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LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF TOURISM

DOUG BOURGEOIS
ASSISTANT SECRETARY

April 20, 2020

Addendum to Invitation to Bid #3000014617
Department of Culture, Recreation and Tourism

RE: Electronic Submission of Proposals
Term of Contract

ELECTRONIC SUBMISSION OF PROPOSALS: Due to the COVID-19 Public Health Emergency declared by Governor John Bel Edwards in Proclamation Numbers 41, 22, 32, 30, 27, and 25 JBE 2020, the option of **electronic proposal delivery** is being allowed for this RFP.

TERM OF CONTRACT: Due to the COVID-19 Public Health Emergency, it is possible that the term of any/all contract(s) awarded via RFP# 3000014617 may not begin July 1, 2020. Every effort will be made to have proposals reviewed, evaluated and approved with a contract start date of July 1, 2020. However, due to the uncertainty surrounding the COVID-19 Public Health Emergency, it is possible that contracts awarded pursuant to this RFP may not begin until January 1, 2021.

*Deleted text is noted as a strike-through. New text is noted in **highlighted red text**.*

Section 1.4 Term of Contract (page 8)

The **desired** term of any contract(s) resulting from this RFP shall begin on or about July 1, 2020. **It is possible that the contract start date may be delayed due to the COVID-19 Public Health Emergency.** It is anticipated that the contract(s) will end on June 30, 2023.

Section 1.6 Schedule of Events (page 10)

The deadline for receipt of proposals is 4:00 pm CT, Tuesday, May 5, 2020.

<u>Event</u>	<u>Date if Oral Presentations are NOT held</u>	<u>Date if Oral Presentations ARE held</u>
RFP advertised in newspapers and posted to LaPac	Friday, February 28, 2020	Friday, February 28, 2020
Deadline for receipt of written inquiries	Wednesday, March 11, 2020, 2PM CT	Wednesday, March 11, 2020, 2PM CT
Deadline to post responses to written inquiries	Friday, March 20, 2020	Friday, March 20, 2020
Proposal Submission Deadline (printed/hard copies and electronic copies)	Wednesday, April 8, 2020 4 PM CT Tuesday, May 5, 2020 4 pm CT	Wednesday, April 8, 2020 4 PM CT Tuesday, May 5, 2020 4 pm CT
Proposals evaluated	Wednesday, April 8 – Wednesday,	Wednesday, April 8 –

	April 22, 2020 To be determined (TBD)	Wednesday, April 22, 2020 TBD
Notice to proposers if oral presentations will NOT be held. Proposals(s) recommended for an award based on written proposals have been submitted to the Office of State Procurement for review/concurrence with award.	Friday, April 24, 2020 TBD	
Invitations to participate in Presentations & Discussions sent to proposers should OLG/DCRT choose to hold oral presentations		Friday, April 24, 2020 (tentative) TBD
Presentations & Discussions (if applicable)		Week of May 18, 2020 (exact date TBD) TBD
Notice of Intent to award announcement, rejection letters sent and 14-day protest period begins, on or about	Friday, May 15, 2020 TBD	Friday, June 5, 2020 TBD
Contract negotiations, on or about	Week of May 18, 2020 TBD	Week of June 8, 2020 TBD
Contract execution, on or about	Thursday, May 28, 2020 TBD	Monday, June 22, 2020 TBD
Contract begins/effective date	July 1, 2020 TBD	July 1, 2020 TBD

Dates noted "To Be Determined (TBD)" for events on this schedule will be updated and posted to this site as information becomes available.

Section 1.7 Proposal Submittal (pages 10 -11)

Proposers that are interested in providing the services described in this RFP must submit a proposal containing the mandatory information specified in this RFP. The proposal must be received in hard copy (printed) version **or by electronic copy** by the RFP Coordinator on or before the date and time specified in the Schedule of Events. FAX ~~or e-mail~~ submissions will not be accepted. The proposal package **for hard copy (printed) version** shall be sealed and labeled "Response to OLG/DCRT Marketing RFP." The proposal package should clearly indicate the component(s) addressed (i.e., Component 1, 2, and/or 3).

Proposers mailing their proposals should allow sufficient mail delivery time to ensure the OLG/DCRT's receipt of the proposal by the Proposal Submission Deadline. **Please keep in mind that mail/courier delivery may be delayed due to the COVID-19 Public Health Emergency and plan accordingly.** The proposal package must be delivered at the proposer's expense to the RFP Coordinator.

For USPS delivery, the mailing address is:

**Louisiana Office of Tourism
Attn: Lindsey Schmitt, RFP Coordinator
P.O. Box 94291
Baton Rouge, LA 70804-9291.**

For courier delivery, the street address is:

Louisiana Office of Tourism
Attn: Lindsey Schmitt, RFP Coordinator
1051 N. Third St., 3rd Floor – Room 347
Baton Rouge, LA 70802

The telephone number is 225-342-8100 7987

Proposers e-mailing their proposals should allow sufficient time to ensure the OLG/DCRT's receipt of the proposal by the Proposal Submission Deadline. The proposal package must be e-mailed to: DCRTProposals@crt.la.gov with the Subject Line: RFP# 3000014617 Proposal Submission – [Proposer Name, Component Number (1, 2, and/or 3)]. If the file size of the email submission exceeds server requirements, the email submission may be broken into smaller emails with "Part 1 of ____" included at the end of each original Subject Line (e.g., RFP # 3000014617 Proposal Submission – [Proposer Name, Component #] – Part 1 of 3).

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

Section 1.9.9 Certification Statements (page 19)

The proposer must sign and submit the Certification Statements (Attachment I and II) with its proposal or exact duplicates thereof. For proposals submitted electronically, proposer must sign electronically or submit a scanned signature on the Certification Statements (Attachment I and II) with its proposal or exact duplicates thereof.

Section 1.10 Number of Copies of Proposals (page 19)

If submitting a hard copy (printed) proposal, the OLG/DCRT requests that one (1) original and seven (7) copies of each proposal (a separate proposal must be submitted for each component for which the proposer wishes to be considered) be submitted to the RFP Coordinator at the address specified. At least one copy of the proposal shall contain original signatures of those company officials or agents who are duly authorized to sign proposals or contracts on behalf of the proposer. A certified copy of a board resolution granting such authority should be submitted if the proposer is a corporation (see Attachment IX Sample Board Resolution). The proposal containing original signatures will be retained for incorporation into any contract resulting from this RFP.

Proposals should be submitted in three-ring binders and should be printed on paper no larger than 8.5" x 11" (for duplicating/filing/storage purposes). All pages of the proposal should be numbered. The OLG/DCRT also requests one (1) complete copy of the proposal be submitted on a USB flash drive.

If submitting a proposal electronically, the OLG/DCRT requests that one (1) copy of the entire proposal (a separate proposal must be submitted for each component for which the proposer wishes to be considered) to be submitted to the email address specified. The proposal shall contain electronic

signatures or scans of original signatures of those company officials who are duly authorized to sign proposals or contracts on behalf of the proposer. An electronic signature as provided by LAC 4:I.701 et seq is considered an original signature. A certified copy of a board resolution granting such authority should be submitted if the proposer is a corporation (see Attachment IX Sample Board Resolution). The proposal containing electronic signatures or scans of original signatures will be retained for incorporation into any contract resulting from this RFP.

The OLG/DCRT requests the following:

- One (1) complete proposal in PDF and Microsoft Word formats. The file shall be named: RFP #3000014617 Proposal - [Proposer Name, Component #].
- One (1) redacted proposal, if applicable, in PDF and Microsoft Word formats. The file shall be named: RFP # 3000014617 Redacted Proposal – [Proposer Name, Component #].

Note: Following the award of any contract resulting from an RFP, the OLG/DCRT routinely receives requests for copies of all proposals. Please do not include any lagniappe with the proposal and/or any materials the proposer may provide to the OLG/DCRT during discussions, e.g., props, food, promotional products, etc. Such components complicate preservation and production under Louisiana Public Records Law and may raise concerns under the Louisiana Code of Governmental Ethics.

Section 1.30 Notice of Intent to Award (Page 26)

The OLG/DCRT will notify the successful proposer(s) and proceed to negotiate terms for final contract(s). OLG/DCRT anticipates any contract(s) let via this RFP will be negotiated, executed, and approved by the Fiscal Year 2020-21 (July 1, 2020). However, it is possible that the contract start date may be delayed due to the COVID-19 Public Health Emergency. Unsuccessful proposers will be notified in writing accordingly.

ATTACHMENT III: Sample Contract (page 48)

1. TERM OF CONTRACT

This Contract shall begin on ~~July 1, 2020~~ (Date TBD), and shall end on June 30, 2023.