

Office of State Procurement  
State of Louisiana  
Division of Administration

JEFF LANDRY  
GOVERNOR



TAYLOR F. BARRAS  
COMMISSIONER OF ADMINISTRATION

May 07, 2024

**ADDENDUM NO. 01**

Your reference is directed to RFX Number 3000022633 for the Invitation to Bid for the State of Louisiana – Online Hotel Portal Service which is currently scheduled to open at 10:00am CT on May 15, 2024.

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The following are the Vendor's Inquiries received by the deadline date of April 29, 2024 and the State's Responses:

**Vendor's Inquiry #1:**

Is it mandatory or recommended that we have a current online hotel portal prior to submitting a response to the bid?

**State's Response #1:**

Yes, it is mandatory.

**Vendor's Inquiry #2:**

Does "Hard Stop prior to purchasing or booking hotel reservation" mean there is a confirmation page before the booking is completed and paid for?

**State's Response #2:**

Yes, the hard stop must stop the traveler from booking or making the reservation before it is finalized. This will ensure the traveler is booking correctly.

**Vendor's Inquiry #3:**

For the emergency travel expenses that are to be covered by the successful bidder, was there an amount during the previous contract that we can expect to be responsible for?

**State's Response #3:**

This amount is not known because this is a no cost service to the State of Louisiana.

**Vendor's Inquiry #4:**

About how many "emergency lodging plans" were there in the previous contract?

**State's Response #4:**

The need is unknown, but the procedure for the emergency should be included in your bid response.

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All else remains as on original bid.

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

**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, by hand delivery, or courier to: Office of State Procurement, 1201 N. 3<sup>rd</sup> Street, Claiborne Building - 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 bid opening by mail, by hand delivery, or courier to: Office of State Procurement, 1201 N. 3<sup>rd</sup> Street, Claiborne Building - 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 bid opening shall not be considered and you shall be held to your original bid.**

Revision:

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

By: Krystal Frank  
Office of State Procurement  
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Email: [krystal.frank@la.gov](mailto:krystal.frank@la.gov)