### SELECTION MEMORANDUM

*September 4, 2025*

Ms. Pamela Bartfay Rice, Esq.

State Procurement Assistant Director

DOA-Office of State Procurement

1201 North 3rd Street, Claiborne Building, Suite 2-160

Baton Rouge, LA 70802

RE: *[RFP Name, Solicitation #]*

Dear Ms. Rice:

In compliance with La. R.S. 39:1623, I forward for your approval and hereby certify the following for the above-referenced solicitation:

1. The list of criteria, the weight assigned, and the scores of each Proposal are provided in the Evaluation Summary Attachment.
2. Justification for Selection

The Award Packet attached resulted in the selection of [*Name of Contractor*] to provide the required services. This decision was based on the fact that the Contractor received the highest number of points from the Evaluation Committee in accordance with the requirements outlined in the RFP.

1. Description of Procedures
2. The RFP was reviewed and approved by the Office of State Procurement on *(Date)*. Agency Staff: Delete the following sentence if PST was not needed. Procurement Support Team review occurred on (*Date*).

1. A notice of Request for Proposals was published by the *(Agency Name)* in the following major daily newspapers on (*Date of Ad*);
   * 1. Baton Rouge Advocate
     2. *(Other Newspapers)*
     3. *(Other Newspapers)*
2. The Request for Proposals (RFP) was properly advertised and posted to LaPAC on (*Date*); *(Number)* Potential Proposers were notified on LaPAC.
3. On (*Date of Release*), an invitation to participate in the Request for Proposals (RFP) was emailed to Potential Proposers known to be in a position to furnish services. An email was sent to the following recommended supplier(s):
   * 1. *(Listed recommend supplier)*
     2. *(Listed recommend supplier)*
     3. *(Listed recommend supplier)*
4. The RFP enclosed for your inspection contains provisions in compliance with La. R.S. 39:1595 as follows: Agency Staff: The following document and section references are accurate if the Professional Services Model RFP Template (for non-LESA agencies) was used. If not, please update where the information was provided.
   * 1. The importance of price and evaluation factors is explained in Attachment D, RFP Evaluation Plan.
     2. The RFP defines project tasks in Attachment C, Scope of Work.
     3. As in (i) above, evaluation factors are defined in Attachment D, RFP Evaluation Plan.
     4. The period for the project is explained in the RFP Overview, III. Scope of Work and Term of Contract.
     5. The RFP notifies potential Proposers that the award of the Contract may be made on the basis of initial offers in Attachment A, Standard RFP Terms and Conditions, IV. Proposals, O. Evaluation and Selection.
     6. In the RFP Overview, II. General Information, E. How to Ask Questions, potential Proposers are notified that written questions are to be submitted to the RFP Coordinator by the established deadline.
     7. The RFP Contact’s information is provided in the RFP Overview, II. General Information and Instructions, A. RFP Contact.
     8. Procedures concerning payment are discussed in Attachment E, Sample Contract, Section *(Section #, normally 5.0)* Payment Terms.
     9. The RFP requires all necessary information concerning qualification, methodology, costs, and financial capability.
5. All Proposer written inquiries received by the inquiry deadline are located in Addendum (#).
6. As of *(Date and Time proposals are due*), (*Number of proposals received*) were submitted.
7. Agency Staff: Delete this paragraph if no proposals were disqualified. *(Number of proposals)* proposals were disqualified (if any). Enclosed is the name of each Proposer who was disqualified and the reason for the disqualification.
8. A technical evaluation scoring sheet was developed utilizing the criteria specified in the RFP. The Award Packet containing the following documents is attached:
9. Evaluation Summary;
10. Strengths and Weaknesses;
11. Financial Evaluation Summary;
12. All Evaluated Price Schedules; and

Hudson Veteran Evaluation (If applicable)

1. The selection of the Contractor will be announced as provided in the RFP and all Proposers will be officially notified by letter.
2. Determination of Responsibility

Determination of the Proposer’s responsibility relating to the RFP has been made according to the standards set forth in the LAC 34:V.1505 and/or LAC 34:V.2536. The State has found that the selected Proposer(s):

* 1. Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;
  2. Has the necessary experience, organizations, technical qualifications, skills, and facilities, or has the ability to obtain them;
  3. Is able to comply with the proposed or required time of delivery or performance schedule;
  4. Has a satisfactory record of integrity, judgment, and performance; and
  5. Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Sincerely,

*State Agency Head*