#### **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 CONTRACT OFFICE CONTRACT. | Procurement and Cor  | ntract Network   |   |   |   |  | Hel        |
|--|--|--|---|---|---|--|------------|
| PAC Public Menu E  | Bids by Category   | Bids by Department   | Search for Open Bids  | Search by Bid   | Number  | Vendor Registi   | ration Me  |
|  |  | Res  | sults of Search   |   |   |  |            |
| partment: All<br>tegory: All<br>gin Date:<br>d Date:<br>mpare Date:<br>ywords:   |  |  |   |   |   |  |            |
| SHOULD BE CONT   |  |  | en reviewed and, if need  |   |   |  | the code o |
| ber listed in the HE<br>ieve the document.<br>SOLICITATION DOC   | ACTED? If you are<br>LP column to obtai<br>IF, HOWEVER, YOU<br>CUMENT.   | having difficulty retrievi<br>in technical assistance. 1<br>J HAVE A QUESTION COM  | ten reviewed and, if need<br>ing a solicitation documer<br>fhis will display a new scr<br>NCERNING THE DETAILS (<br>NCERNING THE DETAILS (<br>click on the underlined c | nt, or the docum<br>reen that will sh<br>DF A SOLICITAT   | ent is incom<br>ow the pers<br>ION, CONTA   | plete, click on t<br>on to contact to<br>CT THE PERSON   | help yo    |
| ber listed in the HE<br>eve the document.<br>SOLICITATION DOC  | ACTED? If you are<br>LP column to obtai<br>IF, HOWEVER, YOU<br>CUMENT.   | having difficulty retrievi<br>in technical assistance. 1<br>J HAVE A QUESTION COM  | ing a solicitation documer<br>This will display a new scr<br>NCERNING THE DETAILS (   | nt, or the docum<br>reen that will sh<br>DF A SOLICITAT   | ent is incom<br>ow the pers<br>ION, CONTA   | plete, click on t<br>on to contact to<br>CT THE PERSON   | help yo    |
| her listed in the HE<br>ieve the document.<br>SOLICITATION DOC   | ACTED? If you are<br>LP column to obtai<br>IF, HOWEVER, YOU<br>CUMENT.   | having difficulty retrievi<br>in technical assistance. 1<br>J HAVE A QUESTION CON<br>r, Bid Open Date/Time),<br>Description<br>TEST 050410 02<br>7/16/2010   | ing a solicitation documer<br>This will display a new scr<br>NCERNING THE DETAILS (   | nt, or the docum<br>reen that will sh<br>DF A SOLICITAT   | ent is incom<br>ow the pers<br>ION, CONTA<br>to sort by th<br><u>Bid Ope</u><br>05/   | plete, click on t<br>on to contact to<br>CT THE PERSON<br>at value.  | Help       |
| ber listed in the HE<br>ieve the document.<br>SOLICITATION DOO<br>To change the sort<br><u>Bid Number</u>  | ACTED? If you are<br>LP column to obtain<br>IF, HOWEVER, YOU<br>CUMENT.<br>order (Bid Numbe<br>AGPS REQ ANNAT<br>Bid Cancelled: C<br>Original: 102112<br>BID OPENING DA  | having difficulty retrievi<br>in technical assistance. 1<br>J HAVE A QUESTION CON<br>r, Bid Open Date/Time),<br>Description<br>TEST 050410 02<br>7/16/2010   | ing a solicitation documer<br>This will display a new scr<br>NCERNING THE DETAILS (   | nt, or the docum<br>reen that will sh<br>DF A SOLICITAT<br>olumn heading t                              | ent is incom<br>ow the pers<br>ION, CONTA<br>to sort by th<br><u>Bid Ope</u><br>05/   | plete, click on 1<br>on to contact to<br>CT THE PERSON<br>at value.<br><u>n Date/Time</u><br>26/2020               | Help       |
| hber listed in the HE<br>ieve the document.<br>SOLICITATION DOG<br>To change the sort<br><u>Bid Number</u>   | ACTED? If you are<br>LP column to obtain<br>IF, HOWEVER, YOU<br>CUMENT.<br>order (Bid Numbe<br>AGPS REQ ANNAT<br>Bid Cancelled: C<br>Original: 102112<br>BID OPENING DA  | having difficulty retrievi<br>in technical assistance. 1<br>J HAVE A QUESTION CON<br>r, Bid Open Date/Time),<br>Description<br>TEST 050410 02<br>77/16/2010<br>22003036<br>TE AND TIME REVISED<br>07112-2003036-1<br>2010 01<br>55/05/2010               | ing a solicitation documer<br>This will display a new scr<br>NCERNING THE DETAILS (   | nt, or the docum<br>reen that will sh<br>DF A SOLICITAT<br>olumn heading t<br>Date Issued<br>05/05/2010 | ent is incom<br>ow the pers<br>ion, conta<br>to sort by th<br>Bid Ope<br>05/<br>11:00 | plete, click on 1<br>on to contact to<br>CT THE PERSON<br>at value.<br><u>n Date/Time</u><br>26/2020               | help yo    |
| her listed in the HE<br>reve the document.<br>SOLICITATION DOC<br>To change the sort<br><u>Bid Number</u><br>107112-2003036  | ACTED? If you are<br>LP column to obtain<br>LP column to obtain<br>tr, HOWEVER, YOU<br>CUMENT.<br>order (Bid Numbe<br>AGPS REQ ANNAH<br>Bid Cancelled: C<br>Original: 107113<br>BID OPENING DA<br>Addendum 1: 11<br>ANNATEST 05052<br>Bid Cancelled: C<br>Original: 107113<br>CANCELLING SOL | having difficulty retrievi<br>in technical assistance. 1<br>J HAVE A QUESTION COM<br>r, Bid Open Date/Time),<br>Description<br>rEST 050410 02<br>77/16/2010<br>2-2003036<br>TE AND TIME REVISED<br>07112-2003036-1<br>2010 01<br>55/05/2010<br>2-2003037 | ing a solicitation documer<br>This will display a new scr<br>NCERNING THE DETAILS (   | nt, or the docum<br>reen that will sh<br>DF A SOLICITAT<br>olumn heading to<br>05/05/2010<br>05/05/2010 | ent is incom<br>ow the pers<br>ion, conta<br>to sort by th<br>Bid Ope<br>05/<br>11:00 | plete, click on 1<br>on to contact to<br>CT THE PERSON<br>at value.<br><u>n Date/Time</u><br>26/2020<br>1:00 AM CT | Help you   |

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

| STATE OF LOUISIA<br>Office of State Procurement  | NA  | RESPONSES WILL BE<br>PUBLICLY OPENED AT THE<br>PHYSICAL ADDRESS BELOW<br>03/01/2017<br>10:00 AM CST    |
|--|---|--|
| INVITATION TO BID  |   | T AN ELE CTRONIC (ONLINE)<br>E CLICK THE LINK BELOW.   |
| Vendor No.:<br>Solicitation: 3000006753  | TO: Offic<br>P.O. Box 9<br>Baton Rou                            | ige LA 70804-9095  |
| Solidation 300006753<br>Opening Date: 03/01/2017   |   | Address:<br>nird Street, Suite 2-160<br>1ge, LA 70802  |
| Vendor Name and Address: (to be completed by Vendor)   | Version: 1<br>Buyer: AN<br>Buyer Pho<br>E-Mail: am<br>Scheduled | ber: 3000006753<br>MY MINCENT<br>me: 225-342-0274<br>Iy Mincent@la.gov<br>I Begin Date:<br>I End Date: |
| Ship To Address  |   |  |
| LDH Office of the Secretary<br>Default Stg Loc<br>628 N.4H Street<br>Baton Rouge, LA 70802         |   |  |
| ONLINE BID RESPONSE LIN<br>https://lagoverpvendorgas.doa.louisiana.gov/rfx?sapsrm_boid=5887384417E |   | 080000A03FFFD  |
| DUE STIONS TO BE COMPLETED BY VENDOR   |   | Required   |
| 1. Have you reviewed all attachments to the bid invitation and ans                                 | wered all qu  |  |
| 2 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                                 | er (ARICI)  |  |

- 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.

Create RFx Response: 4000010810

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:<br>For the purposes of LaGov Supplier Portal bidding, the Signature of Authorized Signatory of Bidder is represented by the LaGov Supplier Portal user Log-In ID. The Name of Authorized Signatory of<br>Bidder is represented by the contact person associated with the LaGov Supplier Portal user Log-In ID.   |
| V Yes, I have read the above Notice and accept the terms.  |

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 Text | 1 (2)                       |
| Bidder's Remarks      |                             |

These are the same notes shown on the Bid Invitation Document in LAPAC. Click the OK 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 Tex   | <u>t</u>              |
| Bidder's Remarks       |                       |

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

| Add Bidder's Rema | arks   |           |
|-------------------|--|-----------|
| 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 Attachments St        | ummary Tracking    |                                 |
|----------------------------|------------------------------------|--------------------|---------------------------------|
| Basic Data Questions No    | 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 Descri | otion Versioning ⊿ Delete Create P | rofile             | <u> </u>                        |
| Category                   | Description                        | Click the Descri   | ption                           |
| Standard Attachment        | ATTACHMENT E: PRICE SHEET          | link to open the   | file                            |
| Standard Attachment        | ATTACHMENT D: INSTRUCTIONS TO      | ACCESS ONLINE BIDI | DER WEB CONFEREN                |
| Standard Attachment        | ATTACHMENT C: INSTRUCTIONS FO      | R 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                              | Number 4000010810 RFx Number 3000006753 |                |  |  |  |  |  |
| RFx Information                                | Items                                   | Notes and Atta |  |  |  |  |  |
| 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 4  | Add Subline  | Copy Pa  | aste Delete   C | alculate 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 A     | ward Medals              |                     |                     |
|-----------------------------|--------------------------|---------------------|---------------------|
| Item Data Questio           | ns Notes and Attachments |                     |                     |
|                             |                          |                     |                     |
|                             |                          |                     |                     |
| Identification              |                          | Currency:           | American Dollar     |
| Configurable Item Number: * | 0001                     | Required Quantity:  | 24,750 EA Each      |
| Control Key:                | Material functional      | Submitted Quantity: | 24,750 EA Each      |
| Item Type:                  | Material                 | Price:              | 25.00 USD Per: 1 EA |
| Product Category:           | 49101701 MEDALS          |                     |                     |
| Product ID:                 |                          | Net value:          | 0.00                |
| Description:                | Award Medals             | Delivery Date:      | 04/01/2017 00:00:00 |
| Item Variant Description:   | Original Item            | Delivery Days:      | 35                  |
| Further Properties          |                          |                     |                     |
| Supplier Product Number:    |                          | ]                   |                     |
|                             |                          |                     |                     |

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

| ● Details for it | 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 000 | 01 Award Medals          |                      |                     |                            |
|----------------------|--------------------------|----------------------|---------------------|----------------------------|
| Item Data Que        | estions Notes and Attac  | hments               |                     |                            |
|                      |                          |                      |                     |                            |
| ▼ Notes              |                          |                      |                     |                            |
| Clear                |                          |                      |                     |                            |
| Category             | _                        |                      | Description         |                            |
| Item Tendering Text  |                          |                      | See attached pricir | ig sheet to submit prices. |
| Bidder's Remarks     |                          |                      | -Empty-             |                            |
|                      |                          |                      |                     |                            |
|                      |                          |                      |                     |                            |
| Add Attachment Edit  | Description Versioning Z | elete Create Profile |                     |                            |
| Category             | Description              | File Name            | Version             | Processor                  |
| i The table does n   | ot 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 A         | ttachments Summary            |  |  |  |  |  |
|---------------------------------|---------------------------|-------------------------------|--|--|--|--|--|
| ▼ Notes                         |                           |                               |  |  |  |  |  |
| Add 🖌 Clear                     |                           |                               |  |  |  |  |  |
| Assigned To                     | Category                  |                               |  |  |  |  |  |
| Document Header                 | Header Tendering Text     |                               |  |  |  |  |  |
| Document Header                 | Bidder's Remarks          | s Remarks                     |  |  |  |  |  |
| Item01"Award Medals"            | Item Tendering Text       | ndering Text                  |  |  |  |  |  |
|                                 |                           |                               |  |  |  |  |  |
| <ul> <li>Attachments</li> </ul> |                           |                               |  |  |  |  |  |
| 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

| Add Attachm | ıt  |           |
|-------------|---|-----------|
| Here you ca | upload an attachment. You have to assign it to either the document general data or to | o an item |
|             | File: C:\Users\sorourk\Docum  |           |
|             | Description: Price Sheet ×  |           |
|             | Assign To: * General Data 💌   |           |
|             |   |           |
|             |   |           |
|             |   | _         |
|             | ОК  | Cancel    |

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

|      | RFx Inf | ormation  | Items   | Notes and Attachments | Summary | Tracking |  |  |  |  |  |
|------|---------|-----------|---------|-----------------------|---------|----------|--|--|--|--|--|
| Basi | c Data  | Questions | Notes a | Notes and Attachments |         |          |  |  |  |  |  |

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

| RFx Information Items         | s Notes and Attachments Summary Tracking  |   |
|-------------------------------|---|---|
| Basic Data   Questions   Note | es and Attachments  |   |
| Question                      | Reply   |   |
|                               | Have you reviewed all attachments to the bid invitation and answered all questions ?: = @ Yes 🛛 O No  |   |
|                               | Have you attached included all required files to the bid response?.   | 0 |
|                               | % discount for payment made 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):   |   |

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.

- 22. The following message will be presented if there are no errors:

RFx response is complete and contains no errors

- Submit 23. Click the button at the top of the page to submit your Bid Response.
- 24. A message will be presented with the RFx (Bid) Response number showing it has been submitted.

RFx response 4000010810 submitted

Close button to exit the Bid Response. The Bid Invitation is displayed. 25. Click the

- 26. Click the button to refresh the screen.
- 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     | 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 *Content of the Bid Response* is edited it <u>MUST be SUBMITTED</u> again.
- The Bid Response can be saved by clicking the finished with the Bid Response and will add more information at a later time. Important note, 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 Withdraw 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 Respo      | nse: 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.

| Display RFx Response: 400        | 0010823               |                     |
|----------------------------------|-----------------------|---------------------|
| 🖉 Edit   Print Preview   💠   Che | ck Close              |                     |
| Number 4000010823 RFx Number     | 3000006753 Status S   | aved Submission Dea |
| RFx Information Items            | Notes and Attachments | Summary Tracking    |

 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.

|  | sponse: 400                 | 0001082     | 3               |                  |  |
|--|-----------------------------|-------------|-----------------|------------------|--|
| Edit Print Previe  | ew   🌩   Ch                 | ieck Close  |                 |                  |  |
| umber 4000010823   | RFx Numbe                   | er 30000067 | 53 Status S     | aved Submiss     | ion Deadline 03/01/2017 10:00                      |
| RFx Information  | Items                       | Notes and   | I Attachments   | Summary Tra      | cking  |
| <ul> <li>Item Overview</li> </ul>  |                             |             |                 |                  |  |
| Details Add New  | Add Subline                 | Copy P      | aste Delete   C | Calculate Value  |  |
| Line Number  | Description                 | Item Type   | Product ID      | Product Category | Product Category Description                       |
| • 👼 <u>0001</u> 🕫  | Award Medals                | Material    |                 | 49101701         | MEDALS   |
|  |                             |             |                 |                  |  |
|  |                             |             |                 |                  |  |
|  |                             |             |                 |                  |  |
|  |                             |             |                 |                  |  |
|  |                             |             |                 |                  |  |
| _  |                             |             |                 |                  |  |
|  |                             |             |                 |                  |  |
|  |                             |             |                 |                  |  |
|  |                             |             |                 |                  |  |
|  |                             |             |                 |                  |  |
|  |                             |             |                 |                  |  |
|  |                             |             |                 |                  |  |
| A Dataila for iter   | n 0001 Award M              | adala       |                 |                  |  |
| Details for item   |                             |             | Attachmonto     |                  |  |
| Details for item     Item Data   | n 0001 Award M<br>Questions |             | Attachments     |                  |  |
| Item Data  |                             |             | Attachments     |                  |  |
| Item Data  |                             |             | Attachments     |                  |  |
| Item Data  Notes Clear   |                             |             | Attachments     |                  |  |
| Item Data  Notes Clear Category  | Questions                   |             | Attachments     |                  | Description  |
| Item Data  Notes Clear   | Questions                   |             | Attachments     |                  |  |
| Item Data  Notes Clear Category  | Questions<br>Text           |             | Attachments     |                  | Description<br>See attached pricing she<br>-Empty- |
| Item Data  Votes Clear Category Item Tendering                             | Questions<br>Text           |             | Attachments     |                  | See attached pricing she                           |
| Item Data  Votes  Clear  Category  Item Tendering Bidder's Reman           | Questions<br>Text           |             | Attachments     |                  | See attached pricing she                           |
| Item Data  Votes Clear Category Item Tendering Bidder's Remar  Attachments | Questions                   | Notes and   | Attachments     | ie Profile       | See attached pricing she                           |
| Item Data  Votes Clear Category Item Tendering Bidder's Remar  Attachments | Questions                   | Notes and   |                 |                  | See attached pricing she                           |

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.

| Display RFx Resp      | isplay RFx Response: 4000010823          |             |                 |                  |                                 |                   |                      |            |           |           |               |             |                |                          |
|-----------------------|--|-------------|-----------------|------------------|---------------------------------|-------------------|----------------------|------------|-----------|-----------|---------------|-------------|----------------|--------------------------|
| Sedit   Print Preview | Ø Edit   Print Preview   ☆   Check Close |             |                 |                  |                                 |                   |                      |            |           |           |               |             |                |                          |
| Number 4000010823     | RFx Numbe                                | er 30000067 | 53 Status S     | aved Submissi    | on Deadline 03/01/2017 10:00:00 | CST Opening       | Date 03/01/2017 10:0 | 0:00 CST   | Remaining | Time 35 D | ays 00:32:28  | RFx Owner   | AMY VINCENT    | 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   ( | Calculate 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 | RFx / Response 🖳 I       |
| • 🚰 0001 🗟            | Award Medals                             | Material    |                 | 49101701         | MEDALS                          | 24,750            | 24,750               | EA 0.2     | 5 USD     | 1         | On 04/01/2017 | 6,187.50    | 0/1            | 110                      |
|                       |  |             |                 |                  |                                 |                   |                      |            |           |           |               |             |                |                          |

RFx No: 3000023167

# **ONLINE BIDDING INSTRUCTIONS**

#### **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 and 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