

Attachment N: Online Submission Instructions

1. Go to the LaPac Website and locate the Solicitation Number. If you received an email notification of the RFP invitation you may click the link in the email to access LaPac and the RFP invitation.
2. Open the RFP Invitation by clicking on the Solicitation Number in the Description column.

Office of State Procurement

LaPAC

Welcome to the Louisiana Procurement and Contract Network Help

LaPAC Public Menu
Bids by Category
Bids by Department
Search for Open Bids
Search by Bid Number
Vendor Registration Menu

Results of Search

Department: All
Category: All
Begin Date:
End Date:
Compare Date:
Keywords:

To view or print the bid document, click on the bid number below. Any subsequent addenda will also be available via this website. If an addendum has been issued, it will be located directly under the bid being modified and will be designated as an addendum. Solicitations for Statewide Term Contracts are in **RED**.

It is the bidder's responsibility to ensure that all addenda have been reviewed and, if need be printed, signed, and returned.

WHO SHOULD BE CONTACTED? If you are having difficulty retrieving a solicitation document, or the document is incomplete, click on the code or number listed in the HELP column to obtain technical assistance. This will display a new screen that will show the person to contact to help you retrieve the document. **IF, HOWEVER, YOU HAVE A QUESTION CONCERNING THE DETAILS OF A SOLICITATION, CONTACT THE PERSON LISTED IN THE SOLICITATION DOCUMENT.**

To change the sort order (Bid Number, Bid Open Date/Time), click on the underlined column heading to sort by that value.

Bid Number	Description	Date Issued	Bid Open Date/Time	Help
107112-2003036	AGPS REQ ANNATEST 050410 02 Bid Cancelled: 07/16/2010 Original: 107112-2003036 BID OPENING DATE AND TIME REVISED Addendum 1: 107112-2003036-1	05/05/2010	05/26/2020 11:00:00 AM CT	107112
107112-2003037	ANNATEST 05052010 01 Bid Cancelled: 05/05/2010 Original: 107112-2003037 CANCELLING SOLICITATION Addendum 1: 107112-2003037-1	05/05/2010	05/19/2020 10:00:00 AM CT	107112
3000006753	AWARD MEDALS Original: 3000006753 Attachments: ATTACHMENT A: PICTURE OF MEDAL	01/24/2017	03/01/2017 10:00:00 AM CT	107001

3. Click the ONLINE BID RESPONSE LINK on the RFP Invitation.

STATE OF LOUISIANA

Office of State Procurement
INVITATION TO BID

RESPONSES WILL BE PUBLICLY OPENED AT THE PHYSICAL ADDRESS BELOW

03/01/2017
10:00 AM CST

TO SUBMIT AN ELECTRONIC (ONLINE) RESPONSE CLICK THE LINK BELOW.

SUBMIT NON-ELECTRONIC RESPONSE TO : Office of State Procurement
P.O. Box 94095
Baton Rouge LA 70804-9095

Physical Address:
1201 N. Third Street, Suite 2-160
Baton Rouge, LA 70802

RFx Number: 3000006753
Version: 1
Buyer: AMY VINCENT
Buyer Phone: 225-342-0274
E-Mail: amy.vincent@la.gov
Scheduled Begin Date:
Scheduled End Date:

Vendor No.: _____

Solicitation: 3000006753

Opening Date: 03/01/2017

Vendor Name and Address: (to be completed by Vendor)

Ship To Address
LDH Office of the Secretary
Default Stg Loc
628 N. 4th Street
Baton Rouge, LA 70802

ONLINE BID RESPONSE LINK

https://laqovpvendors.doa.louisiana.gov/rfx?saparm_bdd=5687384417E31AF0E10080000A03FFFD

QUESTIONS TO BE COMPLETED BY VENDOR	Required
1. Have you reviewed all attachments to the bid invitation and answered all questions?	YES
2. Have you attached/included all required files to the bid response?	YES
3. Delivery will be made this number of days after Receipt of Order (ARO)	

- Enter your LAGOV vendor ID number and password. *Note: Your ID and Password were created and activated during the vendor registration process in the LAGOV Vendor Portal site. If you have not registered in LAGOV, go back to the RFP Invitation and click the link to the LAGOV registration site.*
- The RFP Invitation (aka RFX) is displayed. Click the **Register** button at the top of the screen. This registers your company as a proposer on this particular RFP Invitation. If there is no **Register** button, you are already registered to the RFP and can skip this step.
- Click the **Create Response** button at the top of the screen. Your RFX Response number is displayed at the top of the screen.

Create RFX Response: 4000010810

- To proceed read the Notice and check the box to accept the terms.

Attention: La. R.S. 39:1594(C)(4) requires evidence of authority to sign and submit bids to the State of Louisiana. By clicking the box below, you acknowledge one of the following four descriptions applies to the signer of this bid:

- The signer of this bid is either a corporate officer who is listed on the most current annual report on file with the Secretary of State or a member of a partnership or partnership in commendam as reflected in the most current partnership records on file with the Secretary of State. A copy of the annual report or partnership record must be submitted to this office before contract award.
- The signer of the bid is a representative of the bidder authorized to submit this bid as evidenced by documents such as, corporate resolution, certification as to corporate principal, etc. If this applies a copy of the resolution, certification, or other supportive documents should be attached hereto.
- The bidder has filed with the Secretary of State an affidavit or resolution or other acknowledged/authentic document indicating that the signer is authorized to submit bids for public contracts. A copy of the applicable document must be submitted to this office before contract award.
- The signer of the bid has been designated by the bidder as authorized to submit bids on the bidder's vendor registration on file with this office.

IMPORTANT NOTE:
For the purposes of LaGov Supplier Portal bidding, the Signature of Authorized Signatory of Bidder is represented by the LaGov Supplier Portal user Log-In ID. The Name of Authorized Signatory of Bidder is represented by the contact person associated with the LaGov Supplier Portal user Log-In ID.

Yes, I have read the above Notice and accept the terms.

- Click on the words "Notes and Attachments" under the RFX Information tab. In the Notes section of the screen click on the link to open Header Tendering Text.

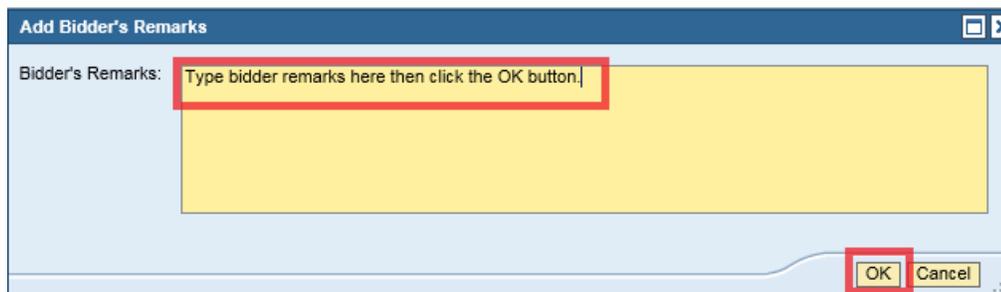
The screenshot shows the 'RFX Information' tab selected. Underneath, there are sub-tabs: 'Basic Data', 'Questions', 'Notes and Attachments', and 'Items'. The 'Notes and Attachments' sub-tab is highlighted with a red box and a green circle containing the number '1'. Below this, there is a 'Notes' section with a 'Clear' button and a 'Category' dropdown. Under the 'Category' dropdown, there are two links: 'Header Tendering Text' and 'Bidder's Remarks'. The 'Header Tendering Text' link is highlighted with a red box and a green circle containing the number '2'.

These are the same notes shown on the RFP Invitation Document in LAPAC. Click the **OK** button.

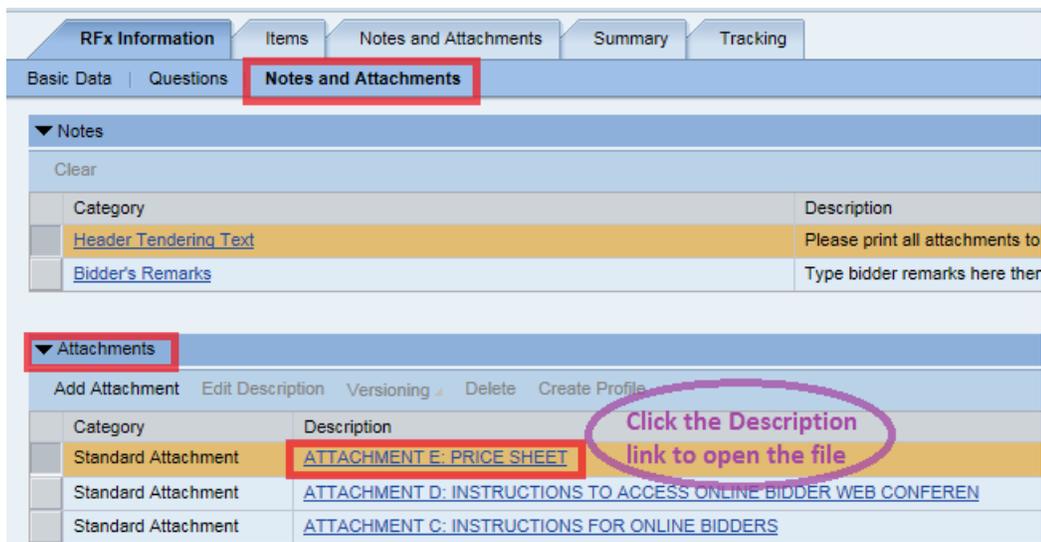
- Bidder remarks may be added to the RFP Response. Click the Bidder's Remarks link.

The screenshot shows the 'RFX Information' tab selected. Underneath, there are sub-tabs: 'Basic Data', 'Questions', 'Notes and Attachments', and 'Items'. The 'Notes and Attachments' sub-tab is highlighted with a red box. Below this, there is a 'Notes' section with a 'Clear' button and a 'Category' dropdown. Under the 'Category' dropdown, there are two links: 'Header Tendering Text' and 'Bidder's Remarks'. The 'Bidder's Remarks' link is highlighted with a red box.

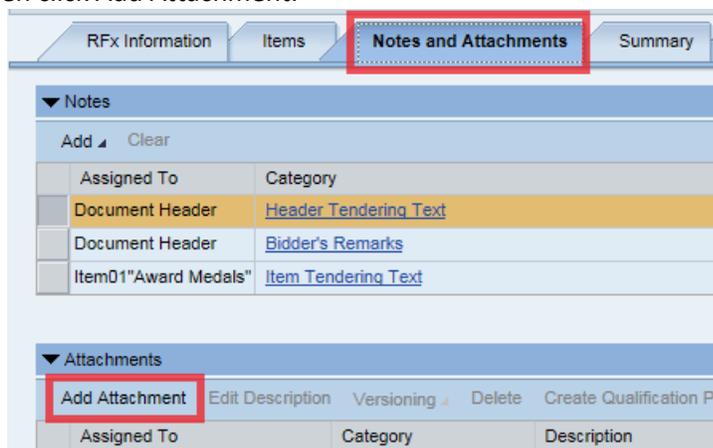
A pop-up window appears. Type remarks as desired then click the  button.



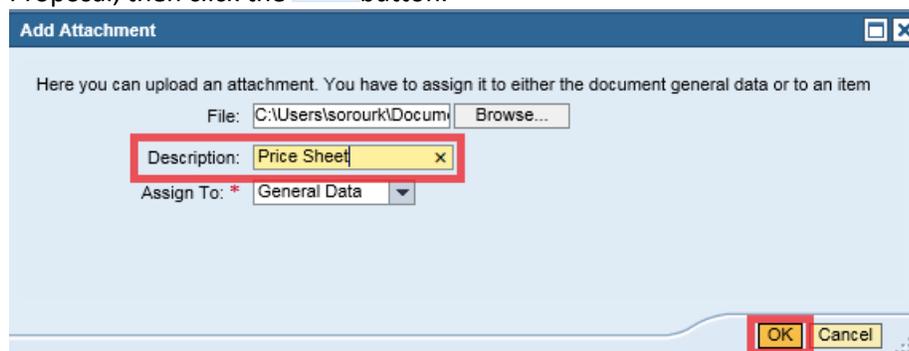
10. In the Attachments section of the screen all attachments to the RFP Invitation are shown. These are the same attachments that are shown in LaPac. Each attachment can be opened by clicking on the Description link and downloaded to a local file if desired.



11. To attach a proposal to the RFP Invitation, click the Notes and Attachments tab at the top of the page then click Add Attachment.

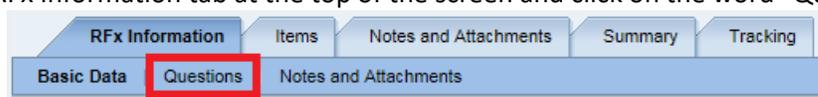


Browse your computer and select the file (for example, completed Proposal) to be attached to the RFP Response. Enter a description of the attached file, i.e. Company XYZ Proposal, then click the  button.

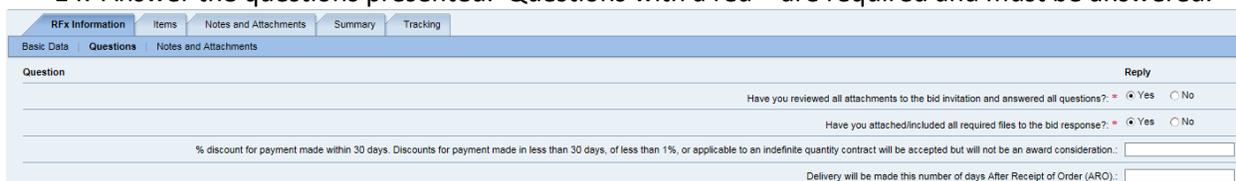


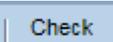
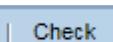
12. Repeat Step 11 to add any additional attachments, including the Financial Proposal. The Financial Proposal should be submitted as a separate attachment.

13. Click on the RFX Information tab at the top of the screen and click on the word “Questions”.



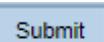
14. Answer the questions presented. Questions with a red * are required and must be answered.



15. Once all notes and attachments are reviewed, all questions are answered and all attachments are uploaded, click the  button at the top of the page. Any red error messages must be cleared before the RFP response can be submitted. If errors are present, correct any errors and click  again.

16. The following message will be presented if there are no errors:

 RFX response is complete and contains no errors

17. Click the  button at the top of the page to submit your RFP Response.

18. A message will be presented with the RFX (RFP) Response number showing it has been submitted.

 RFX response 4000010810 submitted

19. Click the  button to exit the RFP Response. The RFP Invitation is displayed.

20. Click the  button to refresh the screen.
21. Your Rfx (RFP) Response number is shown in the upper right section of the screen. It is a link to your RFP Response. It is not necessary to open your RFP Response again. But if you wish to access your RFP Response Click on the RFP Response Number link.



Note: For future access to your RFP Response go to the LaPac website and locate the solicitation number. Open the link to on the RFP Invitation, Log into the LAGOV Vendor portal as you did at the beginning of this process. The RFP Invitation opens and your Rfx (RFP) Response number will be available.

22. Click the  button to exit the RFP Invitation.
23. The process is complete.

Other Information:

- The RFP Response may be viewed by the submitter anytime by accessing the Bid Invitation on the LaPac website. See step 21 above.
- If you receive notification of an addendum or change to the RFP Invitation, the submitter is responsible for editing the RFP Response and resubmitting if any changes are done. Follow steps 1 – 4 to access the RFP Invitation.
- The submitter of the proposal may change the proposal any time prior to the proposal opening date by accessing the RFP Response and clicking the  button. If the RFP Response is edited it MUST be SUBMITTED again.
- The RFP Response can be saved by clicking the  button. This might be used if the submitter is partially finished with the RFP Response and will add more information at a later time. Important note, saving the RFP Response does not submit the RFP Response for consideration. It MUST be SUBMITTED.
- The submitter of the proposal may withdraw the proposal any time prior to the proposal opening date by accessing the RFP Response and clicking the  button.
- The State of Louisiana buyer does not have access to your RFP Response until after the proposal opening date has passed.
- Only the submitter of the RFP Response can view it before the proposal opening date. It is never available to other vendors. Procurement employees at the State of Louisiana can view the proposal after the proposal opening date.