



# Office of State Procurement

*How to Respond to an Invitation to Bid  
("ITB")*

Vendor Training



# Today's Topics

- What is an Invitation to Bid?
- Louisiana Procurement & Contract Network ("LaPac")
- Understanding the Bid Document
- Understanding the Attachments
- Addenda
- Ways to Submit a Bid
- Bid Openings
- Common Mistakes
- Important Tips for Submitting a Successful Bid
- Who to Call
- Questions





## What is an Invitation to Bid?

- All documents, whether attached or incorporated by reference, utilized for soliciting bids in accordance with the procedures set forth in La. R.S. 39:1594. See La. R.S. 39:1556(29).
- Most commonly referred to as an “ITB” or “Solicitation”. In the LaGov system, these are also known as an “RFx”.



LG La. R.S. 39:1594 – When state contracts are not used and no exceptional circumstances apply (Small Purchase, Sole Source, and Emergency Procurement) and the purchase is greater than \$25,000, competitive sealed bidding should be used. Competitive sealed bidding is a method that uses formal advertising in order to solicit bids from a variety of contractors to capture the best price.

Bid, solicitation, ITB, RFx – all mean the same thing



## What is "LaPac"?

- "LaPac" - Louisiana Procurement and Contract Network is a complete listing of bids by department, by commodity, or by specific bid number. Complete documents can be viewed in .pdf format, and those of interest can be printed and submitted.
- Registered vendors receive immediate email notification each time an "ITB" or "Addendum" is posted for a commodity for which you have registered
- Award Information showing the successful vendor(s) and their award total(s) is posted to LaPac
- Available 24 hours per day, 7 days per week



Contract awards will not have dollar amount posted.



# How to Search for an ITB on LaPac

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

## Bids by Category (UNSPSC Segment)

Click on the underlined category to view a list of bids for that category.

**APPAREL AND LUGGAGE AND PERSONAL CARE PRODUCTS (53000000) - (9)**

Clothing, Footwear, Luggage and Handbags and Packs and Cases, Personal Care Products, Sewing Supplies and Accessories

**BUILDING AND CONSTRUCTION AND MAINTENANCE SERVICES (27000000) - (49)**

Building Construction, Support, Maintenance and Repair Service, General Building Construction, Heavy Construction Services, Specialized Trade Construction and Maintenance Services

**BUILDING AND CONSTRUCTION MACHINERY AND ACCESSORIES (22000000) - (18)**

Heavy Construction Machinery and Equipment

**CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS (12000000) - (4)**

Explosive Materials, Elements and Gases, Additives, Colorants, Waxes and Oils, Solvents, Compounds and Mixtures

**CLEANING EQUIPMENT AND SUPPLIES (47000000) - (21)**

Water and Wastewater Treatment Supply and Disposal, Industrial Laundry and Dry Cleaning Equipment, Janitorial Equipment, Cleaning and Janitorial Supplies

**COMMERCIAL, MILITARY, PRIVATE VEHICLES, ACCES. AND COMP. (25000000) - (22)**

Motor Vehicles, Marine Transport, Railway and Tramway Machinery/Equipment, Aircraft, Spacecraft, Non Motorized Cycles, Transportation Components/Systems, Vehicle Bodies/Trailers, Transportation Services Equipment, Aerospace Systems/Components/Equipment

**DEFENSE, LAW ENFORCEMENT, SECURITY, SAFETY EQUIP. AND SUP. (46000000) - (21)**

Light Weapons and Ammunition, Conventional War Weapons, Missiles, Rockets and Subsystems, Launchers, Law Enforcement, Public Safety and Control, Security Surveillance and Detection, Personal Safety and Protection, Fire Protection

**DISTRIBUTION, CONDITIONING SYSTEMS AND EQUIP. AND COMP. (40000000) - (18)**

Heating and Ventilation and Air Circulation, Fluid and Gas Distribution, Industrial Pumps and Compressors, Industrial Filtering and Purification, Pipe Piping and Fittings

**How to Search for an ITB on LaPac**

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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](#)

### Bids by Department

Click on the underlined Department to view a list of bids for that Department.

- [\\*\\*\\* State Procurement \\*\\*\\* - \(178\)](#)
- + [State - Corrections - \(0\)](#)
- + [State - Transportation and Development - \(24\)](#)
- + [State - Environmental Quality - \(2\)](#)
- + [State - Agriculture & Forestry - \(1\)](#)
- + [State - Board of Commissioners Port of New Orleans - \(0\)](#)
- + [State - Board of Supervisors-University of LA System - \(0\)](#)
- + [State - Capital Area Human Services District - \(0\)](#)
- + [State - Civil Service - \(0\)](#)
- + [State - Coastal Protection & Restoration Authority - \(0\)](#)
- + [State - Commissioner of Elections - \(0\)](#)
- + [State - DCRT - OFFICE OF STATE PARKS - \(4\)](#)

Click “State Procurement” to see all bids posted by our office. Can do a Ctrl/F to search by title.



# How to Search for an ITB on LaPac

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LaPAC

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Search for Open Bids

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## Search for Open Bids

This page allows you to locate open documents by one or more selection criteria. Solicitations are open until the bid open date has passed. To search for open bids, enter your search criteria in the form below and click the SEARCH button. If any criteria do not apply simply leave that item blank.

Department:

Category:

Date Range: From:  (mm/dd/yyyy) To:  (mm/dd/yyyy)

To search by date, you must enter a begin and end date.

Compare Date Range To:

- Open Date** - Opening date for the solicitation
- Cancel Date** - Cancellation date of the solicitation
- Issue Date** - Date the solicitation was first entered into LaPAC
- Last Change Date** - Date the solicitation posting was most recently updated

Keywords:

To search for a phrase, enclose in double quotation marks.  
To search for multiple words or phrases, separate using spaces.

- Search for documents containing **ALL** the keywords.
- Search for documents containing **ANY** of the keywords.

Search

Reset



# How to Search for an ITB on LaPac

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## Search by Bid Number

This page allows you to locate documents by bid number. To search, enter bid number in the form below and click the SEARCH button.

Bid Number:

Search






This is how the email that you would receive from LaPac looks, if you were registered for this commodity, and a bid was posted for it. Your company may have notifications sent to more than one email address. (Set up in vendor registration). Make sure your email addresses are correct in your vendor profile, or you will not receive these notifications.




## LaPac Posting

Bid Number	Description	Date Issued	Bid Open Date/Time	Help
3000013695	Vehicle Inspection Stickers - DPS/OMV <b>Original:</b> 3000013695 <b>Attachments:</b> <a href="#">Attachment A - Special Terms and Conditions - Pages 1-7</a> <a href="#">Attachment B - Specifications &amp; Distribution Lists - Pages 1-11</a> <a href="#">Attachment C - Online Bidding Instructions - Pages 1-10</a>	09/20/2019	10/10/2019 10:00:00 AM CT	<a href="#">107001</a>

This is what a LaPac posting looks like





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

**RESPONSES WILL BE PUBLICLY OPENED AT THE PHYSICAL ADDRESS BELOW 10/10/2019 10:00 AM CST.**

Vendor No: \_\_\_\_\_  
Solicitation: 3000013695  
Opening Date: 10/10/2019

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

Ship To Address:  
DPS OMV DOCUMENT MANAGEMENT  
7979 INDEPENDENCE BLVD, SUITE 105, 1ST FLOOR  
BATON ROUGE, LA 70806

**ONLINE BID RESPONSE LINK**  
[https://la.gov/vendor.doa.louisiana.gov/rfx/73a9a9m\\_b001-567620E9F8021E0966AC3884028866F3](https://la.gov/vendor.doa.louisiana.gov/rfx/73a9a9m_b001-567620E9F8021E0966AC3884028866F3)

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 entered pricing, or attached the pricing sheet (if applicable) to the bid response?	YES
3. Have you attached / included all required files to the bid response?	YES
4. Have you attached the signature page to the bid response?	YES
5. Delivery will be made this number of days After Receipt of Order (ARO)	NO
6. 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.	NO

Name of Solicitation: Vehicle Inspection Stickers - DPS/OMV

Rfx text:  
All vendors must be registered in the LaGov system in order to: submit an online bid, have their bids tabulated by our office, and to receive automatic email notifications of bid opportunities.

To register as a vendor, access the following link:

VENDOR TELEPHONE NUMBER:	TITLE	DATE
FAX NUMBER:		
Signature of Authorized Bidder	Name of Bidder (Typed or printed)	

**TO SUBMIT AN ELECTRONIC (ONLINE) RESPONSE CLICK THE LINK BELOW.**


**SUBMIT NON-ELECTRONIC RESPONSE TO:** Office of State Procurement  
P.O. Box 94895  
Baton Rouge LA 70804-9095


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

**Rfx Number:** 3000013695  
**Version:** 1  
**Buyer:** CLARETT BLOUNT  
**Buyer Phone:** 225-342-8544  
**E-Mail:** clarett.blount@la.gov  
**Scheduled Begin Date:**  
**Scheduled End Date:**

## Understanding the Bid Document

Bid Opening Date and Time shown here





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10:00 AM CST

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**SUBMIT NON-ELECTRONIC RESPONSE TO:** Office of State Procurement  
P.O. Box 94895  
Baton Rouge LA 70804-9095

**Physical Address:**  
1291 N. Third Street, Suite 2-160  
Baton Rouge, LA 70802

**RFX Number:** 300013695  
**Version:** 1  
**Buyer:** CLARETT BLOUNT  
**Buyer Phone:** 225-342-6044  
**E-Mail:** clarett.blount@la.gov  
**Scheduled Begin Date:**  
**Scheduled End Date:**

Vendor No. \_\_\_\_\_  
Solicitation: 300013695  
Opening Date: 10/10/2019

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

Ship To Address:  
DPS DMV DOCUMENT MANAGEMENT  
7979 INDEPENDENCE BLVD, SUITE 105, 1ST FLOOR  
BATON ROUGE, LA 70806

**ONLINE BID RESPONSE LINK**  
<https://lsgovsivendor.dps.louisiana.gov/rfx?app=local-507520E2F8021ED0864C3B8452888F3>

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 entered pricing, or attached the pricing sheet (if applicable) to the bid response?	YES
3. Have you attached / included all required files to the bid response?	YES
4. Have you attached the signature page to the bid response?	YES
5. Delivery will be made this number of days After Receipt of Order (ARO)	NO
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Name of Solicitation: Vehicle Inspection Stickers - DPS/OMV


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VENDOR TELEPHONE NUMBER:	TITLE	DATE
FAX NUMBER:		
Signature of Authorized Bidder	Name of Bidder (Typed or printed)	

Address and Buyer contact info is found here





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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 70894-9095  
**Physical Address:**  
1201 N. Third Street, Suite 2-100  
Baton Rouge, LA 70802  
**Rfx Number:** 3000013695  
**Version:** 1  
**Buyer:** CLARETT BLOUNT  
**Buyer Phone:** 225-342-8044  
**E-Mail:** clarett.blount@la.gov  
**Scheduled Begin Date:**

Vendor No: 3000013695  
Solicitation: 3000013695  
Opening Date: 10/10/2019

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

Ship To Address: [Scheduled End Date:  
DPS OMV DOCUMENT MANAGEMENT  
7979 INDEPENDENCE BLVD, SUITE 105, 1ST FLOOR  
BATON ROUGE, LA 70809

ONLINE BID RESPONSE LINK  
[https://goovrvendor.dps.louisiana.gov/vf?2ajacum\\_bost-527620E6E8021ED0B6AC3B8A528886F3](https://goovrvendor.dps.louisiana.gov/vf?2ajacum_bost-527620E6E8021ED0B6AC3B8A528886F3)

QUESTIONS TO BE COMPLETED BY VENDOR		Required
1	Have you reviewed all attachments to the bid invitation and answered all questions?	YES
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3	Have you attached / included all required files to the bid response?	YES
4	Have you attached the signature page to the bid response?	YES
5	Delivery will be made this number of days After Receipt of Order (ARO)	NO
6	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.	NO


Name of Solicitation: Vehicle Inspection Slickers - DPS/OMV


**RFX text:**  
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To register as a vendor, access the following link:

VENDOR TELEPHONE NUMBER:	TITLE	DATE
FAX NUMBER:		
Signature of Authorized Bidder		Name of Bidder (Typed or printed)

This is where the product will be shipped or service will be performed





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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 94995  
Baton Rouge LA 70804-9995

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

**RFX Number:** 3000013695  
**Version:** 1  
**Buyer:** CLARETT BLOUNT  
**Buyer Phone:** 225-342-8544  
**E-Mail:** clarett.blount@la.gov  
**Scheduled Begin Date:**  
**Scheduled End Date:**

**Ship To Address:**  
DPS OMV DOCUMENT MANAGEMENT  
7979 INDEPENDENCE BLVD, SUITE 105, 1ST FLOOR  
BATON ROUGE, LA 70806

**Vendor No:**                     

**Solicitation:** 2000013695  
**Opening Date:** 10/10/2019

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

**ONLINE BID RESPONSE LINK**  
<https://la.gov/vendor.doa.louisiana.gov/rfx/3000013695?docId=567520E9F8021E09654C3884D28866F3>

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 entered pricing, or attached the pricing sheet (if applicable) to the bid response?	YES
3. Have you attached / included all required files to the bid response?	YES
4. Have you attached the signature page to the bid response?	YES
5. Delivery will be made this number of days After Receipt of Order (ARO)	NO
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**Name of Solicitation:** Vehicle Inspection Stickers - DPS/OMV


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Vendor number





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RESPONSES WILL BE PUBLICLY OPENED AT THE PHYSICAL ADDRESS BELOW 10:00 AM CST

Vendor No: \_\_\_\_\_  
Solicitation: 300013695  
Opening Date: 10/10/2019

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

Click To Address

DPS ODMV DOCUMENT MANAGEMENT  
7979 INDEPENDENCE BLVD, SUITE 105, 1ST FLOOR  
BATON ROUGE, LA 70805

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Baton Rouge LA 70804-9995

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

RFx Number: 300013695  
Version: 1  
Buyer: CLARETT BLOUNT  
Buyer Phone: 225-342-6044  
E-Mail: clarett.blount@la.gov  
Scheduled Begin Date:  
Scheduled End Date:

**ONLINE BID RESPONSE LINK:**  
[https://bidsrvr.vendor.dps.louisiana.gov/it/Caseem\\_Sold-567620E4F8D71E098A4C78A4C2888F2F](https://bidsrvr.vendor.dps.louisiana.gov/it/Caseem_Sold-567620E4F8D71E098A4C78A4C2888F2F)

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Vendor address – SHOULD MATCH HOW VENDOR IS REGISTERED IN LAGOV. If address has changed since you registered, it should be updated on your registration in LaGov ASAP.





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Opening Date: 10/10/2019

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

Ship To Address:  
DPS OMV DOCUMENT MANAGEMENT  
7979 INDEPENDENCE BLVD, SUITE 105, 1ST FLOOR  
BATON ROUGE, LA 70806

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Physical Address:  
1201 N. Third Street, Suite 2-160  
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RFx Number: 3000013695  
Version: 1  
Buyer: CLARETT BLOUNT  
Buyer Phone: 225-342-8544  
E-Mail: clarett.blount@la.gov  
Scheduled Begin Date:  
Scheduled End Date:

**ONLINE BID RESPONSE LINK**  
[https://la.gov/vendor.doa.louisiana.gov/rfx/7979omv\\_bid-567620E9F8021E0986AC3884D28866F3](https://la.gov/vendor.doa.louisiana.gov/rfx/7979omv_bid-567620E9F8021E0986AC3884D28866F3)

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If you receive 4 hard stop errors when trying to submit a bid online and the error message contains “attributes”, this means you haven’t answered the 4 mandatory questions. The questions are found under RFx information, on the Questions tab. You must be logged into your Response, and then in “EDIT” mode to answer these questions. If you only see 3 questions – you have accidentally hidden some of the elements on the screen. Right click on the area that the missing information should be, click “invisible elements”, and then “restore”.







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TO : Office of State Procurement  
P.O. Box 94995  
Baton Rouge LA 70804-9995

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

**RF# Number:** 3000013695  
**Version:** 1  
**Buyer:** CLARETT BLOUNT  
**Buyer Phone:** 225-342-5044  
**E-Mail:** clarett.blount@la.gov  
**Scheduled Begin Date:**  
**Scheduled End Date:**

Vendor No: \_\_\_\_\_  
Solicitation: 3000013695  
Opening Date: 10/10/2019

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

**Ship To Address:**  
DPS OMV DOCUMENT MANAGEMENT  
7979 INDEPENDENCE BLVD, SUITE 105, 1ST FLOOR  
BATON ROUGE, LA 70806

**ONLINE BID RESPONSE LINK**  
[https://lapovendor.dps.louisiana.gov/rf72apcm\\_bidd5676209f8021ED0B6AC3B8A52B86F3](https://lapovendor.dps.louisiana.gov/rf72apcm_bidd5676209f8021ED0B6AC3B8A52B86F3)

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FAX NUMBER:		
Signature of Authorized Bidder	Name of Bidder (Typed or printed)	

Vendor signature & title, printed name goes under “name of bidder” – different from company name.

**SIGNATURE AUTHORITY** – Signature Authority box on the LaGov Registration or listed as an officer of the company on the Secretary of State Website registration or furnish a copy of a corporate resolution/memo on letterhead from a company officer, granting that person signature authority. Needed for all bids for a statewide or agency term contract, or for bids exceeding \$25,000. (Not needed for fax bids).



LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	<p><b>Product Category:82121500</b>  DPSMV 1013 MVI Sticker One Year</p> <p>Printing of:  DPSMV 1013 - Motor Vehicle Inspection 1 Year Sticker</p> <p>Print per Attachment B - Specifications and special conditions.</p> <p>Invoice and packing slip must reflect actual ranges and quantities shipped.</p> <p>Proof Required: Send Proof to:  Cynthia Russell  7979 Independence Blvd.  Suite 105  Baton Rouge, LA 70806  Cynthia.w.russell@la.gov</p>	1,000.00	TH		

Item description – one place where specifications can be found on some bids



LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	Product Category:82121500 DPSMV 1013 MVI Sticker One Year  Printing of: DPSMV 1013 - Motor Vehicle Inspection 1 Year Sticker  Print per Attachment B - Specifications and special conditions.  Invoice and packing slip must reflect actual ranges and quantities shipped.  Proof Required: Send Proof to: Cynthia Russell 7979 Independence Blvd. Suite 105 Baton Rouge, LA 70806 Cynthia.w.russell@la.gov	1,000.00	TH		

- Quantity x Unit Price = Extended Amount
- Firm, Fixed, Final Price

Quantity, U/M, unit price & extended price \*\*\*\*\* Unit price governs\*\*\*\*\*

**Bid Prices MUST INCLUDE FREIGHT CHARGES**



## Unit of Measure (UOM)

- A list of all units of measure can be found on [procurement.la.gov](http://procurement.la.gov) under the "Vendor Center"

Description	Format
Bag	BAG
Box	BOX
Hundred	CEN
Case	CE
Dozen	DZN
Job	JOB
Each	EA
Foot	FT
US Gallon	GAL
Hour	H
Lot	LOT
Thousand	TH



LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	Product Category:11162100 White Jersey Material - Width 22 Inches	5,000	LB		

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	Product ID: 23867 Product Category:39101600 FIXTURE,LIGHT,LED	50	EA		

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	Product Category:50192502 Spicy Chicken with Cheese Packaged: 14 each/case	200	CE		

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	Product Category:72131701 2" asphalt overlay	1	JOB		




## Be Careful!

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	Product Category:78141700 Deploy/Maintain Marker Buoys	1	JOB		
No pricing to be quoted on this page. Please see Attachment D - Price Sheet.					



Make sure to read the line item description carefully. In some cases separate price sheets are attached and there will be a note stating pricing should only be filled out on the attached document.



# Boilerplate Language


Invitation to bid: 3000013695	Bidder:	Page 4 of 8
Open Date: 10/10/2019		
T-Number:		

**INSTRUCTIONS TO BIDDERS**

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
2. ALL BID PRICES MUST BE TYPED, WRITTEN IN INK OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.
3. THIS BID IS TO BE MANUALLY SIGNED IN INK OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE.
4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D." REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.
5. AMOUNT OF BID BOND REQUIRED: ADDRESSED IN THE SPECIAL TERMS AND CONDITIONS SECTION IF APPLICABLE.
6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED: ADDRESSED IN THE SPECIAL TERMS AND CONDITIONS SECTION.
7. DESIRED DELIVERY: ADDRESSED IN THE SPECIAL TERMS AND CONDITIONS SECTION.
8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND AGENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE.
9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.S. 38:1551-1730; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL TERMS AND CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
10. IMPORTANT: BY SIGNING THE BID OR SUBMITTING THE BID ONLINE VIA THE VENDOR PORTAL, (WHICHEVER IS APPLICABLE) THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE WITH INK OR TYPEWRITTEN OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE.

Boilerplate language is standard terms & conditions that apply to all bids. These don't change very often, but any vendor who has not read them before or is unfamiliar with them should definitely take the time to read them.

Special Terms and Conditions take precedence (govern over) the boilerplate language.



## Understanding the Attachments

Bid Number	Description	Date Issued	Bid Open Date/Time	Help
3000013695	Vehicle Inspection Stickers - DPS/OMV Original: <del>3000013695</del> <b>Attachments:</b> <a href="#">Attachment A - Special Terms and Conditions - Pages 1-7</a> <a href="#">Attachment B - Specifications &amp; Distribution Lists - Pages 1-11</a> <a href="#">Attachment C - Online Bidding Instructions - Pages 1-10</a>	09/20/2019	10/10/2019 10:00:00 AM CT	<a href="#">107001</a>

Typically found in the standard types of attachments – Special T&C’s, Specifications, Online Bidding instructions

Note – there can be more than this – these are just the most common.





## Terms and Conditions

- The published terms and conditions govern over the boilerplate.
- Please note that if you take any exceptions it may disqualify your bid.
- Typical clauses:
  - Bid delivery instructions
  - Insurance requirements
  - Required documents (bonds, certifications, licenses etc.)
  - Samples
  - Payment/invoice information

DO NOT take exceptions to State's standard T&C's – this can disqualify your bid.



## What is a Specification?

- “Specification” means any written description of the physical, functional, or performance characteristic of an item, OR the nature of a supply, a service, a construction job, or a major repair.
- It may include a description of any necessary requirements for such things as: inspecting, testing, training, or preparing a supply, a service, or a major repair for delivery to, or installation at an agency.

Equivalent brands/models from what are listed on the bid will usually be accepted – unless the bid specifically states “This bid is Proprietary” or “No other brands will be acceptable” ( or similar language). Vendors may bid equivalents meeting or exceeding the written specifications. Most bids will state “or equal” within the description.

Alternates: Vendors sometimes ask if they can bid more than one brand and model on the same bid proposal – Yes, unless it is proprietary or brand name. Each brand and model and price must be identified so that it can be clearly understood what you are bidding and the corresponding price. Any alternates must meet or exceed the minimum specifications as outlined in the bid, or they will not be considered.



## Remember...

- “Shall” = imperative
- “May” = permissive
- “Should” = desirable
- “And” = must have both or multiples
- “Or” = either is acceptable





## Other Types of Attachments

- Mandatory Jobsite Visit Certification Form
- Drawings, Diagrams, Maps
- Price Sheet



Mandatory Jobsite Certification Form – The signed certification form certifies that you have visited the jobsite and are familiar with all conditions surrounding fulfillment of the specifications for this project. The agency representative will also sign the form. Give examples: construction, janitorial, security guard

Most state contracts and agency term contracts do not have pricing entered on the RFX itself. There will be a price sheet attachment (typically in Excel format) for you to enter pricing. These price sheets will often also contain the item descriptions / specifications.



## What's the Difference?

- **Responsive Bidder:** A person who has submitted a bid under La. R.S. 39:1594, which conforms in all substantive respects to the invitation for bids, including the specifications set forth in the invitation.
- **Responsible Bidder:** A person who has the capability, in all respects, to perform the contract requirements, and the integrity and reliability which will assure good faith performance.



Responsive bidder is one who has filled out all of the bid documents properly, and complied with all necessary requirements of the bid.

Responsible bidder means that your company is qualified and capable of either performing the required services, or furnishing the correct product.

In other words, we don't expect a security guard company to submit a bid on lawn maintenance, even if they fill out the bid correctly.




## Addendum

- A formal, written change to a bid.
- Listed on the LaPac site, along with the original bid document

Bid Number	Description	Date Issued	Bid Open Date/Time	Help
3000013695	Vehicle Inspection Stickers - DPS/OMV <b>Original:</b> <a href="#">3000013695</a> <b>Attachments:</b> <a href="#">Attachment A - Special Terms and Conditions - Pages 1-7</a> <a href="#">Attachment B - Specifications &amp; Distribution Lists - Pages 1-11</a> <a href="#">Attachment C - Online Bidding Instructions - Pages 1-10</a>	09/20/2019	10/10/2019 10:00:00 AM CT	<a href="#">107001</a>
	<b>Addendum No. 1 - Revising Specifications</b> <b>Addendum 1:</b> <a href="#">3000013695-1</a> <b>Attachments:</b> <a href="#">Addendum No. 1 - Revising Spec's &amp; Distribution List - Pages 1-2</a> <a href="#">Attachment B - Specifications &amp; Distribution Lists - Pages 1-11</a>	09/26/2019		


If the necessity arises to issue a formal, written change known as an addendum modifying a solicitation for example a Bid Opening Date Change, Specification Change, Vendor Q &A's, or a Bid Cancellation, etc.... – the addendum will post to LaPac

When an addendum is done, the buyer only posts to LaPac the revised attachments (if applicable). If the attachments are not changed, they can still be viewed on the original bid post.



**Office of State Procurement**  
State of Louisiana  
Division of Administration

**JOHN BEL EDWARDS**  
GOVERNOR



**JAY DARDENNE**  
COMMISSIONER OF ADMINISTRATION

*September 26, 2019*

**ADDENDUM NO. 01**

Your reference is directed to RFX Number 3000013695 for the Invitation to Bid for the State of Louisiana – Vehicle Inspection Stickers, DPS/Office of Motor Vehicles, which is currently scheduled to open at 10:00 am CDT on October 10, 2019.

The following change is to be made to the referenced solicitation:

.....

**Replacing Attachment B – Specifications and Distribution List in its entirety**


.....

All else remains as on original bid.

.....

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

Only used for addendums that involve more than something simple such as a bid opening date change.



**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 to: Office of State Procurement, P. O. Box 94095, Baton Rouge, LA 70804-9095, by hand delivery to: 1201 N. 3<sup>rd</sup> Street, 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 proposal opening by mail to: Office of State Procurement, P. O. Box 94095, Baton Rouge, LA 70804-9095, or by hand delivery or courier to: 1201 N. 3<sup>rd</sup> Street, 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 proposal opening shall not be considered and you shall be held to your original proposal.

Revision:

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

By: CLARETT BLOUNT  
Office of State Procurement  
Telephone No. 225-342-8044  
Email: CLARETT.BLOUNT@LA.GOV

Only ONE section should be signed – whether or not it causes them to revise their bid.





## Ways to Submit a Bid – Drop Off

- Claiborne Building  
1201 N. Third Street, Suite 2-160  
Baton Rouge, LA 70802
- Please make sure to give yourself enough time to check in with the security desk.



Late bids are not accepted **UNDER ANY CIRCUMSTANCES** – including traffic, internet being down, courier service arriving late, etc. All bids must be received at the specified location by the bid opening date and time shown on the bid document. This applies to both sealed, online, and fax bids.

Always mark the outside of your bid envelope with the bid (RFx) number and the bid opening date and time. Your company name should also appear on the envelope.



## Ways to Submit a Bid - Mail

- Physical address vs. P.O. Box
- Please note exceptions will not be made if your carrier of choice delivers the bid after the bid opening date/time.
- Do not rely on "guaranteed delivery"



PO Box is not recommended. Only US Postal Service delivers there and it may not make it to our office in time.



# Ways to Submit a Bid - Mail



## STATE OF LOUISIANA

Office of State Procurement  
INVITATION TO BID

RESPONSES WILL BE  
PUBLICLY OPENED AT THE  
PHYSICAL ADDRESS BELOW  
11/13/2019  
10:00 AM CST

Vendor No: \_\_\_\_\_  
Solicitation: 3000013696  
Opening Date: 11/13/2019

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

**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: 3000013696  
Version: 1  
Buyer: MONICA PARRINO CLARK  
Buyer Phone: 225-342-7938  
E-Mail: monica.parrino@la.gov  
Scheduled Begin Date:  
T-Number:

Ship To Address:  
GILLIS W. LONG CENTER  
5445 POINT CLAIR ROAD, BLDG 10  
CARVILLE, LA 70721

QUESTIONS TO BE COMPLETED BY VENDOR		Required
1. _____ Delivery will be made this number of days After Receipt of Order (ARO)		NO
2. _____ %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.		NO



## Ways to Submit a Bid - Online

- If an "ITB" can be submitted online, there will be a link provided on the front page of the "ITB", and online bidding instructions will be attached to the bid.
- Bidders must be a registered vendor in the state's LaGov system in order to submit an online bid.



Bids may be submitted online by accessing the Link on Page 1 of the Invitation to Bid.

Note: Bidders who choose to respond online via the vendor portal are encouraged to not submit a written bid as well.



## Ways to Submit a Bid - Online

Bid Number	Description	Bid Opening Date	Status	Help
3000013695	Vehicle Inspection Stickers - DPS/OMV Original: 3000013695 Attachments: <a href="#">Attachment A - Special Terms and Conditions - Pages 1-7</a> <a href="#">Attachment B - Specifications &amp; Distribution Lists - Pages 1-11</a> <a href="#">Attachment C - Online Bidding Instructions - Pages 1-10</a>	10/10/2019 10:00:00 AM CT	Date of Award: 10/18/2019	<a href="#">107001</a>



# Ways to Submit a Bid – Online



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

RESPONSES WILL BE  
PUBLICLY OPENED AT THE  
PHYSICAL ADDRESS BELOW  
10/10/2019  
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: 3000013695  
Version: 2  
Buyer: CLARETT BLOUNT  
Buyer Phone: 225-342-8044  
E-Mail: clarett.blount@la.gov  
Scheduled Begin Date:  
Scheduled End Date:

Vendor No.: \_\_\_\_\_  
Solicitation: 3000013695  
Opening Date: 10/10/2019

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

Ship To Address:  
DPS OMV DOCUMENT MANAGEMENT  
7979 INDEPENDENCE BLVD, SUITE 105, 1ST FLOOR  
BATON ROUGE, LA 70806

### ONLINE BID RESPONSE LINK

[https://la.gov/vendor.dca.louisiana.gov/rfx?sapsrm\\_boid=567620E9FB021ED0B6AC3B8A52B886F3](https://la.gov/vendor.dca.louisiana.gov/rfx?sapsrm_boid=567620E9FB021ED0B6AC3B8A52B886F3)



## Ways to Submit a Bid - Fax

- If an "ITB" is posted as a fax bid, language stating this will be clearly notated on the front page of the "ITB", along with the fax number that bids must be sent to. If this language is not listed on the "ITB", the bid cannot be submitted by fax.
- Do not have public bid openings




Example of a Fax Bid




## Ways to Submit a Bid - Fax

Bid Number	Description	Date Issued	Bid Open Date/Time	Help
3000013920	<b>Fax Bid:</b> Night Vision Camera for LDWF <b>Original:</b> 3000013920 <b>Attachments:</b> <a href="#">Attachment A - Special Terms and Conditions - Pages 1-6</a> <a href="#">Attachment B - Specifications - Pages 1-2</a> <a href="#">Attachment C - Online Bidding Instructions - Pages 1-11</a>	10/21/2019	10/25/2019 2:00:00 PM CT	<a href="#">107001</a>





# Ways to Submit a Bid – Fax



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

**RESPONSES MUST BE RECEIVED BY**  
10/25/2019  
02:00 PM CST

Vendor No: \_\_\_\_\_  
Solicitation: 3000013920  
Opening Date: 10/25/2019

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

**Ship To Address:**  
LDWF ENF QUARTERMASTER  
2000 QUAIL DRIVE, ANNEX RM 18  
BATON ROUGE, LA 70808

**ONLINE BID RESPONSE LINK**  
[https://lagoverpvendor.doa.louisiana.gov/rfx?sapsm\\_boid=567620E9FB021ED9BD61895A0F831703](https://lagoverpvendor.doa.louisiana.gov/rfx?sapsm_boid=567620E9FB021ED9BD61895A0F831703)

**TO SUBMIT AN ELECTRONIC (ONLINE) RESPONSE CLICK THE LINK BELOW.**

**SUBMIT FAX RESPONSE**  
TO : Office of State Procurement  
Fax Number: 225-342-9756

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

**RFx Number:** 3000013920  
**Version:** 1  
**Buyer:** DEBORAH JACKSON  
**Buyer Phone:** 225-342-8025  
**E-Mail:** deborah.jackson@la.gov  
**Scheduled Begin Date:**  
**Scheduled End Date:**

Note that fax bids can usually also be submitted as an online bid – so you have an option of submitting it either way. (or as always, it can be mailed or dropped-off)



# Ways to Submit a Bid – Fax

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 entered pricing, or attached the pricing sheet (if applicable) to the bid response?	YES
3. _____	Have you attached / included all required files to the bid response?	YES
4. _____	Have you attached the signature page to the bid response?	YES
5. _____	Delivery will be made this number of days After Receipt of Order (ARO)	NO
6. _____	%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.	NO

Name of Solicitation: \*Fax Bid\* Night Vision Camera for LDWF

RFx text:  
\*\*\*\*\*FAX BID\*\*\*\*\*

Reason for emphasis – if a bid does NOT have this language, that means it will NOT be accepted by fax.




## Ways to Submit a Bid – Reverse Auction

- Posted to LaPac and emailed to vendors registered in that commodity in the same manner as all other bids. There will be a note in the description on LaPac that states “Reverse Auction”. There will also be an attachment to the bid with detailed instructions regarding how to submit your bid.
- Bidders must use the Reverse Auction process in order to participate in one of these bids. Bids submitted in any other form will not be accepted.
- Do not have public bid openings.



"Reverse auction" means a competitive online solicitation process in which vendors compete against each other online in real time in an open and interactive environment. Easiest way to explain it is like a “reverse eBay”. The state will award to the lowest bidder who meets specs at the end of the auction, instead of the highest.



## Ways to Submit a Bid – Reverse Auction

Bid Number	Description	Date Issued	Bid Open Date/Time	Help
3000013901	<div style="border: 1px solid red; display: inline-block; padding: 2px;">Reverse Auction</div> Tankless Water Heater <small>Original: 3000013901</small> <b>Attachments:</b> <a href="#">Attachment A - Special Terms and Conditions - Pages 1-4</a> <a href="#">Attachment B - Line Item Responses - Page 1</a> <del><a href="#">Attachment C - Bidder Registration - Pages 1-1</a></del> <div style="border: 1px solid red; display: inline-block; padding: 2px;">Attachment D - Reverse Auction Bidder Instructions - Pages 1-13</div>	10/17/2019	10/25/2019 3:00:00 PM CT	<a href="#">107001</a>

This is how a Reverse Auction will look when it is posted to LaPac. Notice the description begins with “Reverse Auction” and Attachment D is the Reverse Auction Bidder Instructions. The bidding instructions will walk you thru step by step on how to submit your price in the Live Auction.



## Ways to Submit a Bid – Reverse Auction



### STATE OF LOUISIANA

Office of State Procurement  
AUCTION REQUEST FOR INFORMATION

Vendor No.: \_\_\_\_\_  
Solicitation: 3000013901  
Opening Date: 10/25/2019

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

**Ship To Address:**

LDH PINECREST SUPP & SERV CTR PURCH  
100 PINECREST DRIVE, KINGSVILLE COMMUNITY  
PINEVILLE, LA 71360

TO SUBMIT A REVERSE AUCTION  
(ONLINE) RESPONSE CLICK THE LINK  
BELOW.

ALL RESPONSES MUST BE SUBMITTED  
VIA THE REVERSE AUCTION ONLINE  
RESPONSE LINK.

RFx Number: 3000013901  
Version: 1  
Buyer: CHASITY AUSTIN  
Buyer Phone: 225-342-3595  
E-Mail: chasity.austin@la.gov  
Scheduled Begin Date:  
Scheduled End Date:  
T-Number:

**ONLINE RESPONSE LINK**

[https://lagovendor.doa.louisiana.gov/rfx?sapsrm\\_boid=567620E9FB021ED9BC8A050B2A5F53D7](https://lagovendor.doa.louisiana.gov/rfx?sapsrm_boid=567620E9FB021ED9BC8A050B2A5F53D7)



## Ways to Submit a Bid – Reverse Auction

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.	Have you attached the signature page to the bid response?	YES
4.	Delivery will be made this number of days After Receipt of Order (ARO)	NO
5.	%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.	NO

Name of Solicitation: \*Reverse Auction\* Tankless Water Heater

**RFx text:**

All vendors must be registered in the LaGov system in order to: submit a Reverse Auction response, have their bids tabulated by our office, and to receive automatic email notifications of bid opportunities.

To register as a vendor, access the following link:

<https://lagoverpvendor.doa.louisiana.gov/iri/portal/anonymous?guest user=self reg>



## Ways to Submit a Bid – Email



EMAILED BIDS ARE NOT ACCEPTED



# Bid Openings

Standard Bid  
Opening:

RESPONSES WILL BE  
PUBLICLY OPENED AT THE  
PHYSICAL ADDRESS BELOW  
10/27/2020  
10:00 AM CST

## Bid Openings during COVID-19:

**RFx text:**

Due to the COVID-19 emergency situation, the Office of State Procurement is temporarily suspending in-person attendance by vendors at public bid openings for bids published by our office.

Any vendor who would like to view the opening of this bid can access the following link, at the date and time of this bid opening:

<https://doa-ospla.zoom.us/j/2697438343>

This link will provide you with live audio and video access to this bid opening. The link will be live at 9:55 AM on the date of bid opening.

All other terms & conditions remain unchanged.





## Common Mistakes

- No signature on bid
- Bid not received on time
- Bid submitted in an unacceptable format
- Freight not included in the extended price
- Failure to meet or exceed the bid specifications or scope of work
- Failure to provide required documentation



Examples of required documentation: licenses, references, mandatory jobsite visit certification form



## Important Tips for a Successful Bid

- Read everything
- Don't wait until the last minute
- Use State's bid forms
- Sign your bid
- Check your math
- Include all required documentation
- Submit before bid opening date/time



It is extremely important to read everything –Make sure to print the entire bid document including all attachments

Waiting till the last minute could result in not getting your bid in timely due to unforeseen circumstances. This includes online bids, as there may be technical difficulties, especially if it's your first time submitting a bid in this manner.

Use State's bid forms

Sign your bid – Make sure to print your name in the box provided and sign your name in the box to the right

Check your math – Does your unit price include freight? Is your unit price per the Unit of Measure requested? Does your unit price x quantity = extended amount.

Include all required documentation – Make sure that all information stating “shall be submitted with your bid” is included in your bid package.

Keep in mind that bid opening time is in Central Time.



## Help! Who to Call?

### OSP

- Specification questions
- Bid submittal questions
- Bid terms & conditions
- Bid opening

### Agency

- Jobsite visits & pre-bid conferences
- Delivery questions
- Invoice & payment, tax exempt documentation
- Work hours / jobsite details



Agency contact – last 3 bullets are only after an award would be made.



## Office of State Procurement

**Main Phone Number:**

225-342-8010

**Professional Contracts Helpdesk:**

[DOA-PCHelpdesk@la.gov](mailto:DOA-PCHelpdesk@la.gov)

**Purchasing Helpdesk:**

[DOA-OSPhelpdesk@la.gov](mailto:DOA-OSPhelpdesk@la.gov)