



STATE OF LOUISIANA

Office of State Procurement
REQUEST FOR PROPOSAL

**RESPONSES WILL BE
PUBLICLY OPENED AT THE
PHYSICAL ADDRESS BELOW**

04/13/2023
10:00 AM CST

Vendor No.: _____
Solicitation: 3000020606
Opening Date: 04/13/2023

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

**TO SUBMIT AN ELECTRONIC ONLINE
RESPONSE CLICK THE LINK BELOW**

SUBMIT NON-ELECTRONIC RESPONSE TO:
Office of State Procurement
1201 N. Third Street, Suite 2-160
Baton Rouge, LA 70802

RFx Number: 3000020606

Version: 1

Buyer: KRYSTAL FRANK

Buyer Phone: 225-342-4672

E-Mail: krystal.frank@la.gov

Scheduled Begin Date:

Scheduled End Date:

T-Number: 92907

ONLINE BID RESPONSE LINK

https://lagoverpvendor.doa.louisiana.gov/rfx?sapsrm_boid=269F7EAD44021EEDA5EA153C0D72451B

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 -Video & Audio Conferencing Svcs -SW

RFx text:

Due to the COVID-19 emergency situation, the Office of State Procurement is temporarily suspending in-person attendance by proposers at public proposal openings for Request for Proposals published by our office.

Any proposer who would like to view the opening of this Request for Proposal can access the following link, at the date and time of this proposal opening:

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

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

Request for proposal: 3000020606 Open Date: 04/13/2023 T-Number: 92907	Bidder:	Page 2 of 2
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This link will provide you with live audio and video access to this proposal opening. The link will be live at 9:55 AM (Central Time) on the date of proposal opening.

Only the name of the proposers submitting proposals shall be identified aloud.

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 submission 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 Request for Proposals is to establish Contract(s) for the Division of Administration (DOA) - Office of Technology Services (OTS) to furnish Video and Audio Conferencing Services. The Contract(s) will be for an initial period of sixty (60) months, with an option to renew for two (2) additional twenty-four (24) month periods. Total contract time not to exceed one-hundred eight (108) months.

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:
Attachment A - Request for Proposal - Pages 1-86
Attachment B - Online Submission Instructions - Pages 1-7

Proposal delivery instructions for the Office of State Procurement:
Refer to Pages 5 and 6, Section 2.8 in Attachment A - Request for Proposal

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	<p>Product Category:45111900 Video and Audio Conf Svcs</p> <p>Request for Proposal for Video and Audio Conferencing Services</p> <p>No prices to be provided on this page. Proposers are to provide prices in accordance with Section 4.0 and Section 7.1 of the Request for Proposal.</p>				