### SAMPLE SELECTION MEMORANDUM

Click here to select the date of the letter

Ms. Pamela Bartfay Rice, Esq.

Assistant Director – Professional Contracts

Office of State Procurement

Post Office Box 94095

Baton Rouge, LA 70804-9095

Re: Title of RFP

Dear Ms. Rice:

In compliance with La. R.S. 39:1551 *et seq*, I forward for your concurrence and hereby certify the following for the above referenced project:

1. A cost-benefit analysis has been conducted which indicates that obtaining such services from the private sector is more cost-effective than providing such services by the agency itself or by an agreement with another state agency and includes both a short-term and long-term analysis. The analysis is available for review.
2. Funding for the referenced project is in the budget.
3. Agency has determined that the selected Contractor is qualified as responsible per LAC 34:V:2536:A and B and the supporting documentation shall be available for inspection upon the request by the Director of State Procurement or her designee.
4. Agency has verified and determined that the selected Contractor, their company, any subcontractors or principles are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in 2 CFR §200 Subpart F.
5. Agency understands that the issuance of a tax clearance certificate by LDR is a necessary precondition to the approval of the resulting contract.
6. In keeping with the requirements of La. R.S. 39:1595.B**,** the following events have taken place with regard to the selection of the Contracting Party for the implementation of the above referenced project.

Description of Procedures

1. The RFP was reviewed and approved by the Office of State Procurement (or the Procurement Support Team, *if applicable*) on Click here to select the date.
2. A notice of Request for Proposals was advertised Click here to enter the number of days the RFP was advertised days prior to proposal opening in the official journal of the State (Baton Rouge Advocate) and one or more newspapers of general circulation on Click here to select a date, advertised on LaPAC, and notice to Board of Regents; (Copy of advertisements attached.)
	* + - 1. Baton Rouge Advocate
				2. Click here to enter the title of the other newspapers
				3. LaPAC
				4. Board of Regents
3. On Click here to select the date of release, a copy of the Request for Proposals (RFP) was provided to each of the firms known to be in a position to furnish consulting services. (Attach a list of names of potential proposers who were provided a copy of the RFP; or in the case of social services contracts, attach a list of social services providers who were provided a copy of the RFP.) Also enclosed is a list of all prospective proposers who requested the RFP as a result of newspaper and/or LaPAC notification.
4. The RFP enclosed for your inspection contains provisions in compliance with La. R.S. 39:1595.B. as follows:
	1. The importance of price and evaluation factors is explained on page Click here to enter the page number of the RFP.
	2. The RFP defines project tasks in section Click here to enter the section number, Scope of Services.
	3. As in (a) above, evaluation factors are defined on page Click here to enter the page number of the RFP.
	4. The period for the project is explained on page Click here to enter the page number of the RFP.
	5. The RFP notifies potential proposers that the award of the contract may be made on the basis of initial offers on page Click here to enter the page number of the RFP.
	6. On page Click here to enter the page number of the RFP, potential proposers are notified that written questions must be submitted to Click here to enter the name of the contact.
	7. State agency liaison personnel are described in the RFP and resources available to the Contracting Party are described in the RFP on page Click here to enter the page number.
	8. Procedures concerning payment are discussed on page Click here to enter the page number.
	9. The RFP requires all necessary information concerning qualification, methodology, costs and financial capability.
5. During the Click here to enter the length of the proposal preparation period-day proposal preparation period questions were submitted concerning the project. Responses to these questions were approved by OSP on Click to select the date of approval and posted by the agency to LaPAC on Click to select the date of posting.
6. The following addenda were reviewed and approved by OSP and posted by the agency on the following dates:
	1. Addendum No. 01 - Click here to enter the title of Addendum No. 01
	2. Addendum No. 02 - Click here to enter the title of Addendum No. 02
7. As of Click to select the date and time proposals are due, Click here to enter the number of proposals received were submitted.
8. Click here to enter the number of non-responsive proposals proposals were found non-responsive. Enclosed is the name of each proposer who was found non-responsive and the reason. (If no proposal was found non-responsive, state so and revise this section accordingly)
9. A technical evaluation scoring sheet was developed utilizing the criteria specified in the RFP. The process utilized to evaluate and score the proposals is as follows:
	1. The technical evaluation scoring sheets were filled out by the Proposal Evaluation Team, composed of Click here to enter the team members and indicate whether the scoring was consensus or individual.
	2. All proposals were examined for proper form and cost elements by the RFP Coordinator.
	3. The evaluations and recommendations of the Proposal Evaluation Team were presented in written form to the Secretary. The recommendation, based on the rankings of the written proposals, was to award the contract to the highest scored proposer.
10. Attached are the summary sheet of all proposers, costs from all proposers (even non-responsive and losing proposals) and their scores resulting from the evaluation.

Justification for Award Recommendation

The extensive review process described above resulted in the selection of Click here to enter the Contractor name to provide the required services. This decision was based on the fact that the contractor received the highest number of points from the Proposal Evaluation Team. The Agency is requesting concurrence with the proposed intent to award.

The selection of the Contractor shall be announced as provided in the RFP and all other proposers shall be officially notified once the Office of State Procurement concurs with the award recommendation. (Copy of the draft intent to award notification is enclosed.)

Sincerely,

Click here to enter the name of the State Agency Head or equivalent and have said person sign in the space above