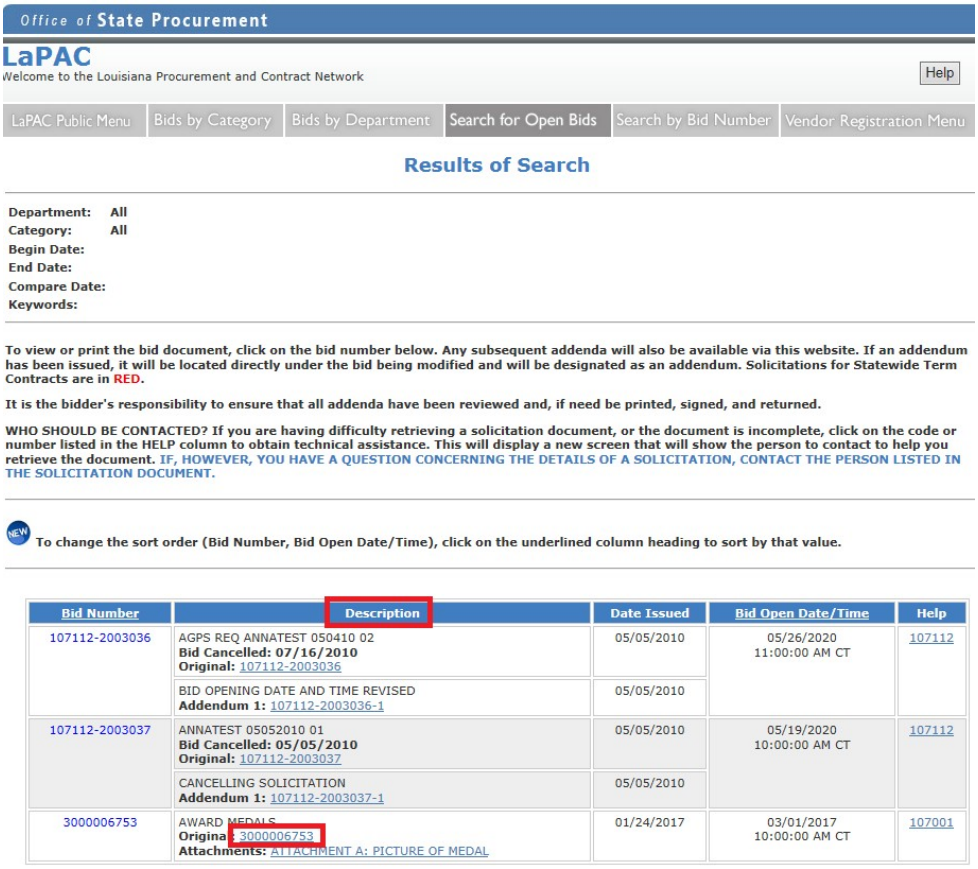
RFx Number: 3000026895 **Attachment: B**

Online Bidding Instructions

*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.

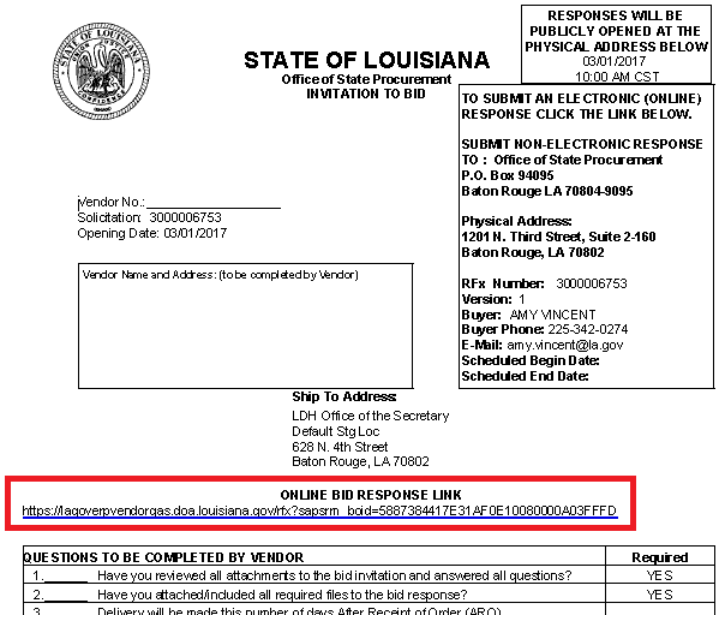
It is the bidder's responsibility to ensure that all addenda have been reviewed and, if need be printed, signed, and returned.

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.

NEW **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:** 107112-2003036	05/05/2010	05/26/2020 11:00:00 AM CT	107112
	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:** 107112-2003037	05/05/2010	05/19/2020 10:00:00 AM CT	107112
	CANCELLING SOLICITATION **Addendum 1:** 107112-2003037-1	05/05/2010		
3000006753	AWARD MEDALS **Original:** 3000006753 **Attachments:** ATTACHMENT A: PICTURE OF MEDAL	01/24/2017	03/01/2017 10:00:00 AM CT	107001

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 ELECTRONIC (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://lagoverpvendorqas.doa.louisiana.gov/irfx?sapsrm_boid=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)	

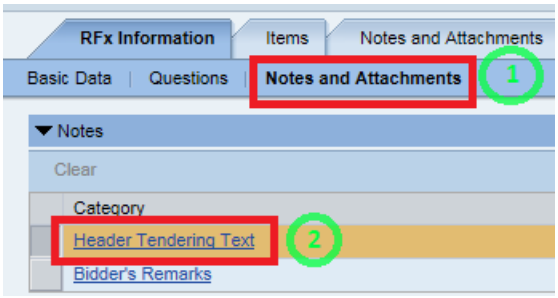
4. Enter your LaGov Vendor ID number and password. Note: Your ID and password were created and activated during the vendor registration process in the LaGov vendor portal site. If you have not registered in LaGov, go back to the bid invitation and click the link to the [LaGov registration site.]

5. The Bid Invitation (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.

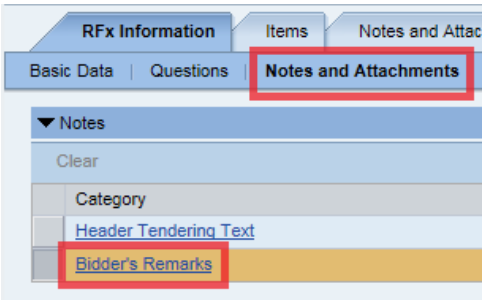
7. To proceed, read the Notice and check the box next to **Yes, I have read the above Notice and accept the terms** to accept the terms of the bid.

8. Click on **Notes and Attachments** found under the RFx Information tab. In the Notes section below the drop down, click on the link titled **Header Tendering Text.**

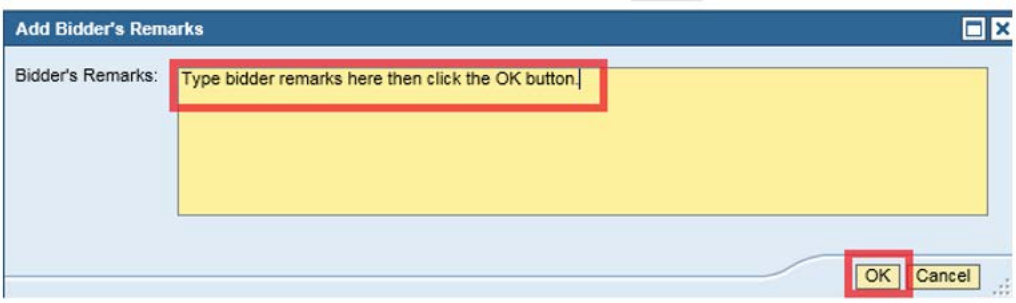


These are the same notes shown on the Bid Invitation Document in LaPac. Click the **OK** button. See the **Notes and Attachments Additional Information** section at the end of this document for more information.

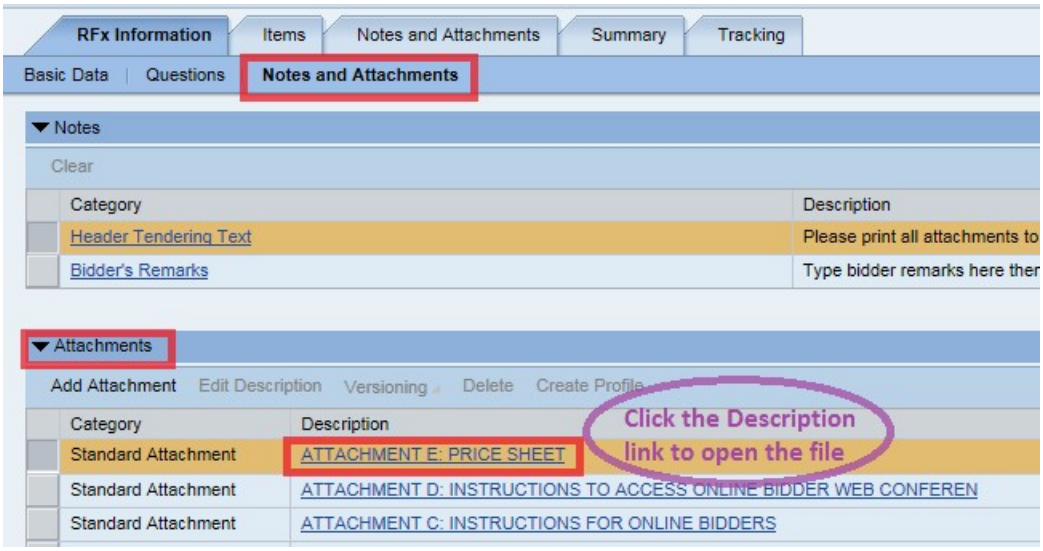
9. Bidder remarks may be added to the Bid Response by clicking on the **Bidder's Remark** link under the notes and attachments tab.



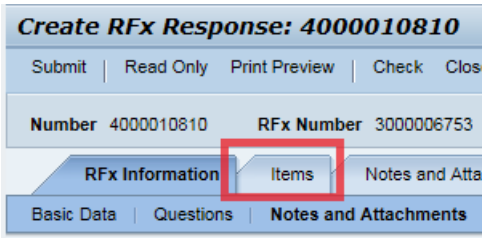
10. A pop-up window will appear. Type desired bidder remarks then click the **OK** button.



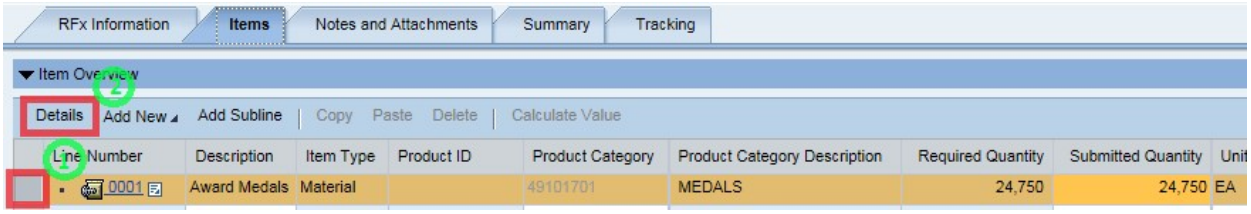
11. All attachments to the bid invitation are shown in the attachments section under the notes and attachments tab. These are the same attachments that are shown in LaPac. If needed, each attachment can be opened by clicking on the description link and downloaded to a local file.



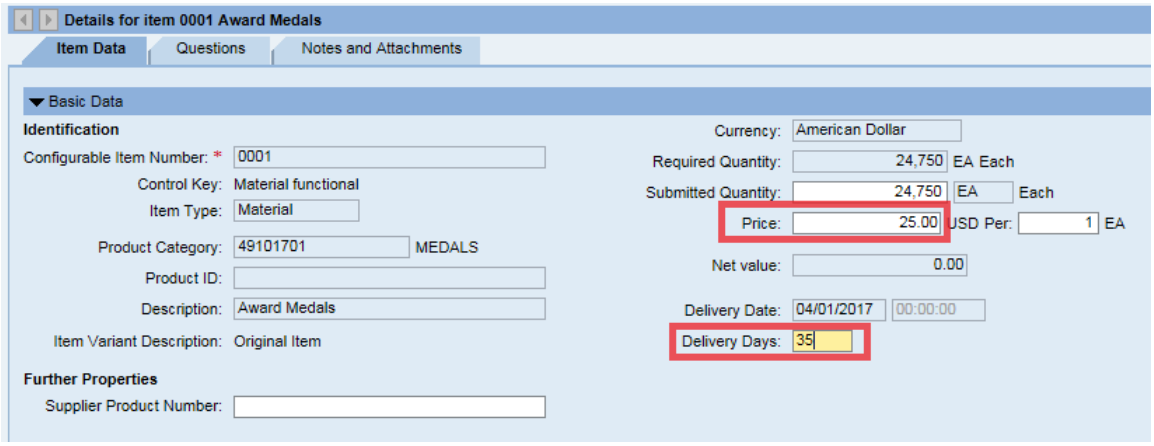
12. Click the **Items** tab near the top of the screen.



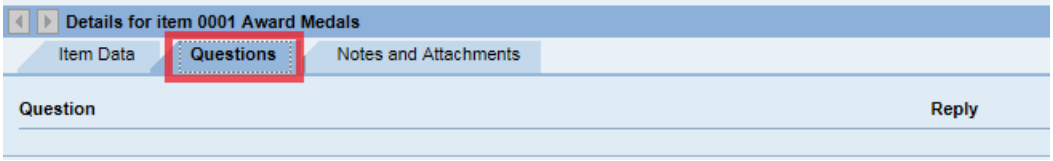
13. Each line item of the bid invitation will be displayed. Highlight the first line item by clicking **in the gray box** to the left of the line number. Then click the **details** button.



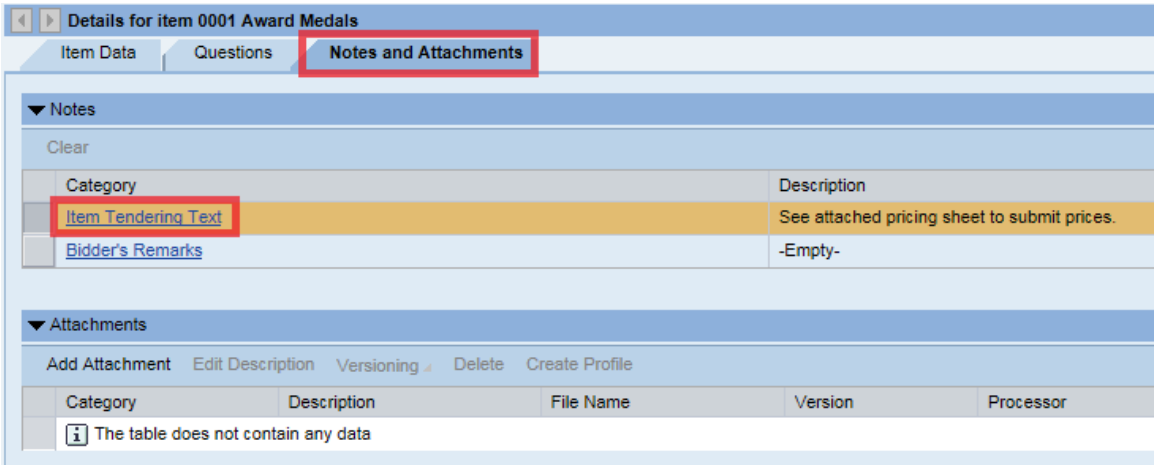
14. The details specific to the line item selected will be displayed. The Item Data tab displays information related to product category, item description, required quantity and delivery date. This is also the screen in which the bid price and number of days after receipt of order (ARO) are entered. Be sure to note the per/unit of measure for the price to be quoted. **Enter the bid price for the line item.**
Important note: If a price sheet is attached to the bid invitation, enter prices only on the price sheet and not on each line item.



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



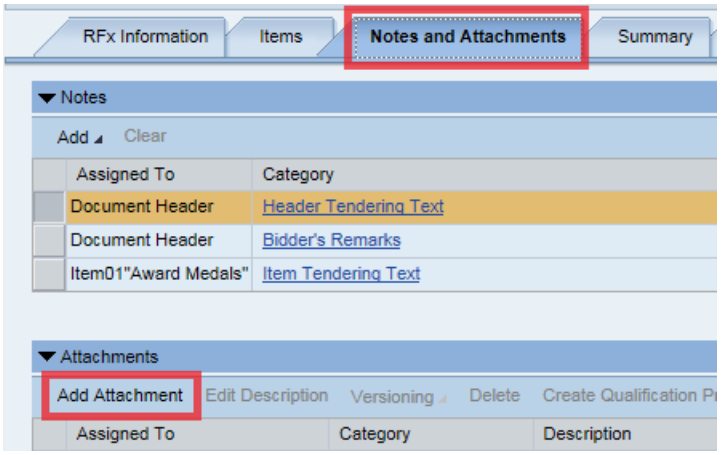
16. Click on the **Notes and Attachments** tab for the selected line item. Read any notes by clicking on the **Category Link** and review any attachments relevant for the selected line item. In this example there is a note for Item Tendering Text but not attachments relevant to the specific line item.



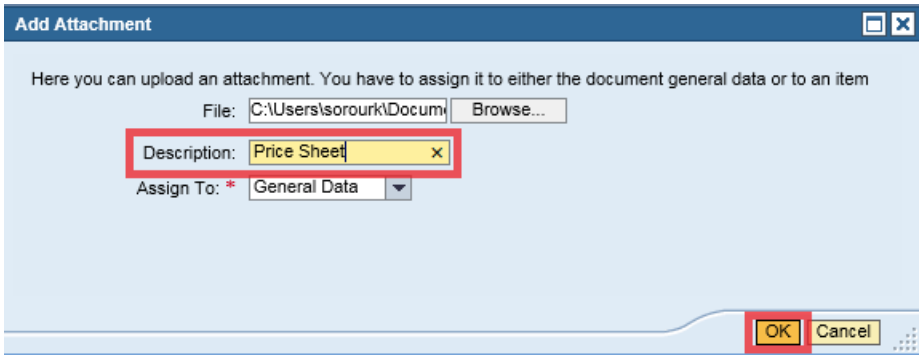
17. Repeat steps 16-19 for each item on the Bid Invitation. In this example there is only 1 line item.

18. A price sheet may be attached to the Bid Invitation. If so, prices are to be entered on the price sheet. To do so, download the price sheet to a local excel file and complete it accordingly and then attach it to the bid response as follows:

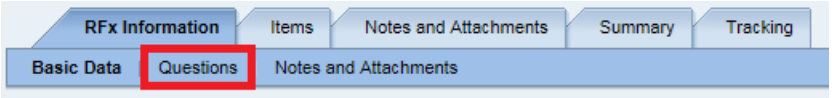
    Click the **Notes and Attachments** tab at the top of the page and then click **Add Attachment**



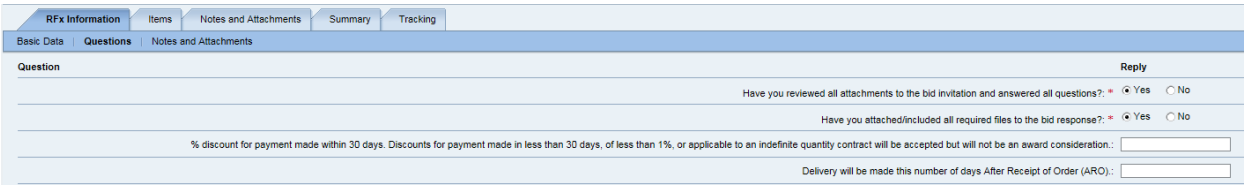
    Browse your computer and select the file to be attached to the bid response. Enter a description of the attached file (i.e. Price Sheet), then click the **OK** button.



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



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



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 be submitted. If errors are present, correct any errors and click **Check** again.

22. If there are no errors, you will receive the following message "**RFx response is complete and contains no errors"**.

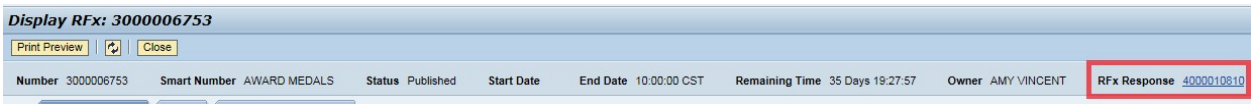
23. Click the **Submit** button at the top of the page to submit your bid response.

24. A message will be presented with the RFx response number showing it has been submitted.

25. Click the **Close** button to exit the bid response. The bid invitation is displayed.

26. Click the **Refresh** button if it doesn't display.

27. The RFx number is shown in the upper right hand section of the screen. You can click on the **RFx Response** number if you wish to access your bid response.



Note: For future access to your bid response, go to LaPac and locate the bid invitation number. Open the link to the bid invitation. Log into the LaGov Vendor portal. The bid invitation will open and your bid response number will be available.

28. Click the **Close** button to exit the bid invitation.

29. The process is complete.

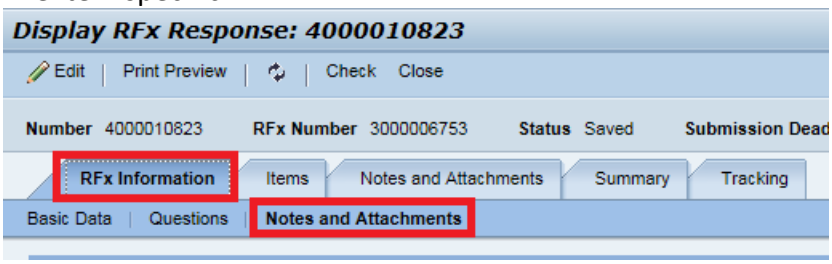
Other Information

- 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 **Edit** button. If the bid response is edited, it **must** be submitted again.
- The bid response can be saved by clicking the **Save** 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 consideration. The bid **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. Office of State Procurement employees at the State of Louisiana can view the bid after the bid opening date.

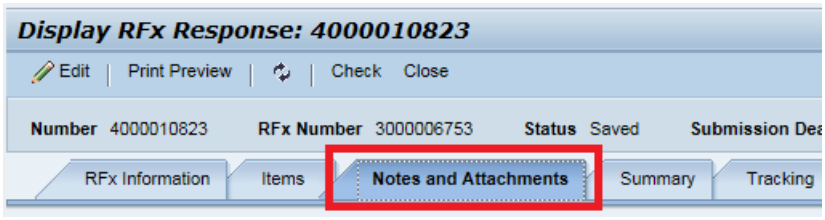
Notes and Attachments – Additional Information

There are three places on the bid response that may contain information on notes and attachments.

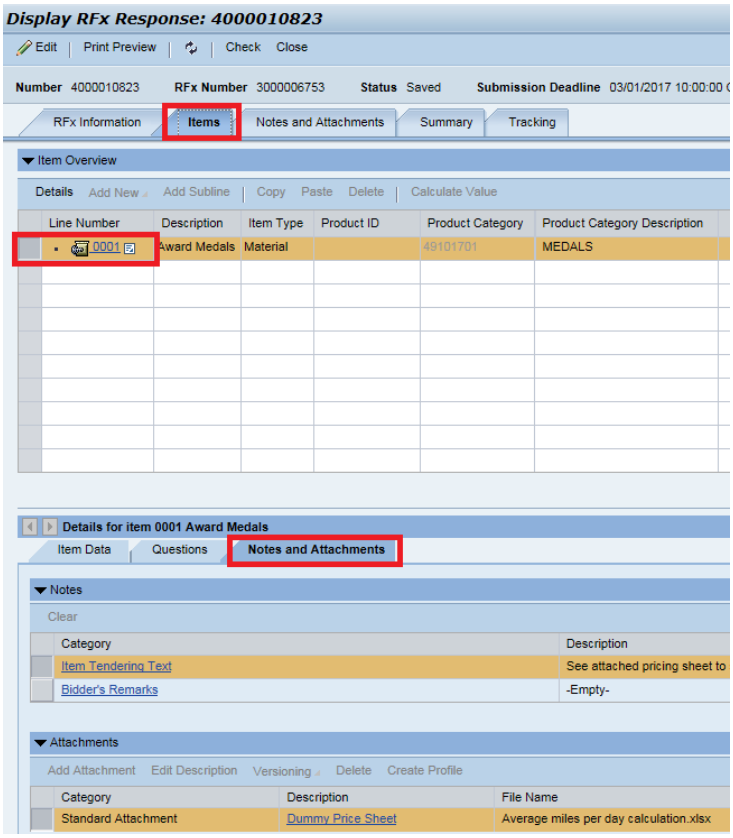
1. **RFx Information > Notes and Attachments**
   This area contains header level notes and attachments that come from the bid invitation. Header level notes apply to everything in the bid invitation – they are not line item specific.



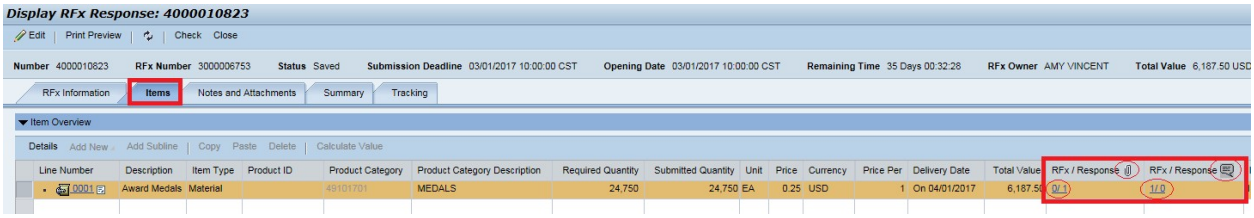
2. **Notes and Attachments Tab**
   This area contains both header and line item specific notes. It also contains attachments that are added to the RFx bid response document.



3. **Items Tab > Highlight Line Item > Details > Notes and Attachments Tab at the bottom of the screen**
   This area contains line item specific notes and attachments. These notes and attachments are only relevant for the selected line item.



4. There is no need to go to the notes and attachments tab for every line item. Only those with notes and/or attachments need to be reviewed. To identify if there are notes or attachments relevant for a specific line item in the bid invitation, click the **Items** tab. In the **Overview** section of the screen, scroll to the right to the column labeled **RFx/Response**. The column with the **paper clip** indicates if there are attachments, and the column with the **speech balloon** indicates if there are notes. In the example below, there is 1 attachment and 1 note.



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 you 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 **the line item number** 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 the blue **Close** button.
18. Click the yellow **Close** button.