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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 24, 2020

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

**RE: Update to Instructions for Electronic Submission of Proposals**

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

**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., 3<sup>rd</sup> Floor – Room 347**  
**Baton Rouge, LA 70802**

**The telephone number is 225-342-7987**

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](mailto: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).

**State servers limit email sizes to 30MB uncompressed and 10MB encrypted. If your email exceeds these sizes, you must send multiple emails to avoid rejection and non-delivery.**

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 1.10 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 **EITHER a PDF file compatible with Adobe Acrobat Reader DC, OR and Microsoft Word formats.** The file shall be named: RFP #3000014617 Proposal - [Proposer Name, Component #].
- One (1) redacted proposal, if applicable, in **EITHER a PDF file compatible with Adobe Acrobat Reader DC, OR and Microsoft Word formats.** The file shall be named: RFP # 3000014617 Redacted Proposal – [Proposer Name, Component #].