REVERSE AUCTION BIDDING INSTRUCTIONS

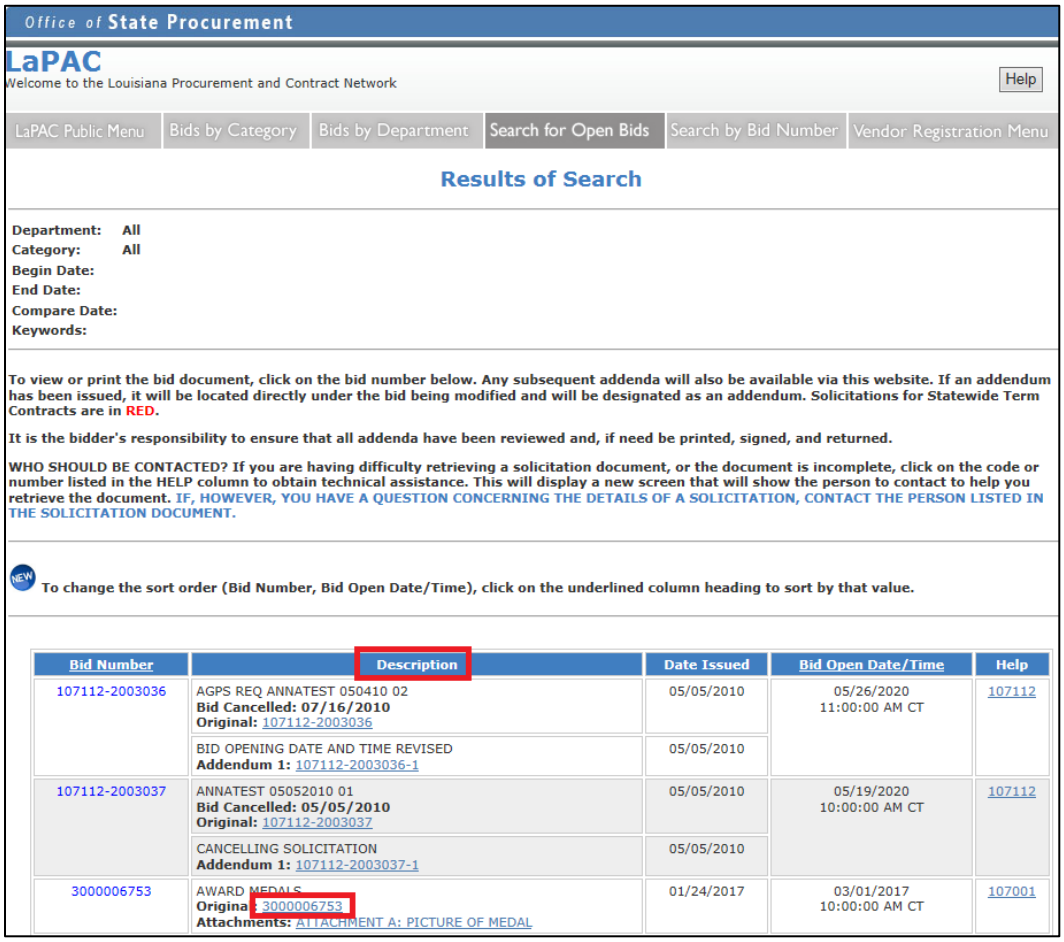
Note: Any of the following internet browsers maybe used to submit bids via the LaGov Reverse Auction site: Internet Explorer, Mozilla Firefox, Google Chrome. Turn off pop-up blockers before you begin.

Go to the LaPAC Website and locate the Bid Number. If you received an email notification of the bid invitation you may click the link in the email to access LaPAC and the bid invitation.

****Please view and download**** all the attachments associated with the Reverse Auction, as they may include questions or requests for information. These documents should be saved/downloaded to your local file where they can be reviewed and populated with your specific bidder information. Your response documents can then be submitted to the State via your online Bid Response. Attachments and Notes can also be viewed within LaGov. Please review the steps starting on Page 9 *(Notes and Attachments – How to).*

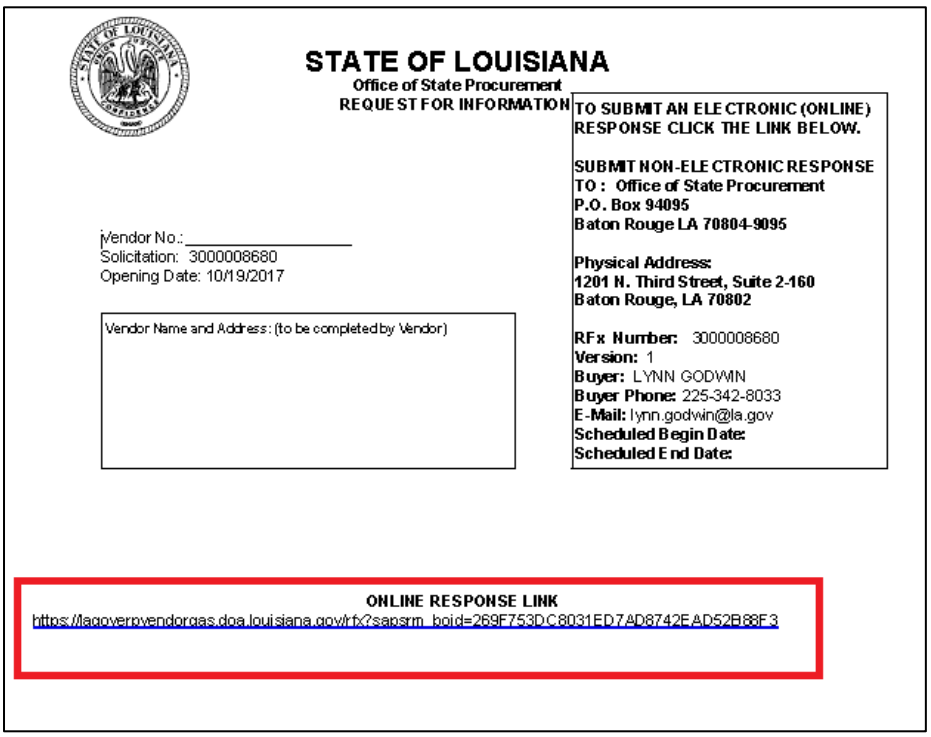
How To Participate in the Live Auction

1. Open the Bid Invitation by clicking on the Bid Number in the Description column.



REVERSE AUCTION BIDDING INSTRUCTIONS

2. Click the **ONLINE RESPONSE LINK** on the Auction Request for Information.



STATE OF LOUISIANA
Office of State Procurement
REQUEST FOR INFORMATION

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: 3000008680
Version: 1
Buyer: LYNN GODWIN
Buyer Phone: 225-342-8033
E-Mail: lynn.godwin@la.gov
Scheduled Begin Date:
Scheduled End Date:

Vendor No.: _____
Solicitation: 3000008680
Opening Date: 10/19/2017

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

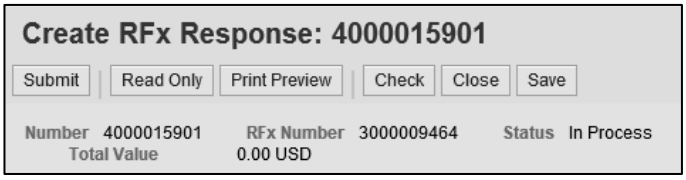
ONLINE RESPONSE LINK
https://lagoverpvendorqas.doa.louisiana.gov/rfx?sapsrm_boid=269F753DC8031ED7AD8742EAD52B88F3

3. Enter your LaGov vendor ID number (User) 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 LaPAC and click the link to the LaGov registration site.*

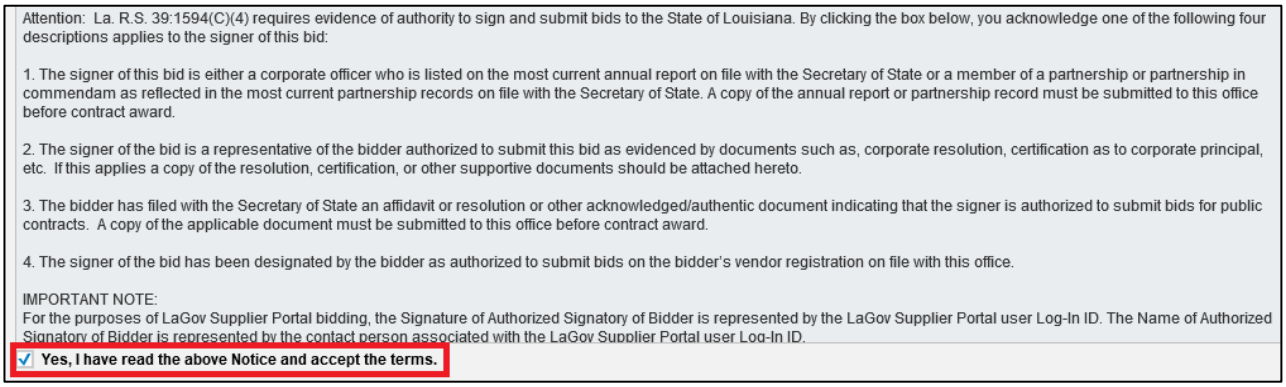
Note: *There are two parts to the Auction process. Part 1 (covered in Steps 4-22 below) is to answer any questions required by the State and to submit any requested attachments and information (excluding pricing). Part 2 (covered in Steps 23– 32) covers submitting bid pricing within the live auction.* ***NOTE:*** *Vendors MUST enter pricing in the Live Auction Cockpit. Pricing submitted via attachments, fax, mail, or any other method will not be accepted.*

REVERSE AUCTION BIDDING INSTRUCTIONS

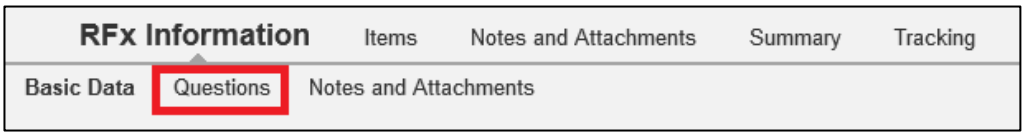
4. The Auction Request for Information is displayed.
5. Click the Register button at the top of the screen. This registers your company as a bidder on this particular auction request for information document.
6. Click the Create Response button.
7. An RFx Response is created with your unique response number.



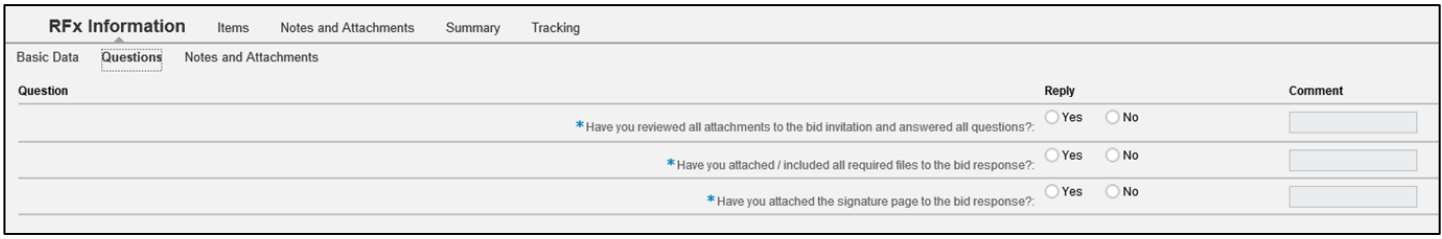
8. To proceed, read the Notice and check the box to accept the terms.



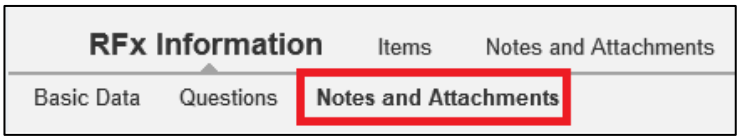
9. Click on the word "Questions".



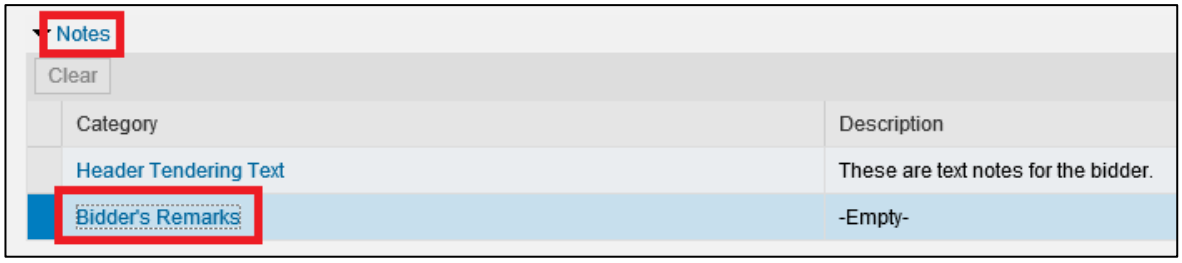
10. Answer any questions presented. Note: Questions with an * are mandatory and must be answered before information can be submitted.



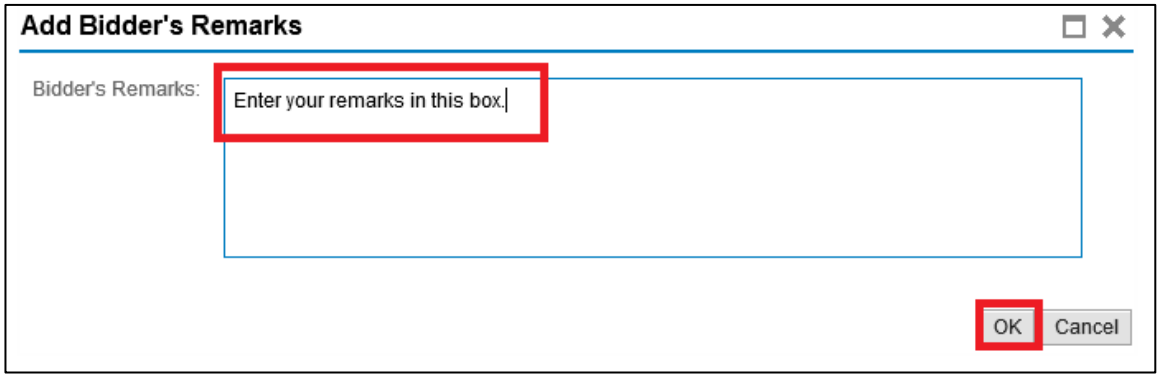
11. Click the Check button at the top of the screen.
12. To add bidder's remarks and attachments (for example, specifications) click on Notes and Attachments.



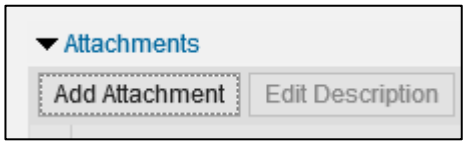
13. To add Bidder's Remarks, click on Notes then click on Bidder's Remarks. Bidder's Remarks are optional and not required.



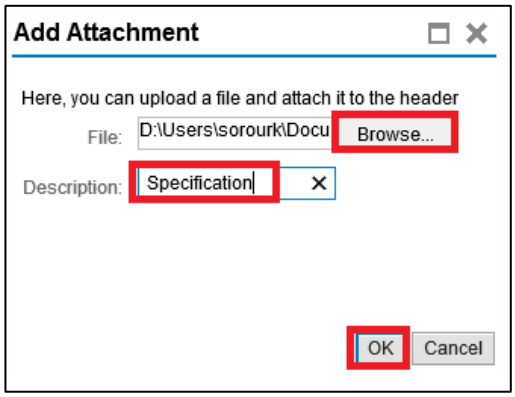
14. A pop-up box will appear. Enter any comments in the box and click OK.



15. In the Attachments section of the screen, click on the Add Attachment button to attach your response documentation.

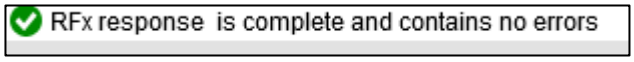


16. Browse your computer and select the file(s) to be attached to the Response. Enter a description of the attached file, i.e. Specification, then click the OK button.



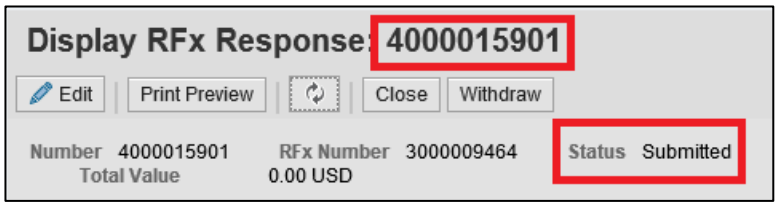
17. Repeat steps 15 and 16 for each file to be attached to the Response.

18. Click the Check button at the top of the screen. If all mandatory questions are answered the following message will appear:

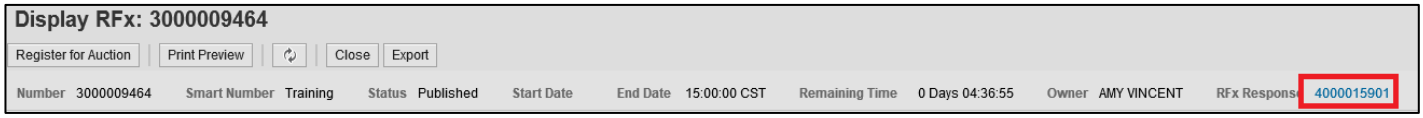


19. Click the Submit button at the top of the screen to submit your response.

20. Click the button at the top of the screen to refresh. The status of your Response will show "Submitted".



21. Click the Close button at the top of the screen to exit your Response.
The Auction Request for Information document is displayed. Click the button at the top of the screen to refresh the view. Note your RFx Response number is now displayed as a link at the top of the document. To open your Response again, simply click the RFx Response number (blue) link. See section entitled *"Changing The Information Response after it is Submitted"* at the end of this document.



22. Click the Register for Auction button at the top of the screen. This registers your company as a bidder in the live auction. If there is no Register for Auction button, you are already registered for the live auction. Go to Step 25.

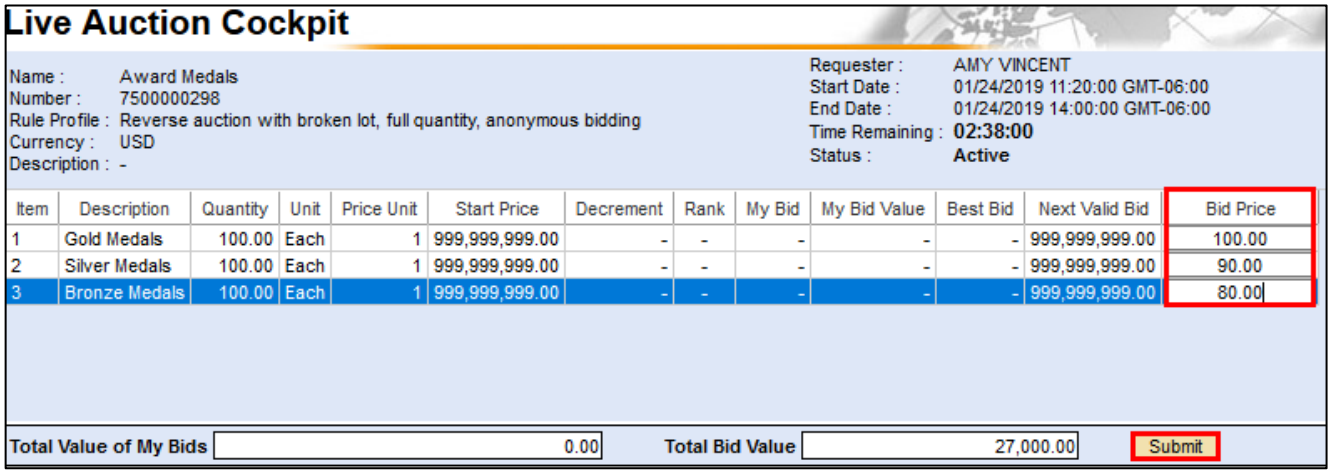
23. A message is shown indicating the registration was successful.

24. Click the Open Auction button to access the Reverse Auction. The Auction document is displayed.

Note: If you do not see the Open Auction *button, then click the* *button to refresh the screen.*

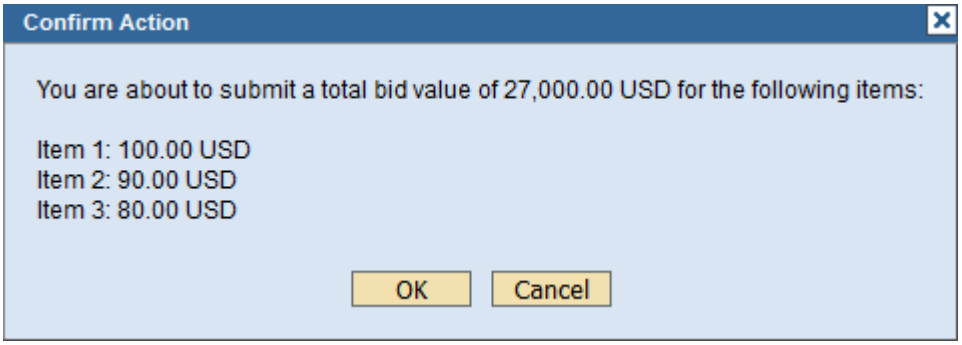
25. ***Bidding will take place in the Live Auction Cockpit***. Click the Live Auction button to access the Live Auction Cockpit. Line item information is displayed. A Start Price is shown. Bids must be at or lower than the Start price to be submitted. ***NOTE:*** *Vendors MUST enter pricing in the Live Auction Cockpit. Pricing submitted via attachments, fax, mail, or any other method will not be accepted.*

26. Enter a bid price for each line in the auction. After all bids are entered, click the Submit button to submit your bid.



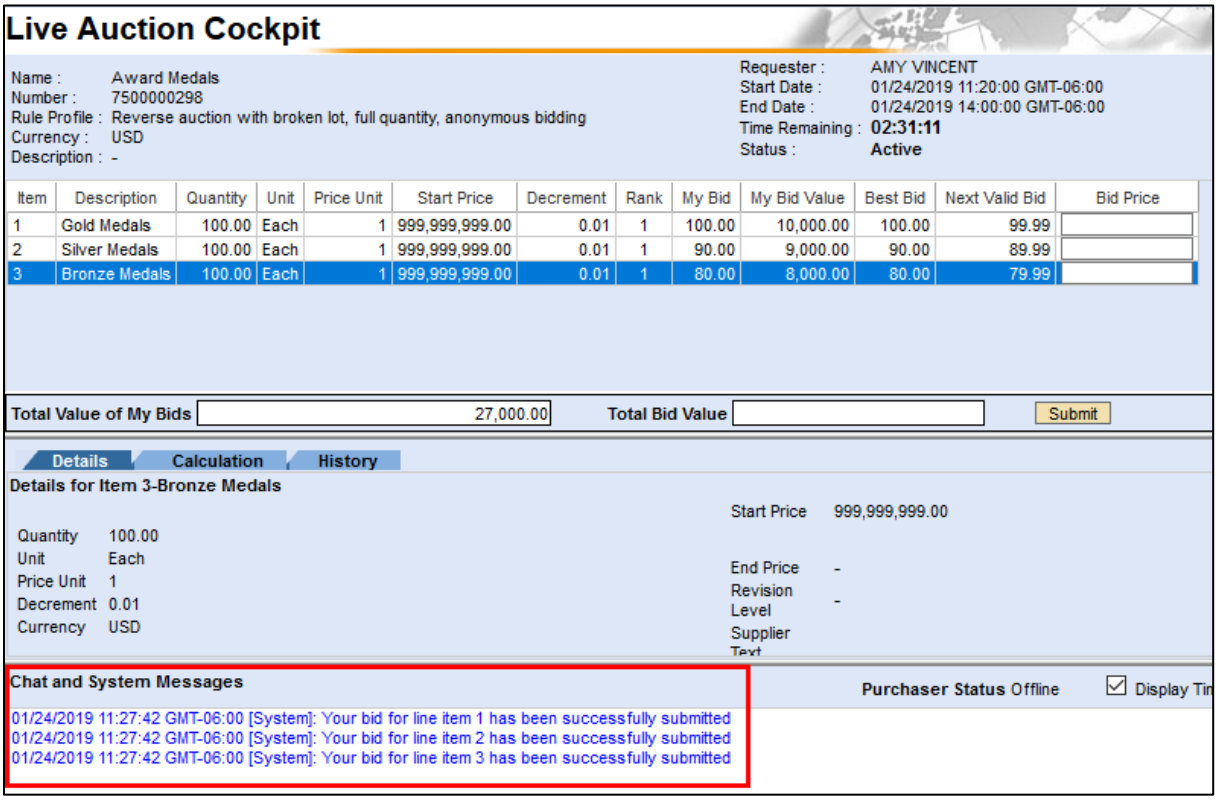
Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Gold Medals	100.00	Each	1	999,999,999.00	-	-	-	-	-	999,999,999.00	100.00
2	Silver Medals	100.00	Each	1	999,999,999.00	-	-	-	-	-	999,999,999.00	90.00
3	Bronze Medals	100.00	Each	1	999,999,999.00	-	-	-	-	-	999,999,999.00	80.00

27. A message is presented indicating the bid amounts entered. To continue, select “OK”. To revise the bid amounts, select “Cancel” and change the bid amounts as desired. Bids will be added after “OK” is selected.



28. A System Message is generated in the “Chat and System Messages” section of the screen showing your bid(s) was successfully submitted.

REVERSE AUCTION BIDDING INSTRUCTIONS



29. After your bid(s) is submitted, the screen will reflect additional information including your rank, the best bid amount and your next valid bid. ***Note: Your next valid bid must be lower than your current bid. However, it is not a requirement that your next bid be lower than the best bid.***

30. Repeat steps 27 – 30 each time you wish to submit a bid throughout the auction.

31. When you are finished bidding, simply close the browser window. The bidding process is complete.

32. *Note: You may rejoin the Live Auction Cockpit at any time until the auction closes/ends to change pricing or to view the Auction. Repeat Steps 1 – 3 of these instructions to log into the System and access the RFx/Auction. Then go to Step 25 of these instructions "Open Auction/Live Auction" follow through to Step 30 to complete the bid process.*

Additional Information

Live Auction Cockpit

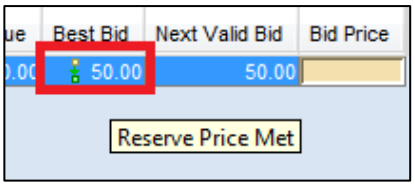
The Live Auction Cockpit contains details and historical information related to your bid.

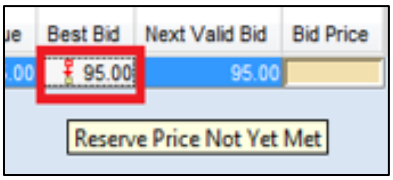
1. **Line Item Details** show the following:

Item Number	If there are multiple items then each item has a line/item number.
Item Description	Description/name of item.
Quantity	How many of the item is requested.
Unit of Measure	
Pricing Unit	
Start Price	Price determined by State Procurement, all initial bids must start at or lower than this price.
Decrement	If populated, subsequent bids must be lower than the lowest bid by this amount.
Rank	Shows rank of 1 if you are the lowest bidder. Otherwise it is blank.
My Bid	Shows your current bid amount per unit.
My Bid Value	Shows the value of the current bid amount (Bid x Quantity).
Best Bid	Shows the current lowest bid amount.
Next Valid Bid	Shows the next lowest bid the system will allow you to enter.
Bid Price	Entry field for your bid.

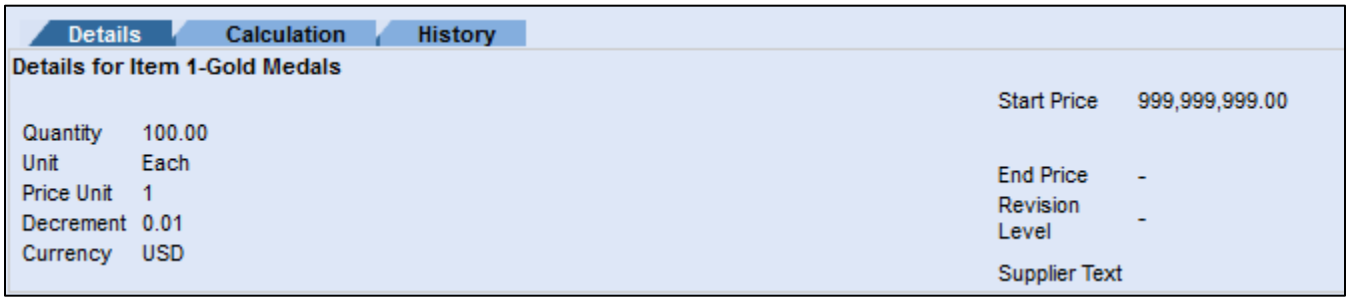
Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Gold Medals	100.00	Each	1	999,999,999.00	0.01	1	100.00	10,000.00	100.00	99.99	
2	Silver Medals	100.00	Each	1	999,999,999.00	0.01	1	90.00	9,000.00	90.00	89.99	
3	Bronze Medals	100.00	Each	1	999,999,999.00	0.01	1	80.00	8,000.00	80.00	79.99	

Reserve Price – If a reserve price has been set, bidders can determine if the reserve price has been met by hovering the mouse pointer over the Best Bid field. The small icon within the field will be red if it has not been met and green if it has been met.

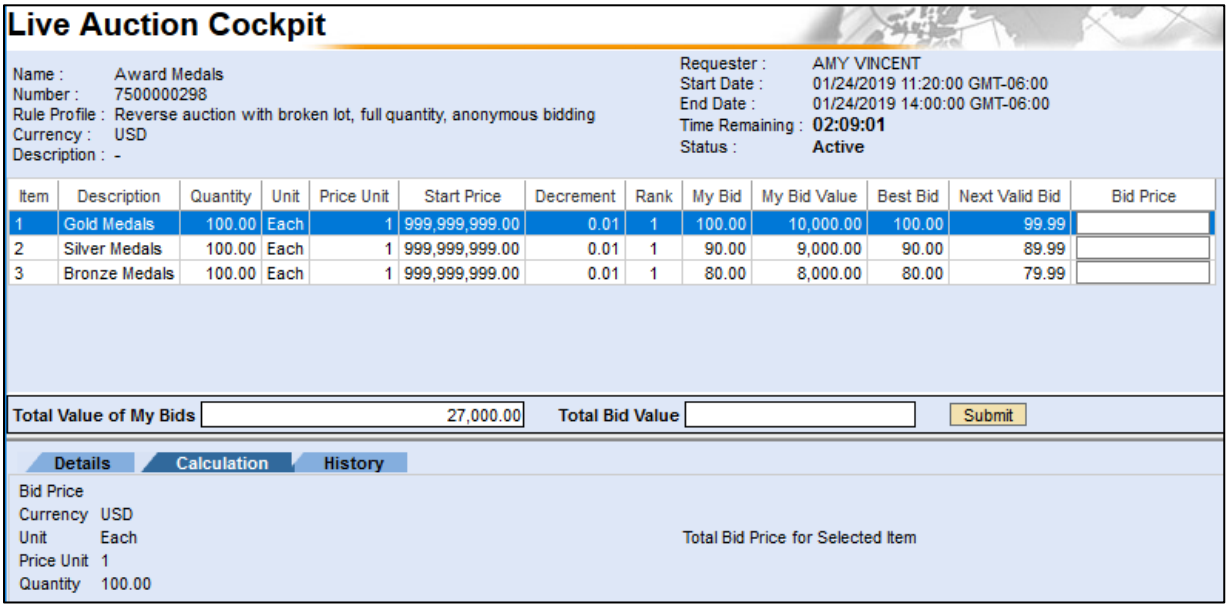




2. **Details Tab** – This tab provides detailed information relevant to the line item that is highlighted at the top of the screen.

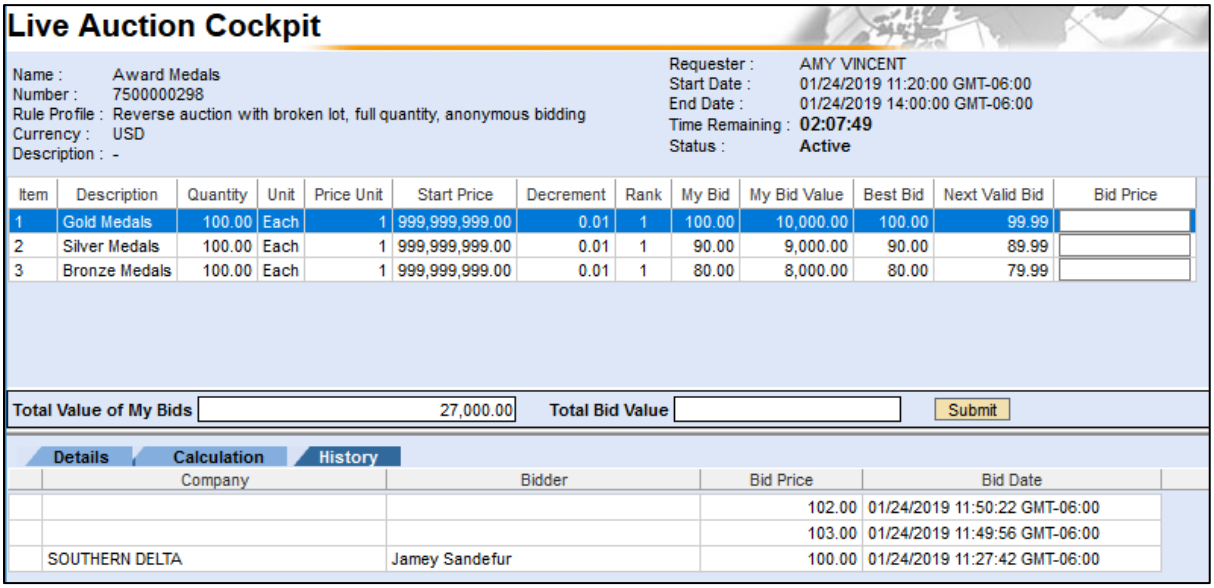


3. **Calculation Button** – Shows calculations for current bid price prior to submission.



Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Gold Medals	100.00	Each	1	999,999,999.00	0.01	1	100.00	10,000.00	100.00	99.99	
2	Silver Medals	100.00	Each	1	999,999,999.00	0.01	1	90.00	9,000.00	90.00	89.99	
3	Bronze Medals	100.00	Each	1	999,999,999.00	0.01	1	80.00	8,000.00	80.00	79.99	

4. **History Tab** – This tab provides a complete bid history for the item selected.



Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Gold Medals	100.00	Each	1	999,999,999.00	0.01	1	100.00	10,000.00	100.00	99.99	
2	Silver Medals	100.00	Each	1	999,999,999.00	0.01	1	90.00	9,000.00	90.00	89.99	
3	Bronze Medals	100.00	Each	1	999,999,999.00	0.01	1	80.00	8,000.00	80.00	79.99	

Company	Bidder	Bid Price	Bid Date
		102.00	01/24/2019 11:50:22 GMT-06:00
		103.00	01/24/2019 11:49:56 GMT-06:00
SOUTHERN DELTA	Jamey Sandefur	100.00	01/24/2019 11:27:42 GMT-06:00

5. **Chat Messages**

- Bidders are anonymous to one another in the Live Auction Cockpit.
- Chat Messages from the bidder are between the bidder and the auctioneer/buyer.
- The Auctioneer/Buyer may use the Chat Message feature to broadcast a message to all bidders.
- System Messages are generated by the system to bidders.

6. **Miscellaneous**

Documents opened from the LaPAC site – The Auction Request for Information and the Auction document may "time out". The Live Auction Cockpit will remain open and active until closed by the bidder. The documents can be reopened by accessing the Auction Request for Information in LaPAC and clicking the link on the Request for Information document.

REVERSE AUCTION BIDDING QUICK REFERENCE GUIDE

1. Click the Bid Invitation link on the LaPAC website. The Bid Invitation opens.
2. Click the Online Bid Response link on the Bid Invitation.
3. Login with your vendor number and password. The Bid document opens in the LaGov website.
4. Review the Bid Invitation and attachments.
5. Click the [Register] button to Register and answer any questions, add any notes and attachments.
6. Click the [Submit] button to submit answers, notes and attachments. **DO NOT ADD PRICES HERE.**
7. Click the [Close] button to exit the information Response.
8. Click the [Register for Auction] button. If there is no [Register for Auction] button you are already registered and can skip this step.
9. Click the [Open Auction] button.

   Note: If you do not see the [Open Auction] button, then click the [↻] button to refresh the screen.
10. Click the [Live Auction] button to access the Live Auction Cockpit.
11. Enter bid for each line item. ***NOTE:*** *Vendors MUST enter pricing in the Live Auction Cockpit. Pricing submitted via attachments, fax, mail, or any other method will not be accepted.*
12. After all bids are entered, click the [Submit] button to submit your bids.
13. When you are finished bidding simply close the browser window.

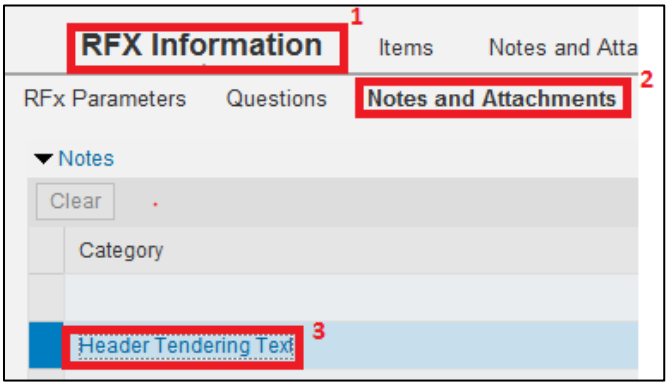
Notes and Attachments – How To

If you did not view and download the attachments from LaPAC, these next steps will show how to find notes and attachments to the Bid Invitation within the LaGov site. The notes and attachments shown on the screen are the same information that is shown on the document opened from LaPAC. The documents may be downloaded from LaPAC or the LaGov Bid Invitation. The attachments may include questions or requests for information so these documents should be saved/downloaded to your local file where the questions can be answered. The document containing your answers can then be submitted to the State. Request for Information submission instructions are shown elsewhere in this document.

There are (3) three places on the Request for Information/Bid Invitation that may contain information on notes and attachments.

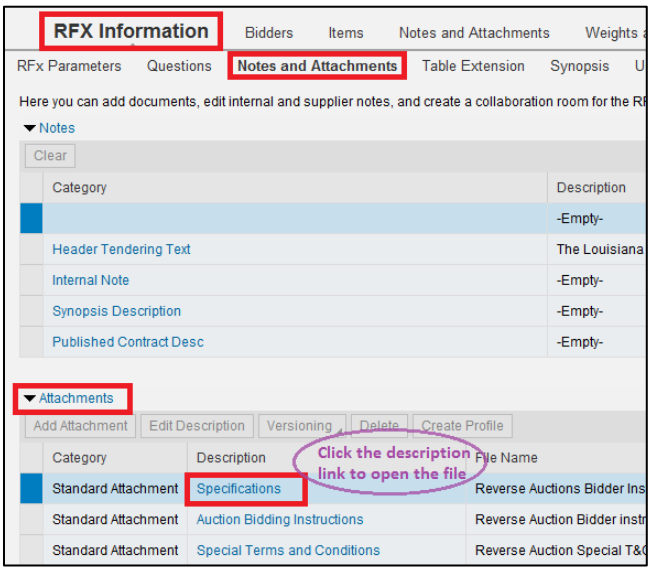
First Location –

RFx Information → Notes and Attachments: This area contains header level notes and attachments. Header level notes apply to everything in the Bid Invitation – they are not line item specific. 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.



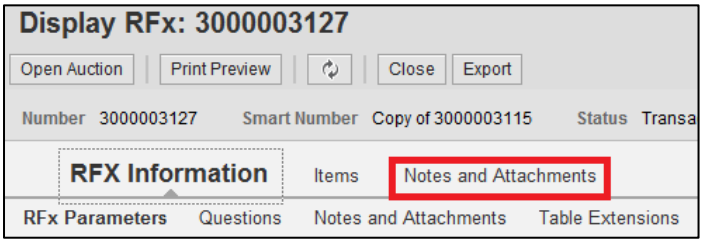
These are the same notes shown on the Bid Invitation document in LaPAC. Click the Cancel button to exit the text screen.

In the **Attachments** section of the screen, all attachments to the Bid Invitation are shown. These are the same attachments that are shown in LaPAC. Each attachment can be opened, from the RFx, by clicking on the Description link and saved to a local file as needed.



Second Location –

Notes and Attachments tab: This area contains both header and line item specific notes.

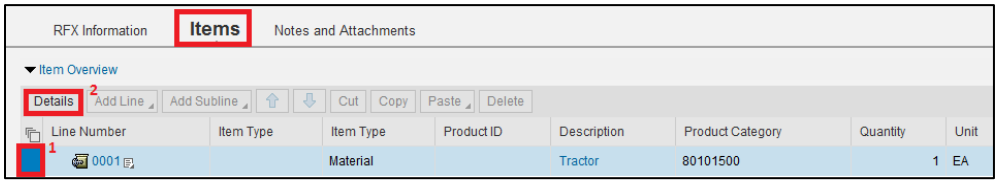


Third Location –

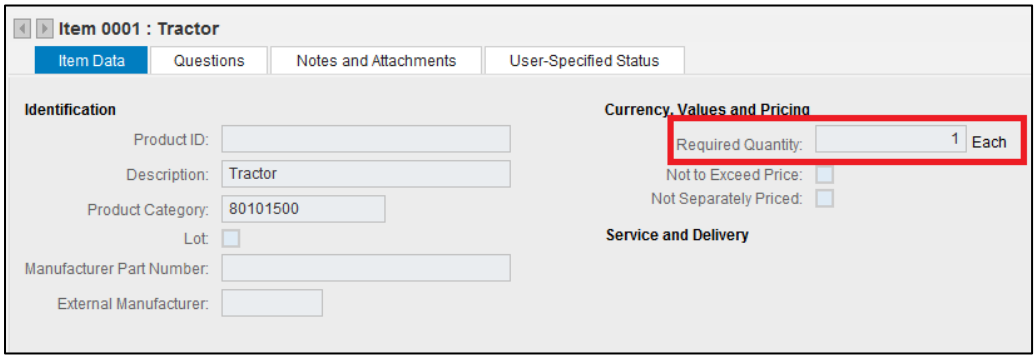
Items tab → Highlight line item → Details → Notes and Attachments tab at bottom of screen: This area contains line item specific notes and attachments. These notes and attachments are only relevant for the selected line item.

REVERSE AUCTION BIDDING INSTRUCTIONS

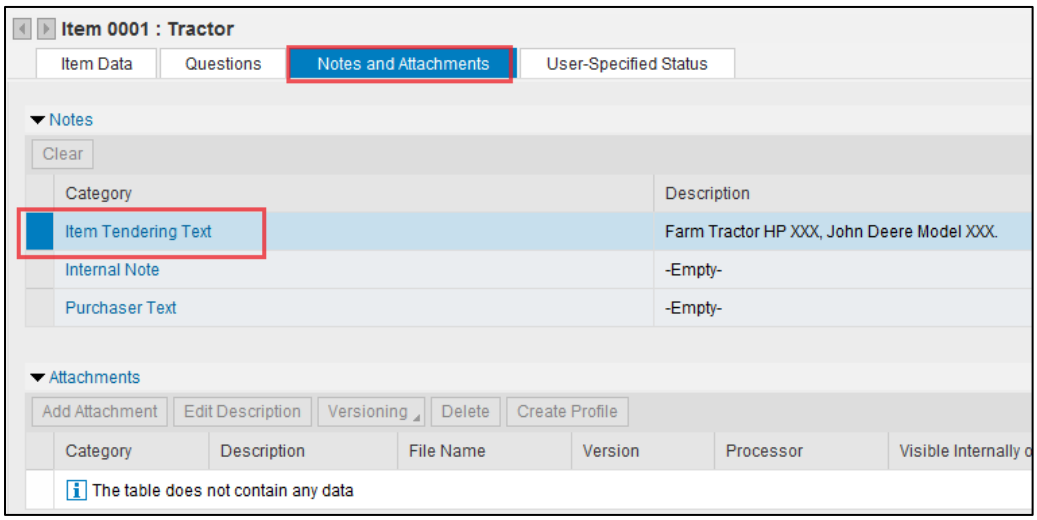
1. Click the Items tab. Each line item of the Bid Invitation is displayed. Highlight the first line item by clicking in the box to the left of the Line Number. Then click the Details button.



2. The Details specific to the line item selected are displayed. The Item Data tab displays information related to Product Category, Item Description and Required Quantity. Be sure to note unit of measure for the price to be bid. In this example, the unit of measure is EA (Each).

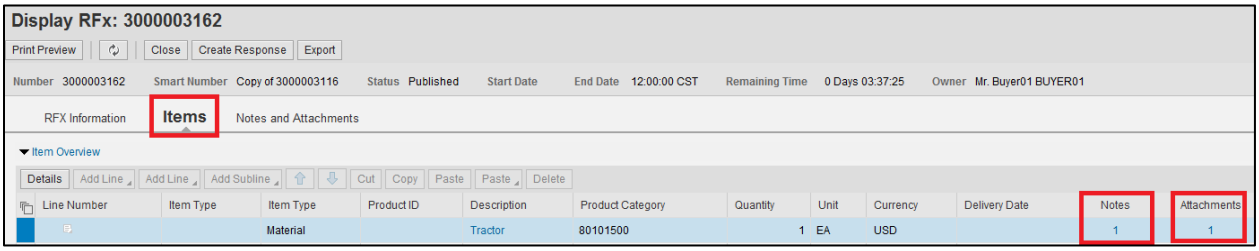


3. Click on the Notes and Attachments tab for the selected line item. Read any notes by clicking on the link in the Category section of the screen and review any attachments relevant for the selected line item. In this example there is a note for Item Tendering Text but no attachments relevant to the specific line item.



Repeat steps 1 – 3 to view information for each item on the Bid Invitation if needed. In this example, there is only 1 line item.

** **Note**** There is no need to go to the Notes and Attachments tab for every line item. Only those specific lines items with notes or attachments need to be reviewed. To identify if there are notes or attachments relevant for a specific line item in the Request for Information/Bid Invitation select the **Items tab**. In the **Item Overview** section of the screen, scroll to the right to the Notes/Attachments columns. There will be a number in the field indicating how many notes and/or attachments are relevant for the line item. In this example there is 1 attachment and 1 note.



Changing The Information Response after it is Submitted

- The Information Response may be viewed by the submitter anytime by accessing the Bid Invitation on the LaPac website. See step 1 – 3 and step 20 - 22 above.
- If you receive notification of an addendum or change to the Auction/Bid Invitation, the submitter is responsible for editing the Response and resubmitting if any changes are done. Follow steps 1 – 3 to access the Bid Invitation.
- The submitter of the Response may change it any time prior to the Submission Deadline/Auction End Date & Time by accessing the Response and clicking the Edit button. If the Response is edited it MUST BE SUBMITTED again.
- The Response can be saved by clicking the Save button. This might be used if the submitter is partially finished with the Response and will add more information at a later time. Important note, saving the Response does not submit it for consideration. It MUST BE SUBMITTED.
- The submitter of the Response may withdraw it any time prior to the Submission Deadline/Auction End Date & Time by accessing the Response and clicking the Withdraw button.
- The State of Louisiana buyer does not have access to your Response until after the Submission Deadline/Auction End Date & Time have passed.
- Only the submitter of the Response can view it before the Submission Deadline. It is never available to other vendors. Procurement employees at the State of Louisiana can view the Response after the Submission Deadline/Auction End Date & Time have passed.