



# STATE OF LOUISIANA

Office of State Procurement  
REQUEST FOR PROPOSAL

**RESPONSES WILL BE  
PUBLICLY OPENED AT THE  
PHYSICAL ADDRESS BELOW**

08/16/2023

10:00 AM CST

Vendor No.: \_\_\_\_\_  
Solicitation: 3000021443  
Opening Date: 08/16/2023

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

**TO SUBMIT AN ELECTRONIC ONLINE  
RESPONSE CLICK THE LINK BELOW**

**SUBMIT NON-ELECTRONIC RESPONSE TO:**

**Office of State Procurement  
1201 N. Third Street, Suite 2-160  
Baton Rouge, LA 70802**

**RFx Number:** 3000021443

**Version:** 1

**Buyer:** KRYSTAL FRANK

**Buyer Phone:** 225-342-4672

**E-Mail:** krystal.frank@la.gov

**Scheduled Begin Date:**

**Scheduled End Date:**

**T-Number:** 92907

### ONLINE BID RESPONSE LINK

[https://lagoverpvendor.doa.louisiana.gov/rfx?sapsrm\\_boid=269F7EAD44031EDE82D66212E6E8D0A9](https://lagoverpvendor.doa.louisiana.gov/rfx?sapsrm_boid=269F7EAD44031EDE82D66212E6E8D0A9)

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

**Name of Solicitation:** \*Rebid\* RFP -Video & Audio Conf - SW

**RFx text:**

The Office of State Procurement has suspended 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>

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

Request for proposal: 3000021443 Open Date: 08/16/2023 T-Number: 92907	Bidder:	Page 2 of 2
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This link will provide you with live audio and video access to this bid opening. The link will be live at 9:45 AM (Central Time) on the date of bid opening.

Only the name of the proposers submitting proposals shall be identified aloud.

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This is an online Request for Proposal opportunity. Proposers are invited to submit proposals online via the link on this Request for Proposal invitation. Online submission instructions are attached to this Request for Proposal invitation.

Proposers must be registered in the LaGov vendor system in order to submit an online proposal and for their proposals to be tabulated.

To register as a vendor, access the following link to the LaGov Vendor system. Do not register again if you are already registered. Please include a W-9 with your proposal if you are newly registered. You will need a LaGov vendor ID and password to submit an online proposal:

[https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg)

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This Request for Proposals is a Rebid to establish Contract(s) for the Division of Administration (DOA) - Office of Technology Services (OTS) to furnish Video and Audio Conferencing Services. The Contract(s) will be for an initial period of sixty (60) months, with an option to renew for two (2) additional twenty-four (24) month periods. Total contract time not to exceed one-hundred eight (108) months.

Please print all attachments to ensure all documents related to this Request for Proposal are reviewed prior to submitting a proposal.

- Request for Proposal Documents Include:  
Attachment A - Request for Proposal - Pages 1-88  
Attachment B - Online Submission Instructions - Pages 1-7

Proposal delivery instructions for the Office of State Procurement:  
Refer to Pages 6 and 7, Section 2.8 in Attachment A - Request for Proposal

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	<b>Product Category:45111900</b> Video and Audio Conf Svcs  Request for Proposal for Video and Audio Conferencing Services  No prices to be provided on this page. Proposers are to provide prices in accordance with Section 4.0 and Section 7.1 of the Request for Proposal.				