

# 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**  
Welcome to the Louisiana Procurement and Contract Network
[Help](#)

[LaPAC Public Menu](#)
[Bids by Category](#)
[Bids by Department](#)
[Search for Open Bids](#)
[Search by Bid Number](#)
[Vendor Registration Menu](#)

### Results of Search

Department: All  
Category: All  
Begin Date:  
End Date:  
Compare Date:  
Keywords:

To view or print the bid document, click on the bid number below. Any subsequent addenda will also be available via this website. If an addendum has been issued, it will be located directly under the bid being modified and will be designated as an addendum. Solicitations for Statewide Term Contracts are in **RED**.

It is the bidder's responsibility to ensure that all addenda have been reviewed and, if need be printed, signed, and returned.

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

# ONLINE BIDDING INSTRUCTIONS

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



**STATE OF LOUISIANA**  
Office of State Procurement  
INVITATION TO BID

RESPONSES WILL BE  
PUBLICLY OPENED AT THE  
PHYSICAL ADDRESS BELOW  
03/01/2017  
10:00 AM CST

TO SUBMIT AN ELE CTRONIC (ONLINE)  
RESPONSE CLICK THE LINK BELOW.

SUBMIT NON-ELECTRONIC RESPONSE  
TO : Office of State Procurement  
P.O. Box 94095  
Baton Rouge LA 70804-9095

Physical Address:  
1201 N. Third Street, Suite 2-160  
Baton Rouge, LA 70802

RFx Number: 3000006753  
Version: 1  
Buyer: AMY VINCENT  
Buyer Phone: 225-342-0274  
E-Mail: amy.vincent@la.gov  
Scheduled Begin Date:  
Scheduled End Date:

Vendor No.: \_\_\_\_\_  
Solicitation: 3000006753  
Opening Date: 03/01/2017

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

Ship To Address  
LDH Office of the Secretary  
Default Stg Loc  
628 N. 4th Street  
Baton Rouge, LA 70802

**ONLINE BID RESPONSE LINK**  
[https://lagovenvendorgas.doa.louisiana.gov/rfx?saparm\\_bid=5887384417E31AF0E10080000A03FFFD](https://lagovenvendorgas.doa.louisiana.gov/rfx?saparm_bid=5887384417E31AF0E10080000A03FFFD)

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 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.

6. Click the **Create Response** 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:**  
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 Bidder is represented by the contact person associated with the LaGov Supplier Portal user Log-In ID.

☒ Yes, I have read the above Notice and accept the terms.

## ONLINE BIDDING INSTRUCTIONS

- 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.



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.

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



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



The screenshot shows a pop-up window titled "Add Bidder's Remarks". It has a text area with the placeholder text "Type bidder remarks here then click the OK button." and two buttons at the bottom right: "OK" and "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.



The screenshot shows the "Notes and Attachments" section of the screen. The "Notes" section is expanded, showing a table with columns "Category" and "Description". The "Attachments" section is also expanded, showing a table with columns "Category" and "Description". A red box highlights the "Attachments" section header. A purple oval highlights the "ATTACHMENT E: PRICE SHEET" link in the "Description" column, with the text "Click the Description link to open the file" written inside the oval.

Category	Description
Header Tendering Text	Please print all attachments to
Bidder's Remarks	Type bidder remarks here then

  

Category	Description
Standard Attachment	<a href="#">ATTACHMENT E: PRICE SHEET</a>
Standard Attachment	<a href="#">ATTACHMENT D: INSTRUCTIONS TO ACCESS ONLINE BIDDER WEB CONFEREN</a>
Standard Attachment	<a href="#">ATTACHMENT C: INSTRUCTIONS FOR ONLINE BIDDERS</a>

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



The screenshot shows the "Create RFX Response: 4000010810" screen. It has tabs for "RFx Information", "Items", "Notes and Attachments", "Summary", and "Tracking". The "Items" tab is selected and highlighted with a red box. Below the tabs, there are fields for "Number" (4000010810) and "RFx Number" (3000006753). Below these fields, there are buttons for "Submit", "Read Only", "Print Preview", "Check", and "Close".

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.



The screenshot shows the "Item Overview" table. The "Details" button is highlighted with a red box. The first line item is highlighted with a green box. The table has columns: Line Number, Description, Item Type, Product ID, Product Category, Product Category Description, Required Quantity, Submitted Quantity, and Unit.

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit
0001	Award Medals	Material	49101701	MEDALS		24,750	24,750	EA

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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

Basic Data

Identification

Configurable Item Number: \* 0001

Control Key: Material functional

Item Type: Material

Product Category: 49101701 MEDALS

Product ID:

Description: Award Medals

Item Variant Description: Original Item

Further Properties

Supplier Product Number:

Currency: American Dollar

Required Quantity: 24,750 EA Each

Submitted Quantity: 24,750 EA Each

Price: 25.00 USD Per: 1 EA

Net value: 0.00

Delivery Date: 04/01/2017 00:00:00

Delivery Days: 35

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 Attachments

Notes

Clear

Category	Description
Item Tendering Text	See attached pricing sheet to submit prices.
Bidder's Remarks	-Empty-

Attachments

Add Attachment Edit Description Versioning Delete Create Profile

Category	Description	File Name	Version	Processor
The table does not contain any data				

## ONLINE BIDDING INSTRUCTIONS

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.

The screenshot shows the 'Notes and Attachments' tab selected at the top. Below it, there are two sections: 'Notes' and 'Attachments'. The 'Notes' section has a table with columns 'Assigned To' and 'Category'. It contains three rows: 'Document Header' with 'Header Tendering Text', 'Document Header' with 'Bidder's Remarks', and 'Item01"Award Medals"' with 'Item Tendering Text'. The 'Attachments' section has a table with columns 'Assigned To', 'Category', and 'Description'. It contains one row with 'Price Sheet' in the 'Description' column. The 'Add Attachment' button is highlighted with a red box.

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.

The 'Add Attachment' dialog box is shown. It has a title bar with 'Add Attachment' and standard window controls. The main text says: 'Here you can upload an attachment. You have to assign it to either the document general data or to an item'. There are two input fields: 'File:' with a text box containing 'C:\Users\sorourk\Docum...' and a 'Browse...' button; and 'Description:' with a text box containing 'Price Sheet' and a close button 'x'. Below these is an 'Assign To:' dropdown menu with 'General Data' selected. At the bottom right are 'OK' and 'Cancel' buttons.

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

The screenshot shows the 'RFX Information' tab selected at the top. Below it, there are two sections: 'Basic Data' and 'Questions'. The 'Questions' section is highlighted with a red box.

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

The screenshot shows the 'Questions' section. It has a title bar with 'Questions' and standard window controls. The main text says: 'Question'. There are two input fields: 'Have you reviewed all attachments to the bid invitation and answered all questions? \*' with radio buttons for 'Yes' and 'No'; and 'Have you attached/included all required files to the bid response? \*' with radio buttons for 'Yes' and 'No'. Below these are two text boxes: '% 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.' and 'Delivery will be made this number of days After Receipt of Order (ARO):'. At the bottom right is a 'Reply' button.

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21. Once all notes and attachments are reviewed, all questions are answered and all prices are entered click the  button at the top of the page. Any red error messages must be cleared before the bid response can 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

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

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

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.



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  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  button. If the Bid Response is edited it MUST be SUBMITTED again.

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- 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. 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  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.



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

**Display RFX Response: 4000010823**

Edit | Print Preview | Check | Close

Number 4000010823 RFX Number 3000006753 Status Saved Submission Deadline 03/01/2017 10:00:00

RFX Information **Items** Notes and Attachments Summary Tracking

**Item Overview**

Details Add New Add Subline Copy Paste Delete Calculate Value

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description
0001	Award Medals	Material	49101701	MEDALS	

**Details for item 0001 Award Medals**

Item Data Questions **Notes and Attachments**

**Notes**

Clear

Category	Description
Item Tendering Text	See attached pricing sheet to
Bidder's Remarks	-Empty-

**Attachments**

Add Attachment Edit Description Versioning Delete Create Profile

Category	Description	File Name
Standard Attachment	Dummy Price Sheet	Average miles 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.

**Display RFX Response: 4000010823**

Edit | Print Preview | Check | Close

Number 4000010823 RFX Number 3000006753 Status Saved Submission Deadline 03/01/2017 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 USD

RFX Information **Items** Notes and Attachments Summary Tracking

**Item Overview**

Details Add New Add Subline Copy Paste 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
0001	Award Medals	Material	49101701	MEDALS		24,750	24,750	EA	0.25	USD	1	On 04/01/2017	6,187.50	0/1	1/0

# ONLINE BIDDING INSTRUCTIONS

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## 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 . If there is no  button you are already registered and can skip this step.
6. Click . 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 
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 
15. Clear any hard (red) errors. Click  again if any changes were made to clear errors.
16. Click 
17. Click 
18. Click 