

RFP# 3000014585 - Staff Augmentation for Departmental Application Systems
Addendum 1

Due to COVID-19 Public Health Emergency declared by Governor John Bel Edwards in Proclamation Numbers 41, 33, 32, 27, and 25 JBE 2020, electronic proposal delivery is being utilized for this RFP.

1.7 Proposal Submittal

Firms or individuals who are interested in providing services requested under this RFP must submit a proposal containing the mandatory information specified. The proposal must be received in electronic format (email) version by the RFP Coordinator on or before the date and time specified in the Schedule of Events. Fax, mail or courier delivery shall not be acceptable. Proposers emailing their proposals should allow sufficient time to ensure receipt of their proposal by the time specified.

The proposal must be emailed to LDIProposals@ldi.la.gov with the Subject Line: RFP# 3000014585 Proposal Submission – [Proposer’s Name]. If the file size of the e-mail submission exceeds server requirements, the email submission may be broken down into smaller emails with “Part 1 of X” included at the end of each original Subject Line (e.g. RFP# 30000XXXXX Proposal Submission – [Proposer Name] – Part 1 of 3).

The State assumes no liability for assuring accurate/complete email transmission and receipt. The responsibility solely lies with each Proposer to ensure their proposal is received at the specified email address prior to the deadline for submission. Proposals received after the deadline, corrupted files, and incomplete submissions (e.g. Part 1 and Part 2 of 3 are received, but Part 3 is not) will not be considered.

1.10 Number of Copies of Proposals

The State requests that one copy of the entire proposal be submitted to the RFP Coordinator at the email address specified. The proposal shall contain electronic signatures or scans of original signatures of those company officials or agents who are duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority should be submitted if the Proposer is a corporation. The proposal will be retained for incorporation into any contract resulting from this RFP.

1.11 Technical and Cost Proposals

The State requests the following:

- One (1) **Technical Proposal** in pdf and Microsoft Word formats. The file shall be named: RFP# 3000014585 Technical Proposal – [Proposer Name].
- One (1) **Cost Proposal** in pdf and Microsoft Excel formats. The file shall be named: RFP# 3000014585 Cost Proposal – [Proposer Name].
- One (1) **Redacted Technical Proposal**, if applicable, in pdf and Microsoft Word formats. The file shall be named: RFP# 3000014585 Redacted Technical Proposal – [Proposer Name].

If the file size of the proposal exceeds server requirements, the proposal may be broken into smaller emails with “Part 1 of X” included at the end of each original file name (e.g. RFP# 3000014585 Technical Proposal – [Proposer Name] – Part 1 of 2).