



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 05-02

DATE: September 21, 2004

TO: All State Agencies – Purchasing and Contract Departments
Colleges and Universities – Purchasing and Contract Departments
Boards and Commissions – Purchasing and Contract Departments

FROM: Denise Lea, Director
Office of State Purchasing

RE: Advertisement of Competitive Bids and Requests for Proposals

See attached memorandum from Jerry Luke LeBlanc, Commissioner, Division of Administration, dated September 14, 2004, regarding recent legislation relating to the advertisement of competitive bids and request for proposals (RFPs).

If you have any questions or need assistance, please call the OSP Help Desk at 225-219-4692 or email DOA-OSP-Help-Desk@La.Gov.

Attachment
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State of Louisiana



**DIVISION OF ADMINISTRATION
OFFICE OF THE COMMISSIONER**

**KATHLEEN BABINEAUX BLANCO
GOVERNOR**

**JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION**

MEMORANDUM

TO: All State Agencies – Purchasing and Contract Departments
Colleges and Universities – Purchasing and Contract Departments
Boards and Commissions - Purchasing and Contract Departments

FROM: Jerry Luke LeBlanc
Commissioner of Administration

DATE: September 14, 2004

RE: Advertisement of Competitive Bids and Requests for Proposals

Act 433 (House Bill 1224) of the 2004 Regular Legislative Session becomes effective October 1, 2004, and revises the following statutes relating to the advertisement of competitive bids and requests for proposals (RFP): R.S. 39: 1503(A)(4), 1593(c)(2)(a), and 1594(C)(5)

For competitive bids and requests for proposals that must be advertised in the legal journal, Act 433 adds a legal requirement to also advertise through a centralized electronic interactive environment administered by the Division of Administration. LaPAC, the State of Louisiana Procurement and Contract Network, meets the new requirement and is available for use by all agencies affected by this legislation. LaPAC will support PDF, Word, and Excel documents, and there is no cost to an agency or vendor for participation in LaPAC. Act 433 can be viewed in its entirety at http://www.legis.state.la.us/leg_docs/04RS/CVT8/OUT/0000LUQI.PDF.

In addition to the required newspaper advertisement, one of the following must be done to meet the requirements of Act 433:

1. "Post" only the legal advertisement notice to the LaPAC website. The advertisement must specify where and how bid/proposal forms may be obtained, contain the name and address of the using agency, and establish the specific date, time, and place by which the bids or requests for proposals must be received; or
2. "Post" the actual bid or request for proposal to the LaPAC website.

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Before an agency can use LaPAC for posting advertisements, bids, or requests for proposals, the agency must be set up with an assigned LaPAC Agency Security Administrator. The LaPAC Agency Security Administrator will be responsible for setting up and maintaining the person(s) in their agency who will perform the post function.

In order to facilitate registration and access to LaPAC, please refer to the information on the attachment which corresponds to your agency type (ISIS or non-ISIS agency). If State Purchasing can be of assistance, please call the OSP Help Desk at 225-219-4692 or email DOA-OSP-Help-Desk@La.gov.

A meeting is scheduled to discuss the requirements of the law and the process of advertising through LaPAC. You are encouraged to attend if further explanation is needed,. The meeting will be held 10:00 AM, October 4, 2004 in the Louisiana Purchase Room of the Claiborne Building, 1201 N. Third Street, Baton Rouge.

INFORMATION FOR ISIS¹ (AGPS/CFMS) AGENCIES

Once an AGPS agency is set up to use LaPAC, bids can be automatically posted to LaPAC by changing the "LaPAC Post" indicator on SDOC to "Y". This will cause the entire bid to be posted to the website along with the required summary information. The posting will trigger an e-mail notification to vendors enrolled in the bid's commodity class and will include a link to the bid document. An e-mail will also be generated to the agency and will list the names and addresses of those vendors who were notified of the bid opportunity. The award information will automatically post at time of award in AGPS. AGPS agencies can also use the manual post process to post a legal advertisement notice or a bid.

Once a CFMS agency is set up to use LaPAC, a legal advertisement notice or a request for proposal can be manually posted to LaPAC. The posting will trigger an e-mail notification to vendors enrolled in the RFP commodity class and will include a link to the document posted. An e-mail will also be generated to the agency and will list the names and addresses of those vendors who were notified of the bid opportunity.

If you are an ISIS Agency and wish to request access to LaPAC, please contact your ISIS Agency Security Administrator. Your ISIS Agency Security Administrator will electronically submit a LaPAC Agency Security Administrator Setup Form through Remedy, which can be accessed at the link indicated below. Other important links, including tips on how to post to LaPAC are also listed.

LaPAC Agency Security Administrator Setup Form	http://wwwprodapp.doa.louisiana.gov/arsys/apps/shared/login.jsp
LaPAC Requirements	http://www.state.la.us/ois/lapac/lapac_reqmnts.htm
LaPAC Self Study Guide	http://www.state.la.us/ois/service/publications/u_guides/lapac/lapac.pdf
LaPAC Tips on Posting Bids, Addenda and Awards	http://www.state.la.us/ois/lapac/LaPAC_Tips.pdf
LaPAC Help Desk for ISIS	http://www.state.la.us/ois/Service/user_support/helpdesk/helpdesk.htm

¹ **ISIS:** Integrated Statewide Information Systems. ISIS is the comprehensive administrative system for Louisiana state government. ISIS utilizes package software designed for governmental support and currently uses Advantage Financial System (AFS), Advanced Government Purchasing System (AGPS), Contract Financial Management System (CFMS) and Human Resources - SAP

INFORMATION FOR NON-ISIS AGENCIES

Once a non-ISIS agency is set up to use LaPAC, a legal advertisement notice, or an actual bid or request for proposal can be manually posted to LaPAC. The posting will trigger an e-mail notification to vendors enrolled in the document's commodity class and will include a link to the document posted. An e-mail will also be generated to the agency and will list the names and addresses of those vendors who were notified of the bid opportunity.

If you are a non-ISIS agency and wish to request access to LaPAC, please electronically submit a LaPAC Agency Security Administrator Setup Form through the Office of State Purchasing website, which can be accessed at the link indicated below. Other important links, including tips on how to post to LaPAC are also listed.

LaPAC Agency Security Administrator Setup Form	http://www.doa.louisiana.gov/osp/OnlineForms/forms/LaPAC-NonISISAgencySecurityAdministratorSetupForm.pdf
LaPAC Requirements	http://www.state.la.us/ois/lapac/lapac_reqmnts.htm
LaPAC Self Study Guide	http://www.state.la.us/ois/service/publications/u_guides/lapac/lapac.pdf
LaPAC Tips on Posting Bids, Addenda and Awards	http://www.state.la.us/ois/lapac/LaPAC_Tips.pdf
LaPAC Help Desk for non-ISIS Agencies	mailto:DOA-OSP-Help-Desk@la.gov or call the OSP Help Desk at 225-219-4692