



# 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: 2

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](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

#### Notice to bidder:

Addendum No. 1 - Correct Administrative Error

Date Issued: 02/22/2023

Your reference is directed to RFx No. 3000020606, for the RFP - Video and Audio Conferencing Services, which is scheduled to open at 10:00AM on 04/13/2023

SEE ATTACHED ADDENDUM No. 1

|  |                                      |      |
|--|--------------------------------------|------|
| VENDOR TELEPHONE NUMBER:<br>EMAIL ADDRESS: | TITLE                                | DATE |
| Signature of Authorized Bidder             | Name of Bidder<br>(Typed or printed) |      |

|  |         |             |
|--|---------|-------------|
| Request for proposal: 3000020606<br>Open Date: 04/13/2023<br>T-Number: 92907 | Bidder: | Page 2 of 3 |
|--|---------|-------------|

**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>

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.

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

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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    | <b>Product Category:45111900</b><br>Video and Audio Conf Svcs<br><br>Request for Proposal for Video and Audio Conferencing |          |      |            |                 |

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| LINE | Description  | Quantity | Unit | Unit Price | Extended Amount |
|------|--|----------|------|------------|-----------------|
|      | Services<br><br>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. |          |      |            |                 |