ONLINE BIDDING INSTRUCTIONS

NOTE: Turn off all pop-up blockers before you begin.

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

Office of	State	Procurement				
LaPAC Velcome to the	Louisian	a Procurement and Con	tract Network			Help
LaPAC Public	Menu	Bids by Category	Bids by Department	Search for Open Bids	Search by Bid Number	Vendor Registration Menu
			Res	ults of Search		
Department: Category: Begin Date: End Date: Compare Date Keywords:	All All					
	ed, it wi	ill be located directly				this website. If an addendum itations for Statewide Term
It is the bidde	r's resp	onsibility to ensure t	hat all addenda have be	en reviewed and, if need l	be printed, signed, and ret	urned.
WHO SHOULD	BE CON	TACTED? If you are	having difficulty retrievi	ng a solicitation documen	t, or the document is inco	mplete, click on the code or

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: <u>107112-2003036</u>	05/05/2010	05/26/2020 11:00:00 AM CT	<u>107112</u>
	BID OPENING DATE AND TIME REVISED Addendum 1: 107112-2003036-1	05/05/2010		
107112-2003037	ANNATEST 05052010 01 Bid Cancelled: 05/05/2010 Original: <u>107112-2003037</u>	05/05/2010	05/19/2020 10:00:00 AM CT	<u>107112</u>
	CANCELLING SOLICITATION Addendum 1: 107112-2003037-1	05/05/2010		
300006753	AWARD MEDALS Origina 3000006753 Attachments: ATLACHMENT A: PICTURE OF MEDAL	01/24/2017	03/01/2017 10:00:00 AM CT	<u>107001</u>

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

STATE OF LOUISIANA	RESPONSES WILL BE PUBLICLY OPENED AT THE PHYSICAL ADDRESS BELOW 03/01/2017 10:00 AM CST
	MIT AN ELE CTRONIC (ONLINE) ISE CLICK THE LINK BELOW.
TO: Off P.O. Box Baton R Solicitation: 3000006753 Opening Date: 03/01/2017 12014.	NON-ELECTRONICRESPONSE fice of State Procurement 94095 ouge LA 70804-9095 I Address: Third Street, Suite 2-160 ouge, LA 70802
Version: Buyer: Buyer Pie-Mhil: Schedu	mber: 3000006753 1 AMY VINCENT hone: 2255342-0274 amy.vincent@la.gov ed Begin Date:
Ship To Address	
LDH Office of the Secretary Default Stg Loc 628 N. 4th Street Baton Rouge, LA 70802	
ONLINE BID RESPONSE LINK https://lagoverpvendorgas.doa.louisiana.gov/rfx?sapsrm_boid=5887384417E31AF0E1	0080000A03FFFD
QUE STIONS TO BE COMPLETED BY VENDOR	Required
 Have you reviewed all attachments to the bid invitation and answered all (
 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)	

- 4. 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 Bid Invitation and click the link to the LAGOV registration site.*
- 5. The Bid Invitation (aka RFx) is displayed. Click the Register button at the top of the screen. This registers your company as a bidder on this particular Bid Invitation. If there is no Register button, you are already registered to the bid and can skip this step.

Create Response

6. Click the button at the top of the screen. Your RFx Response number is displayed at the top of the screen.



7. 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: 1. 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. 2. 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. 3. 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. 4. 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 biding, 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. 8. 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.

RFx Information	Items Notes and Attachments
Basic Data Questions	Notes and Attachments
▼ Notes	
Clear	
Category	
Header Tendering Tex	
Bidder's Remarks	

These are the same notes shown on the Bid Invitation Document in LAPAC. Click the button. See the **Notes and Attachments Additional Information** section at the end of this document for more information.

9. Bidder remarks may be added to the Bid Response. Click the Bidder's Remarks link.

RFx Information	Items Notes and Attac
Basic Data Questions	Notes and Attachments
▼ Notes	
Clear	
Category	
Header Tendering Text	<u>t</u>
Bidder's Remarks	

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

Add Bidder's Remarks						
Bidder's Remarks:	Type bidder remarks here then click the OK button.					
		OK Cancel				

11. 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 by clicking on the Description link and downloaded to a local file if desired.

RFx Information Iter	ns Notes and Attachment	s Summary	Tracking	
Basic Data Questions Not	tes and Attachments			
▼ Notes				
Clear				
Category				Description
Header Tendering Text				Please print all attachments to
Bidder's Remarks				Type bidder remarks here ther
✓ Attachments				
Add Attachment Edit Descrip	otion Versioning 🖌 Delete	Create Profile		<u> </u>
Category	Description	Click t	he Descri	ption
Standard Attachment	ATTACHMENT E: PRICE SH	EET link to	open the	file
Standard Attachment	ATTACHMENT D: INSTRUCT	TIONS TO ACCESS	ONLINE BIDD	DER WEB CONFEREN
Standard Attachment	ATTACHMENT C: INSTRUCT	TIONS FOR ONLINE	BIDDERS	

12. Click the Items tab near the top of the screen.

Create RFx Response: 4000010810								
Submit Read Only	Print Preview	Check Clos						
Number 4000010810 RFx Number 3000006753								
RFx Information	Items	Notes and Atta						
Basic Data Questions	Basic Data Questions Notes and Attachments							

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

RFx Information Items Notes and Attachments Summary Tracking								
✓ Item Overview								
	Details Add New Add Subline Copy Paste Delete Calculate Value							
Line Number	Line Number Description Item Type Product ID Product Category Product Category Description Required Quantity Submitted Quantity Unit							
- <u>0001</u>	Award Medals	Material		49101701	MEDALS	24,750	24,750	EA

14. The Details specific to the line item selected are displayed. The Item Data tab displays information related to Product Category, Item Description, Required Quantity and Delivery Date. This is also the screen in which the bid price and number of days after receipt of order (ARO) are entered. Be sure to note the per/unit of measure for the price to be quoted. In this example the unit of measure is EA (Each). Enter the bid price for the line item.

Note, if a Price Sheet is attached to the Bid Invitation, then enter prices only on the Price Sheet; not on each line item.

Details for item 0001 Award Medals									
Item Data Questions Notes and Attachments									
Identification		Currency:	American Dollar						
Configurable Item Number: *	0001	Required Quantity:	24,750 EA Each						
Control Key: Item Type:	Material functional Material	Submitted Quantity:							
Product Category: Product ID:	49101701 MEDALS	Price: Net value:	25.00 USD Per: 1 EA						
Description:	Award Medals	Delivery Date:	04/01/2017 00:00:00						
Item Variant Description:	Original Item	Delivery Days:	35						
Further Properties	Further Properties								
Supplier Product Number:]							

15. Click on the Questions tab for the selected line item. Answer any questions presented.

Details for item 0001 Award Medals						
Item Data	Questions	Notes and Attachments				
Question			Reply			

16. Click on the Notes and Attachments tab for the selected line item. Read any notes by clicking on the Category Link 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.

Details for item 0001 Award Medals							
Item Data Questions Notes and	I Attachments						
▼ Notes							
Clear							
Category		Description					
Item Tendering Text		See attached pricing sh	neet to submit prices.				
Bidder's Remarks		-Empty-					
▼ Attachments							
Add Attachment Edit Description Versioning	g 🖌 Delete Create Profile						
Category Description	File Name	Version	Processor				
i The table does not contain any data							

- 17. Repeat steps 16 19 for each item on the Bid Invitation. In this example there is only 1 line item.
- 18. A Price Sheet may be attached to the Bid Invitation. If so, prices are to be entered on the Price Sheet. Download the Price Sheet to a local Excel file and complete it accordingly. Then, attach it to the Bid Response as follows:

Click the Notes and Attachments tab at the top of the page then click Add Attachment.

RFx Information	Items Notes and	Attachments Summary					
▼ Notes							
Add Clear							
Assigned To	Category						
Document Header	Header Tendering Text						
Document Header	Bidder's Remarks						
Item01"Award Medals"	Item Tendering Text	andering Text					
 Attachments 							
Add Attachment Edit D	escription Versioning 🖌	Delete Create Qualification P					
Assigned To	Category	Description					

Browse your computer and select the file (for example, completed Price Sheet) to be attached to the Bid

Response. Enter a description of the attached file, i.e. Price Sheet, then click the ok button.

Add Attachment
Here you can upload an attachment. You have to assign it to either the document general data or to an item File: C:\Users\sorourk\Docum Browse
Description: Price Sheet ×
Assign To: * General Data
OK Cancel

19. Click on the RFx Information tab at the top of the screen and click on the word "Questions".

	RFx Inf	formation	Items	Notes and Attachments	Summary	Tracking
RFx Information Items Notes and Attachments Summary Tracking Basic Data Questions Notes and Attachments Summary Tracking						

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

RFx Information	Items	Notes and Attachments	Summary	Tracking			
Basic Data Questions	Notes a	and Attachments					
Question					Re	eply	
					Have you reviewed all attachments to the bid invitation and answered all questions?: *	Yes	⊖ No
					Have you attached/included all required files to the bid response?:	Yes	⊖ No
		% discount for payment mad	le within 30 days	Discounts for	payment made in less than 30 days, of less than 1%, or applicable to an indefinite quantity contract will be accepted but will not be an award consideration .:		
					Delivery will be made this number of days After Receipt of Order (ARO).:		

ONLINE BIDDING INSTRUCTIONS

- 21. Once all notes and attachments are reviewed, all questions are answered and all prices are entered click the Check button at the top of the page. Any red error messages must be cleared before the bid response can Check be submitted. If errors are present, correct any errors and click again. RFx response is complete and contains no errors 22. The following message will be presented if there are no errors: Submit button at the top of the page to submit your Bid Response. 23. Click the 24. A message will be presented with the RFx (Bid) Response number showing it has been submitted. RFx response 4000010810 submitted Close 25. Click the button to exit the Bid Response. The Bid Invitation is displayed. button to refresh the screen. 26. Click the
- 27. Your RFx (Bid) Response number is shown in the upper right section of the screen. It is a link to your Bid Response. It is not necessary to open your Bid Response again. But if you wish to access your Bid Response Click on the Bid Response Number link.

Display RFx: 3000	0006753										
Print Preview 2 Close											
Number 3000006753	Smart Number AWARD MEDALS	Status Published	Start Date	End Date 10:00:00 CST	Remaining Time 35 Days 19:27:57	Owner AMY VINCENT	RFx Response 4000010810				

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

28. Click the Close button to exit the Bid Invitation.

29. The process is complete.

Other Information:

- The Bid Response may be viewed by the submitter anytime by accessing the Bid Invitation on the LaPac website. See step 27 above.
- If you receive notification of an addendum or change to the Bid Invitation, the submitter is responsible for editing the Bid Response and resubmitting if any changes are done. Follow steps 1 – 4 to access the Bid Invitation.
- The submitter of the bid may change the bid any time prior to the bid opening date by accessing the Bid

Response and clicking the *Letter* button. If the Bid Response is edited it <u>MUST be SUBMITTED</u> again.

Save

- The Bid Response can be saved by clicking the button. This might be used if the submitter is partially finished with the Bid Response and will add more information at a later time. <u>Important note</u>, saving the Bid Response does not submit the Bid Response for bid consideration. It MUST be SUBMITTED.
- The submitter of the bid may withdraw the bid any time prior to the bid opening date by accessing the Bid

Response and clicking the button.

- The State of Louisiana buyer does not have access to your Bid Response until after the bid opening date has passed.
- Only the submitter of the Bid Response can view it before the bid opening date. It is never available to other vendors. Procurement employees at the State of Louisiana can view the bid after the bid opening date.

Notes and Attachments – Additional Information

There are three places on the Bid Response that may contain information on notes and attachments.

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

Display RFx Response: 4000010823										
Cedit Print Preview	🗘 Check Close									
Number 4000010823	RFx Number 3000006753 Status Saved Submission Dead									
RFx Information	Items Notes and Attachments Summary Tracking									
Basic Data Questions	Notes and Attachments									

2. Notes and Attachments tab This area contains both header and line item specific notes. It also contains attachments that are added to the RFX Bid Response Document.



3. 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.

ONLINE BIDDING INSTRUCTIONS

splay RFx Resp	ponse: 400	0001082	3			
Edit Print Preview	v ¢ ci	neck Close				
mber 4000010823	RFx Numbe	er 30000067	53 Sta	tus Saved	Submission De	adline 03/01/2017 10:00:0
RFx Information	Items	Notes and	I Attachment	s Summary	Tracking	
r Item Overview						
Details Add New 4	Add Subline	Copy P	aste Delet	e Calculate V	alue	
Line Number	Description	Item Type	Product ID	Product	Category Pro	duct Category Description
• 👼 <u>0001</u> 🗾	Award Medals	Material		49101701	ME	DALS
Details for item	0001 Award M	edals				
Item Data	Questions		Attachment	s		
1						
▼ Notes						
Clear						
Category						Description
Item Tendering	Text					See attached pricing sheet t
Bidder's Remark	<u>(S</u>					-Empty-
✓ Attachments						
Add Attachment	Edit Description	Versioning	January Delete	Create Profile		
Category		Des	cription		File Name	
Standard Attach	ment	Dun	my Price Sh	eet	Average mi	les per day calculation xlsx

4. There is no need to go to the Notes and Attachments tab for every line item. Only those with notes or attachments need to be reviewed. To identify if there are notes or attachments relevant for a specific line item in the Bid Invitation select the **Items tab**. In the **Overview** section of the screen, scroll to the right to the

RFx/Response columns. The column with the shows if there are attachments and the column with the shows if there are notes. In this example there is 1 attachment and 1 note.

isplay RFx Response: 4000010823														
🖉 Edit Print Preview 🤣 Check Close														
Number 4000010823	Number 4000010823 RFx Number 3000006753 Status Seved Submission Deadline 0301/2017 10:00:00 CST Opening Date 03:01/2017 10:00:00 CST Remaining Time 35 Days 00:32:28 RFx Owner AMY VINCENT Total Value 6:187:50 US											Total Value 6,187.50 USD		
RFx Information	Items	Notes and	Attachments	Summary Trac	king									
▼ Item Overview														
Details Add New a	Add Subline	Copy Pa	iste Delete C	alculate Value								_		
Line Number Description Item Type Product ID Product Category Product Category Description Required Quantity Submitted Quantity Unit Price Currency Price Per Delivery Date Total Value RFx / Response)														
• 🛃 0001 🕫	Award Medals	Material		49101701	MEDALS	24,750	24,750	EA	0.25 USD	1 0	in 04/01/2017	6,187.50	<u>01</u>	1/0

ONLINE 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 Register. If there is no Register button you are already registered and can skip this step.
- 6. Click Create Response. The Bid Response number appears at the top of the screen.
- 7. Read the notice and accept the terms.
- 8. Review all Notes and Attachments
- 9. Click Items
- 10. Click 10. Click to view line item details (product category, unit of measure, etc.)
- 11. Enter Price or complete the Pricing Sheet, whichever applies.
- 12. Add any notes or attachments from the bidder (i.e., Bidder Remarks, Completed Price Sheet)
- 13. Repeat steps 10 12 for each line item.
- 14. Click Check
- 15. Clear any hard (red) errors. Click Check again if any changes were made to clear errors.
- 16. Click Submit
- 17. Click Close
- 18. Click Close