

Office of State Procurement  
State of Louisiana  
Division of Administration

JEFF LANDRY  
GOVERNOR



TAYLOR F. BARRAS  
COMMISSIONER OF ADMINISTRATION

January 2, 2025

**ADDENDUM NO. 02**

Your reference is directed to RFX Number 3000024019 for the Invitation to Bid for the State of Louisiana – Polycom BN Networking Products - SW which is currently scheduled to open at 10:00am CT on January 7, 2025.

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The following changes are to be made to the referenced solicitation:

**Section 3: Calendar of Events:**

Deadline to Answer Vendor Inquiries Currently Reads: December 30, 2024

Deadline to Answer Vendor Inquiries Changed to read: January 2, 2025

Bid Opening Date Currently Reads: January 7, 2025 at 10:00 AM (CT)

Bid Opening Date Changed to Read: January 14, 2025 @ 10:00AM (CT)

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The Vendor’s written inquiries received by the inquiry deadline date of December 19, 2024 and the State’s responses are included on the attached page numbers 3 – 4.

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All else remains as on the original Invitation to Bid.

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**THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION.**

**ACKNOWLEDGEMENT:** If you have already submitted your bid and this Addendum does not cause you to revise your bid, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement by mail, by hand delivery, or courier to: Office of State Procurement, 1201 N. 3<sup>rd</sup> Street, Claiborne Building - Ste. 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the bidder from complying with the terms of its bid.

Addendum Acknowledged/No changes:

For: \_\_\_\_\_ By: \_\_\_\_\_

**REVISION:** If you have already submitted your bid and this Addendum requires you to revise your bid, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to bid opening by mail, by hand delivery, or courier to: Office of State Procurement, 1201 N. 3<sup>rd</sup> Street, Claiborne Building - Ste. 2-160, Baton Rouge, LA 70802, and indicate the RFX number and the bid opening date and time on the outside of the envelope for proper identification, or by fax to: (225) 342-9756. Electronic transmissions other than by fax are not being accepted at this time

**Revisions received after bid opening shall not be considered and you shall be held to your original bid.**

Revision:

For: \_\_\_\_\_ By: \_\_\_\_\_

By: Krystal Frank  
Office of State Procurement  
Telephone No. 225-342-4672  
Email: [krystal.frank@la.gov](mailto:krystal.frank@la.gov)

**Written Inquiries**  
**Polycom BN Telecommunications & UC - SW**  
**Solicitation No. 300024019**  
**File Number: T 92902**

**Vendor's Inquiry #1:**

**Statewide Adoption:**

- Will all government agencies in Louisiana be required to use the awarded VoIP provider, or will this vendor serve as a recommended option, allowing agencies or entities the flexibility to choose their own provider?

**State's Response #1:**

Agencies will not be required to use the awarded vendor, nor will any vendor be considered a "recommended" option. This is not a mandatory use contract.

Per Number 9 in the Attachment A – Special Terms and Conditions – NON-EXCLUSIVE CONTRACT: "The contract is non-exclusive and shall not in any way preclude the State from entering into similar contracts and/or arrangements with other vendors or from acquiring similar, equal or like goods and/or services from other entities or sources"

**Vendor's Inquiry #2:**

**Scope of Implementation:**

- Is this RFP aimed at implementing a new system statewide, replacing existing VoIP systems as needed by location, or a combination of both?

**State's Response #2:**

This is not a Request for Proposals (RFP). This is an Invitation to Bid (ITB), to establish a non-mandatory Statewide Contract for the State of Louisiana to furnish Polycom Brand Name Networking/Telecommunications & Unified Communications Products. Orders will be placed by agencies on an as-needed basis.

**Vendor's Inquiry #3:**

**Current Infrastructure Details:**

- Is there an approximate count of VoIP devices currently in use across the state?
- Additionally, is there a list of locations and associated technology infrastructure (e.g., servers, switches, wireless access points) available? If possible, could a topology map also be provided?

**State's Response #3:**

No, there is not an approximate count of devices in use, nor is there a list of locations and associated technology infrastructure. Additionally, a topology map cannot be provided. Orders are placed by individual agencies at their own discretion.

**Vendor's Inquiry #4:**

**Current VoIP Software:**

- Could you confirm the VoIP software currently in use throughout the state?

**State's Response #4:**

Software around the State will vary due to having multiple vendors on State contract providing Networking/Telecommunication & Unified Communications products. No Agency is required to use a specific contract or vendor.