



NIGP Educational Conference

Office of State Procurement

Complex Services vs Consulting and Social Services RFP Process

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Table of Contents

- Statutes
- Services
- ITB vs. RFP
- Boilerplate vs. Template
- ProAct Systems
- PST Differences
- Different Processes
- Help
- Questions



Different Statutes

- Complex Services:

La. R.S. 39:1595.A

<http://www.legis.la.gov/Legis/Law.aspx?d=96070>

- Consulting and Social Services:

La. R.S. 39:1595.B

<http://www.legis.la.gov/Legis/Law.aspx?d=96070>



Types of Services

- Complex Services:
 - Operating Services
 - Hi-Tech Acquisitions

- Consulting and Social Services:
 - Professional
 - Personal
 - Consulting
 - Social Services



Invitation to Bid versus Request for Proposals

ITB

1. Used when agency has a definitive need.

RFP

1. Used for the procurement of hi-tech acquisitions or of complex services, or when contracting with a Group Purchasing Organization. It is used when cost is not the only selection criteria to be used, when soliciting solutions to a defined operational or functional need when objective bid specifications cannot be used, and/or to evaluate several solutions to remedy a problem.



Invitation to Bid versus Request for Proposals

ITB

2. Award made to the lowest responsive and responsible bidder.
3. Advertisement of at least 10 days.
4. Evaluated by a buyer.

RFP

2. Award made to highest scoring proposer considering price and other criteria.
3. Advertisement of at least 30 days.
4. Evaluated by a committee.

Invitation to Bid versus Request for Proposals

ITB

5. No negotiation allowed.
6. Purchase orders are issued.
7. Bids are publicly opened. Names of bidders and prices quoted are read.

RFP

5. Some negotiation allowed.
6. Reduced to a contract and orders are issued.
7. Proposals are publicly opened. Only the name of Proposer(s) are read.



Boilerplates vs. Templates

- Complex Services:

OSP Purchasing RFP Manual which includes the RFP Boilerplate:

<http://www.doa.la.gov/pages/osp/agencycenter/rfp/index.aspx>

- Consulting and Social Services:

OSP Professional Contracts RFP template is located under Agency Training Resources on the OSP website:

http://www.doa.la.gov/Pages/osp/PC/training_resources.aspx



Different ProAct Systems

- Complex Services:

<https://wwwcfprd.doa.louisiana.gov/ProAct/procurement/login.cfm>

- Consulting and Social Services:

<https://wwwcfprd.doa.louisiana.gov/contracts/login.cfm>



Different Procurement Support Teams (PSTs)

Purchasing PST (Complex Services)

1. Statute R.S. 39:200.I and rule LAC 34.I.5513.
2. Information Technology (IT) contracts \$100,000 or greater.
3. Meets as needed.

Consulting PST (Consulting and Social Services)

1. Statute R.S. 39:1621 and rule LAC 34:V, Subchapter C.
2. Consulting Services contracts \$140,000 or greater.
3. Meets every three weeks.



Differences in Process

Complex Services

1. The use of the RFP process requires Commissioner approval.
2. RFP draft is reviewed by OSP and recommendations are made to the agency.

Consulting and Social Services

1. The agency decides if the RFP process is necessary.
2. RFP draft is reviewed by OSP and recommendations are made to the agency.

Differences in Process Cont.

Complex Services

3. OSP prepares and submits the newspaper advertisement.
4. OSP posts the RFP to LaPac.

Consulting and Social Services

3. Agency prepares and submits the newspaper advertisement.
4. Agency posts the RFP to LaPac.



Differences in Process Cont.

Complex Services

5. OSP is the contact during the Blackout Period.
6. OSP attends mandatory jobsite visit.

Consulting and Social Services

5. Agency serves at the contact.
6. Agency responsibility, if they choose to do so; if applicable.



Differences in Process Cont.

Complex Services

7. OSP along with the Agency conducts the pre-proposal conference.
8. OSP approval is required for all changes to the RFP once it has been posted in LaPac. This includes the written inquiries and State's answers.

Consulting and Social Services

7. Agency responsibility unless assistance is requested by the agency.
8. Agency responsibility unless assistance is requested by the agency.



Differences in Process Cont.

Complex Services

9. OSP receives all proposal responses and conducts an administrative review before releasing to the Agency.
10. OSP reviews and approves the request for oral presentations and clarifications.

Consulting and Social Services

9. Agency responsibility unless assistance is requested by the agency.
10. Agency responsibility unless assistance is requested by the agency.



Differences in Process Cont.

Complex Services

11. OSP attends the final evaluation meeting.
12. OSP reviews and approves agency's award recommendation.

Consulting and Social Services

11. OSP will attend, if assistance is requested.
12. Beginning July 1 in FY18, OSP will review and approve agency's award recommendation per statute.



Differences in Process Cont.

Complex Services

13. OSP sends the intent to award and regret letters to proposers.

14. OSP makes arrangements for and attends debriefings.

Consulting and Social Services

13. Agency responsibility.

14. Agency responsibility but OSP will assist if requested.

Differences in Process Cont.

Complex Services

15. OSP handles protests received.
16. OSP reviews and approves the contract before signatures.

Consulting and Social Services

15. OSP handles protests received.
16. OSP reviews and approves the contract before signatures.



Help Desk Contact Info

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Questions