



STATE OF LOUISIANA

Office of State Procurement
REQUEST FOR PROPOSAL

RESPONSES WILL BE
PUBLICLY OPENED AT THE
PHYSICAL ADDRESS BELOW

10/08/2020
10:00 AM CST

Vendor No.: _____
Solicitation: 3000015630
Opening Date: 10/08/2020

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

Ship To Address:

Invalid Delivery Address
Invalid, LA 99999-9999

**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: 3000015630
Version: 2
Buyer: STEPHANIE HORVATH
Buyer Phone: 225-342-8030
E-Mail: stephanie.horvath@la.gov
Scheduled Begin Date:**

ONLINE BID RESPONSE LINK

https://lagoverpvendor.doa.louisiana.gov/rfx?sapsrm_boid=269F7EAD44031EDAB89556D5071E122E

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 entered pricing, or attached the pricing sheet (if applicable) to the bid response?	YES
3. _____ Have you attached / included all required files to the bid response?	YES
4. _____ Have you attached the signature page to the bid response?	YES

Name of Solicitation: RFP for Collection of Adult Offender Fee

Notice to bidder:

Addendum 3 - Adding information to Appendix E: General Information/Deliverables and Revising Schedule of Events

Addendum 2 - Specification Changes, Questions and Answers, and Revising Schedule of Events

Documents include Addendum No. 2 - Page 1-10.

Addendum 1 - Add Attachment N: Online Submission Instructions

VENDOR TELEPHONE NUMBER: FAX NUMBER:	TITLE	DATE
Signature of Authorized Bidder		Name of Bidder (Typed or printed)

Request for proposal: 3000015630 Open Date: 10/08/2020 T-Number:	Bidder:	Page 2 of 2
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Documents include Addendum No. 1 – Pages 1-2 and Attachment N: Online Submission Instructions – Pages 1-5

RFx text:

Due to the COVID-19 emergency situation, the Office of State Procurement is temporarily suspending in-person attendance by vendors at public bid openings for bids published by our office. Any vendors who would like to view the opening of this bid can access the following link, at the date and time of this bid opening:

<https://doa-ospla.zoom.us/j/2697438343>

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

This Request for Proposal form is an internal form only. Please refer to the attached Request for Proposal for all requirements to submit a proposal. Proposers are to complete the Fee Schedule in accordance with Section 1.8F; Section 2.5.1; Section 3.2 and Attachment D of the RFP and submit with their proposals as directed in the Request for Proposal document.

This is an online Request for Proposal opportunity. Proposers are invited to submit proposals online via the link on this Request for Proposal invitation. Online bidding instructions are attached to this Request for Proposal invitation. Proposers must be registered in the LaGov vendor system in order to submit an online proposal and for their proposals to be tabulated. To register as a vendor, access the following link to the LaGov vendor system. Do not register again if you are already registered. Please include a W-9 with your proposal if you are newly registered. You will need a LaGov vendor ID and password to submit an online proposal:

https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg

This solicitation is for the Request for Proposals for Collection of Adult Offender Legally Mandated Fees and Telephone Reporting for the Louisiana Department of Public Safety & Corrections. Please print all attachments to ensure all documents related to this Request for Proposal are reviewed prior to submitting a proposal.

Request for Proposal Documents Include:

- _RFP Document - Pages 1-89
- Addendum 1 - Pages 1-2

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	Product Category:93151510 Collections To provide Collection of Adult Offender Legally Mandated Fees and Telephone Reporting for the Louisiana Department of Public Safety & Corrections in accordance with the attached RFP and specifications.	1	EA		