issuance of an addendum to this RFP. Revision after the Proposal Submission Deadline, if any, will be by written notification to the eligible Proposers.

## 2.3 RFP INQUIRIES

The State shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our agency customers. The State reasonably expects and requires *responsible and interested* Proposers to conduct their in-depth RFP review and submit inquiries in a timely manner.

An inquiry period is hereby firmly set for all interested Proposers to perform a detailed review of the RFP and to submit any written inquiries relative thereto. *Without exception*, all inquiries MUST be submitted in writing by an authorized representative of the Proposer, clearly cross-referenced to the relevant solicitation section. All inquiries must be received by the Inquiry Deadline date set forth in Section 2.2 Calendar of Events of this RFP. Only those inquiries received by the established deadline shall be considered by the State. Inquiries received after the established deadline shall not be considered.

Inquiries concerning this solicitation shall be delivered to the State's contact person, Tiffany Fontenot, for this solicitation by mail, express courier, e-mail, or hand:

Office of State Procurement Attention: Tiffany Fontenot ITB Coordinator/Blackout Period Contact P. O. Box 94095 Baton Rouge, LA 70804-9095	1201 North Third St. Claiborne Bldg., Suite 2-160 Baton Rouge, LA 70802
E-Mail: <a href="mailto:Tiffany.Fontenot@la.gov">Tiffany.Fontenot@la.gov</a>	Phone: (225) 342-8019 Fax: (225) 342-9756

## 2.8 PROPOSAL SUBMITTAL

This RFP is available in electronic form at the Office of State Procurement's LaPAC website <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>. It is available in PDF format or in printed form by submitting a written request to the RFP Contracting Officer with the Office of State Procurement. Contact information for the RFP Contracting Officer is provided in Section 2.3 of this RFP. This document is **NOT** available electronically in WORD format. It is the Proposer's responsibility to check the Office of State Procurement LaPAC website frequently for any possible addenda that may be issued. The Office of State Procurement is not responsible for a Proposer's failure to download any addenda documents required to submit a response to this Request for Proposal.

All proposals shall be received in hard copy (printed) form by the Office of State Procurement **no later than the date and time shown in the Calendar of Events. NOTE: FAX, EMAIL OR ANY OTHER ELECTRONIC SUBMISSIONS ARE NOT ACCEPTABLE.**

**Important – Clearly mark outside of envelope, box or package with the following information and format:**

- RFP Name: Regional Ethernet Services 2020
- File Number 92961 Solicitation No: 3000014967
- RFP Opening Date and Time: July 23, 2020 10:00 AM Central Time

**Proposers are hereby advised that the U.S. Postal Service does not make deliveries to the Office of State Procurement's physical location.**

Proposals may be mailed through the U.S. Postal Service to the Office of State's Procurement's box at:

Office of State Procurement  
P. O. Box 94095  
Baton Rouge, LA 70804-9095

If delivering by U.S. Postal Service to the P.O. Box noted above, please allow sufficient time for the mail to then be transmitted to the Office of State Procurement. The Office of State Procurement must receive the proposal at its physical location by the date and time specified in Section 2.2 Calendar of Events of this RFP.

Proposals may be delivered by hand or courier service to the Office of State Procurement's physical location at:

Office of State Procurement  
Claiborne Building  
1201 North 3<sup>rd</sup> Street  
Suite 2-160  
Baton Rouge, LA 70802

The electronic billing data shall be sent to the State via a typical electronic media such as CD, DVD or flash drive, or transmitted in an encrypted format through a secure file transfer protocol or email. Examples of unacceptable electronic media would be unique tape cartridges that would require the State to purchase a new and compatible tape drive.

Any changes made to the record layout and/or media format that inhibit OTS's ability to process the Contractor's data may result in non-payment. The Contractor shall inform OTS and receive OTS approval of changes to be made to the record layout and/or media format prior to the change.

The Proposer should address how it intends to transmit the electronic invoice data and the billing media format to the State. The Proposer should provide the requested information on the form in Section 7.2.26 (Electronic Billing).

The Contractor shall demonstrate its ability to perform electronic billing as described above within sixty (60) days after the sample electronic billing being provided to it. If the Contractor fails to fully demonstrate its ability to bill electronically within sixty (60) days the Notification of Award may be canceled and the Office of State Procurement will issue a Notification of Award to the Proposer that received the next highest ranking in point allocation meeting all administrative and technical requirements.

A sample of the electronic billing format is included herein as Appendix 8.5.

## **6.2.6 PAYMENTS**

OTS shall be responsible for payment of invoices for all orders issued and approved by OTS. OTS shall not make payments on partially correct invoices. These invoices shall be returned to the Contractor.

Quasi-State agencies and political subdivisions shall be responsible for payment of their invoices.

### **6.2.6.1 ELECTRONIC PAYMENTS**

In an effort to increase efficiencies and effectiveness as well as be strategic in utilizing technology and resources for the State and Contractor, the State intends to make all payments to Contractors electronically. The LaCarte Procurement Card will be used for purchases of \$5,000 and under, and where feasible, over \$5,000. Contractors will have a choice of receiving electronic payment for all other payments by selecting the Electronic Funds Transfer (EFT). If a Proposer receives an award and does not currently accept the LaCarte card or has not already enrolled in EFT, it will be asked to comply with this request by choosing either the LaCarte Procurement Card and/or EFT.

The LaCarte Procurement Card uses a Visa card platform. Contractors receive payment from state agencies using the card in the same manner as other Visa card purchases. Contractors cannot process payment transactions through the credit card clearinghouse until the purchased products have been shipped or received or the services performed.

For all statewide and agency term contracts:

**8.0 APPENDIX**  
**8.4 SAMPLE ELECTRONIC INVOICE DATA (See Section 6.2.5.3)**

Vendor Name	Vendor Acct	Invoice Num	From Date	To Date	Vendor Item Code	Desc. 1	Desc. 2	Desc. 3	Directory Num	Date	Qty	Order Num	Prev	Pmts	Adj	Invoice Amt

<u>Field</u>	<u>Num of characters</u>	<u>Description of Field</u>
Vendor	16	Name of vendor
Vendor Account	18	Account num assigned by the vendor (master acct num, any sub-accounts can go in Description 2 or Description 3)
Invoice Number	14	Num assigned by vendor to identify bill (can add invoice num after account if no num is normally assigned)
From Date	10	Beginning of the range for the bill / date of the bill (MM/DD/YYYY format)
To Date	10	End of the range for the bill (MM/DD/YYYY format)
Vendor Item Code	16	This is a <b>unique code</b> used to identify each service at a specific cost. (If the same service is offered at multiple prices, each price needs it's own code)
Description	12	Short description of service/charge
Description 2	50	Additional Information of the charge
Description 3	16	Additional Information of the charge
Directory Num	11	Identifying num/phone num/inventory num/Equip Service Num phone num, circuit ID, or sub-account num
Date	11	Date of charge (MM/DD/YYYY format)
Quantity	8	Number of items
Unit Price	9	Price billed
Order Num	8	Work order number associated with directory number if available
Previous	10	Previous month's ending balance
Payments	10	Any payments received since the last invoice
Adjustments	10	Any adjustments posted to the account since the last invoice
Invoice Amount	10	Ending invoice balance