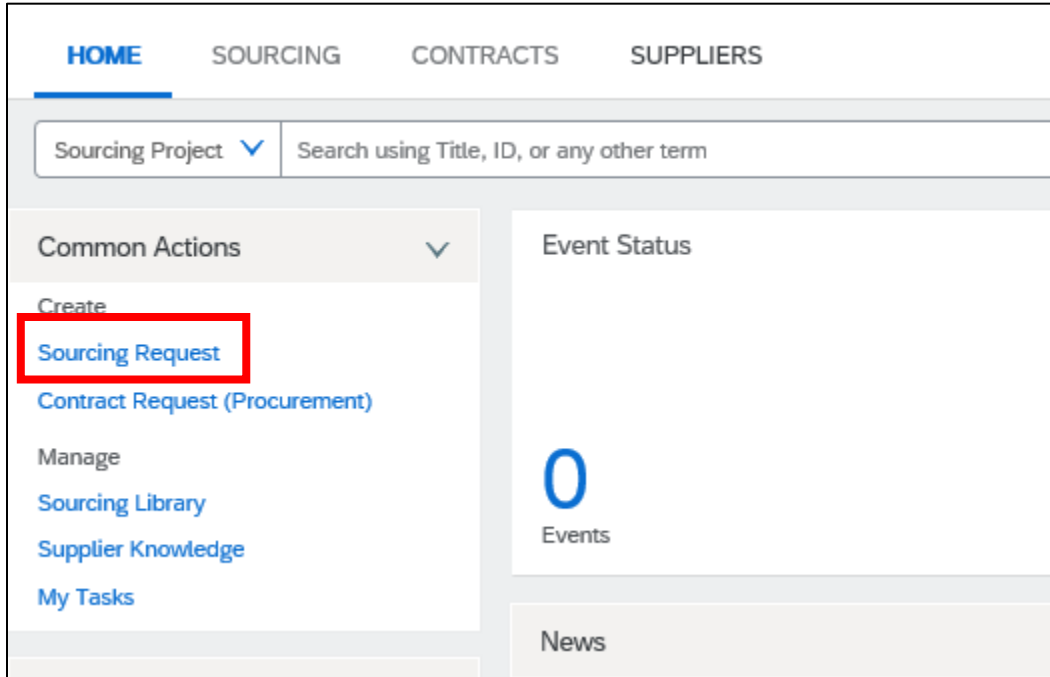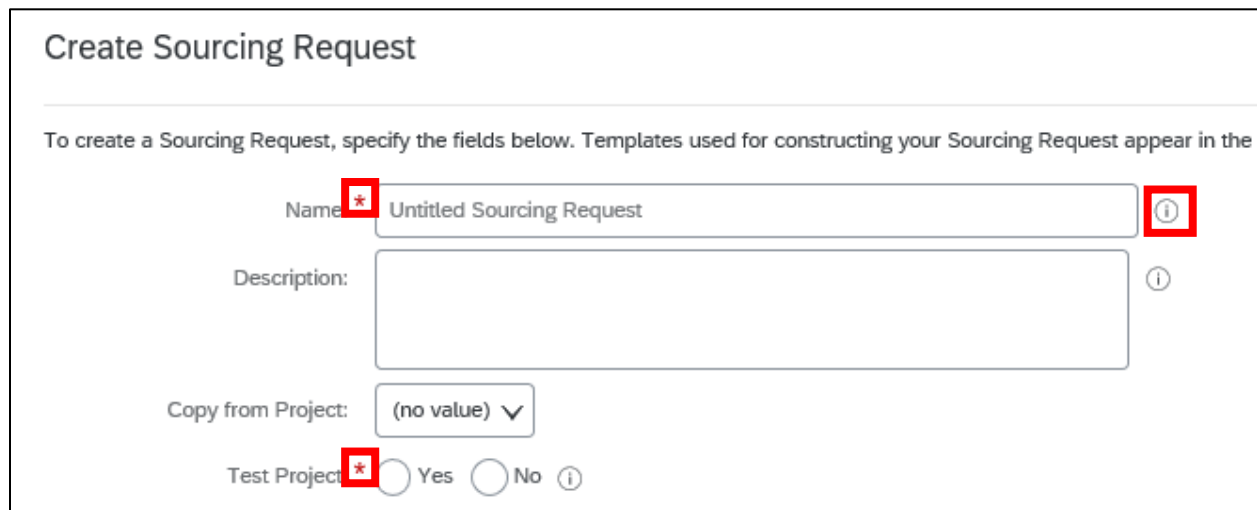# Creating a Sourcing Request in LESA

This document describes the procedure for creating a Sourcing Request.

1. Log into LESA (www.louisiana.sourcing.ariba.com). On the left side of the screen, click "Sourcing Request" under Common Actions.

2. On the Create Sourcing Request screen, required fields are marked by a red asterisk (*). Some fields include Help Tips, which may be accessed by clicking on the circled "i" at the end of the field.

3. Enter the name of the project in the Name field and a brief description of the project in the Description field.

4. The next field, Copy from Project, should be ignored. This field copies information from another Sourcing Request in LESA, including all fields, such as submittal date. Since the dates will change from one Sourcing Request to another, the field must be left blank.
5. If you are training or practicing how to create and submit a Sourcing Request, select Yes for Test Project. Otherwise select No.

6. For Statewide/Region(s)/Parish(es), click the down arrow on the field. If you have previously created a Sourcing Request, the system will present a list of previously selected items that can be chosen by clicking on them. If this is your first Sourcing Request, or the item needed is not included in the previously selected items list, choose "Search more". Select the location(s) where the work will be performed or the goods will be delivered. Individual parishes, regions, or statewide may be chosen by selecting the box to the left of the appropriate item. Click on the arrow next to the region to expand the list to include the individual parishes within that region. Multiple selections may be made.

NOTE: The regions correspond to the GOHSEP and Department of Military Affairs regions, which may differ from a region map regularly used by your agency.

Create Sourcing Request

To create a Sourcing Request, specify the fields below. Templates used for constructing your Sourcing Request appea

Name: * RFP for Consulting Services ⓘ

Description: A consultant is needed to assist our agency with modernizing our work processes. ⓘ

Copy from Project: (no value) ⌄

Test Project: * ◯ Yes ⦿ No ⓘ

Base Language: English ⌄

Statewide/Region(s)/Parish(es): (no value) ⌄

    All Statewide

Agency: *

    R2 Region 2

Estimated Value:

    🔍 Search more

Project Reason:

Choose Values for Statewide/Region(s)/Parish(es)

Add to Currently Selected	Currently Selected

Region ⌄ [   ] [Search]

	Description ↑	Region
☐	▼ Statewide	All
☐	▼ Region 1	R1
☐	Jefferson	JEF
☑	Orleans	ORL
☐	Plaquemines	PLA
☐	St. Bernard	STB
☑	▶ Region 2	R2

Currently Selected

☐	Description ↑	Region

No items

⟨ _____ ⟩

7. Choose the appropriate Agency(ies) by clicking the down arrow on the field. If you have previously created a Sourcing Request, the system will present a list of previously selected items that can be chosen by clicking on them. If this is your first Sourcing Request, or the item needed is not included in the previously selected items list, choose "Search more". Agencies may be selected by selecting the box next to the agency name. Click the arrow next to the Department to show the agencies within that Department. Multiple selections may be made. NOTE: The agency level must be chosen, not the department.

Create Sourcing Request

To create a Sourcing Request, specify the fields below. Templates used for constructing your Sourcing Request appea

Name: *	RFP for Consulting Services	ⓘ
Description:	A consultant is needed to assist our agency with modernizing our work processes.	ⓘ
Copy from Project:	(no value) ⌄
Test Project: *	◯ Yes ● No ⓘ
Base Language:	English ⌄
Statewide/Region(s)/Parish(es):	R2 Region 2 ⌄ Add more
	ORL Orleans ✕
Agency: *	(no value) ⌄
Estimated Value: *	107 Division of Administration
	820 Office of State Procurement
Project Reason:	DAF Department of Agriculture and Forestry
Predecessor Project:	🔍 Search more

Choose Values for Agency

Add to Currently Selected

| Function ⌄ | | Search |

	Function ↑	ID
☐	▼ All	All
☐	▶ Community and Technical College System	LCTCS
☐	▶ CPRA	CPRA
☐	▶ Department of Agriculture and Forestry	DAF
☐	▼ Department of Corrections	DOC
☐	Adult Probation and Parole	415
☑	Allen Correctional Center	408
☑	Avoyelles Correctional Center	405
☐	B.B. Sixty Rayburn Correctional Center	416

Currently Selected

	Function ↑	ID
☐		

No items

8. In the Estimated Value field, enter the project budget or estimated value of the resulting contract(s). For multiple awards, it is the combined value of all expected contracts.

   If the contract will result in a no-cost contract for the State, the agency should enter the estimated value of the contract for the total contract term (e.g. the value of the contract to the Contractor).

Create Sourcing Request

To create a Sourcing Request, specify the fields below. Templates used for constructing your Sourcing Request appea

Name: *	RFP for Consulting Services ⓘ
Description:	A consultant is needed to assist our agency with modernizing our work processes. ⓘ
Copy from Project:	(no value) ⌄
Test Project: *	◯ Yes ●No ⓘ
Base Language:	English ⌄
Statewide/Region(s)/Parish(es):	R2 Region 2 ⌄ Add more
	ORL Orleans ✕
Agency: *	405 Avoyelles Correctional Center ⌄ Add more
	408 Allen Correctional Center ✕
Estimated Value: *	$500,000 USD ⓘ

9. In the Project Reason field, select one of the choices by clicking the down arrow.

Create Sourcing Request

To create a Sourcing Request, specify the fields below. Templates used for constructing your Sourcing Request appea
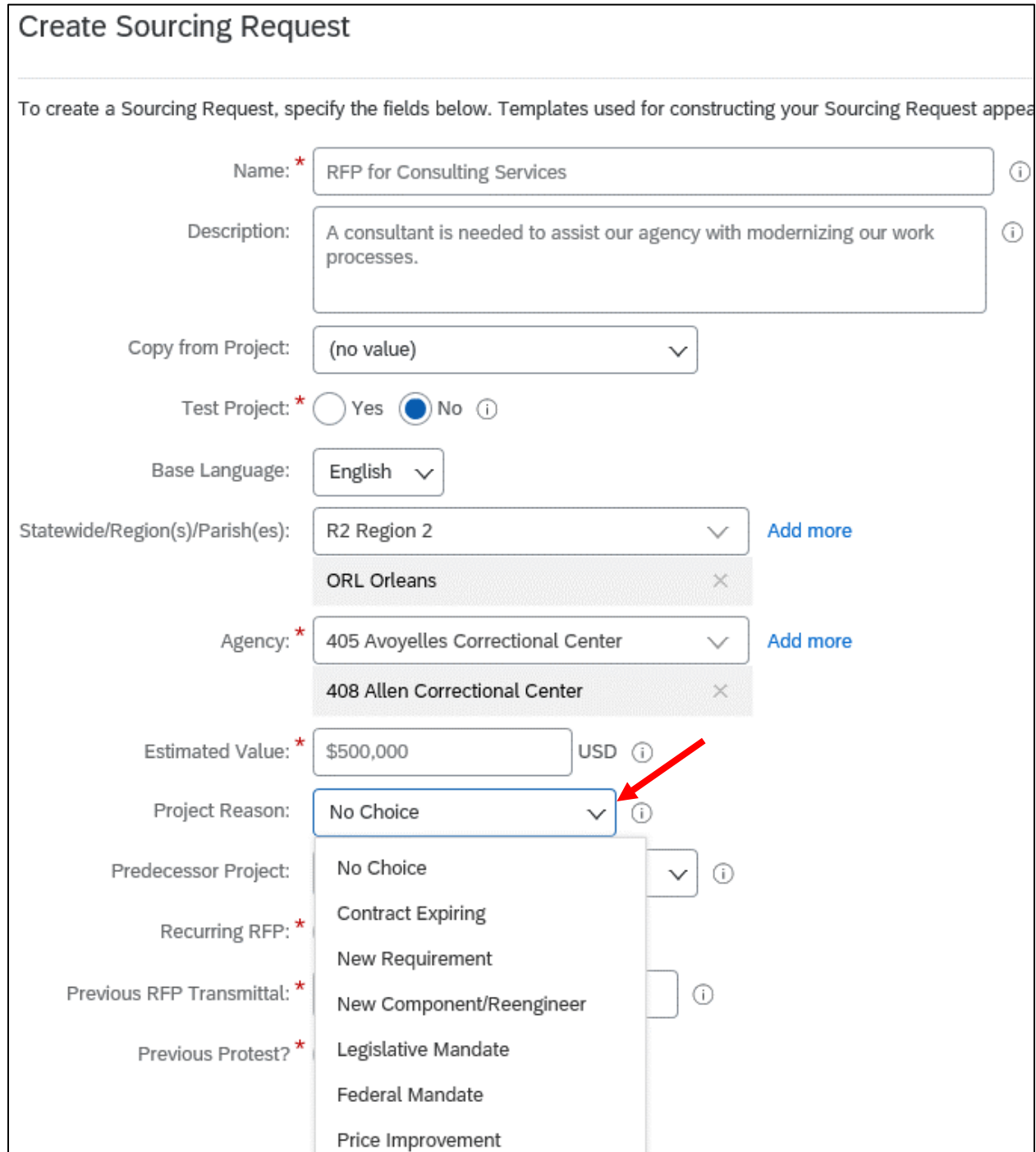
Name: *	RFP for Consulting Services ⓘ
Description:	A consultant is needed to assist our agency with modernizing our work processes. ⓘ
Copy from Project:	(no value) ⌄
Test Project: *	◯ Yes ⬤ No ⓘ
Base Language:	English ⌄
Statewide/Region(s)/Parish(es):	R2 Region 2 ⌄ Add more
	ORL Orleans ✕
Agency: *	405 Avoyelles Correctional Center ⌄ Add more
	408 Allen Correctional Center ✕
Estimated Value: *	$500,000 USD ⓘ
Project Reason:	No Choice ⌄ ⓘ
Predecessor Project:	No Choice ⌄ ⓘ
Recurring RFP: *	Contract Expiring
	New Requirement
Previous RFP Transmittal: *	New Component/Reengineer ⓘ
Previous Protest? *	Legislative Mandate
	Federal Mandate
	Price Improvement

10. The Predecessor Project field does not need to be completed.

11. In the Recurring RFP field, select Yes if this project is a recurring RFP. Select No if the project is for a new service.

Create Sourcing Request

To create a Sourcing Request, specify the fields below. Templates used for constructing your Sourcing Request appear

Name: *	RFP for Consulting Services ⓘ
Description:	A consultant is needed to assist our agency with modernizing our work processes. ⓘ
Copy from Project:	(no value) ⌄
Test Project: *	◯ Yes ⦿ No ⓘ
Base Language:	English ⌄
Statewide/Region(s)/Parish(es):	R2 Region 2 ⌄ Add more
	ORL Orleans ✕
Agency: *	405 Avoyelles Correctional Center ⌄ Add more
	408 Allen Correctional Center ✕
Estimated Value: *	$500,000 USD ⓘ
Project Reason:	No Choice ⌄ ⓘ
Predecessor Project:	(no value) ⌄ ⓘ
Recurring RFP: *	◯ Yes ⦿ No ⓘ

a. If Recurring RFP is Yes, two (2) additional fields will appear: Previous RFP Transmittal and Previous Protest?.

b. In Previous RFP Transmittal, enter the Sourcing Request ID if the previous RFP was processed in LESA, the ProAct Transmittal number if the previous RFP was processed in ProAct, or the Shopping Cart number if the previous RFP was processed in DocTracking.

c. For Previous Protest?, select Yes if the immediately previous RFP was protested.

Create Sourcing Request

To create a Sourcing Request, specify the fields below. Templates used for constructing your Sourcing Request appear

Name: * `RFP for Consulting Services` (i)

Description: `A consultant is needed to assist our agency with modernizing our work processes.` (i)

Copy from Project: `(no value)` ⌄

Test Project: * ○ Yes ● No (i)

Base Language: `English` ⌄

Statewide/Region(s)/Parish(es): `R2 Region 2` ⌄   Add more

     ORL Orleans   ✕

Agency: * `405 Avoyelles Correctional Center` ⌄   Add more

     408 Allen Correctional Center   ✕

Estimated Value: * `$500,000`   USD (i)

Project Reason: `No Choice` ⌄ (i)

Predecessor Project: `(no value)` ⌄ (i)

Recurring RFP: * ● Yes ○ No (i)

Previous RFP Transmittal: * `3000015842` (i)

Previous Protest? * ○ Yes ● No (i)

12. In the Commodity field, select the appropriate commodity code(s) by clicking the down arrow on the field. If you have previously created a Sourcing Request, the system will present a list of previously selected items that can be chosen by clicking on them. If this is your first Sourcing Request, or the item needed is not included in the previously selected items list, choose "Search more". Select the box next to the appropriate commodity code(s). You may search for the appropriate commodity code(s) by Name or by ID. Multiple selections may be made. Note: Commodity code(s) chosen must have six (6) or more digits. This is at least two (2) levels down on the hierarchy.

13. At the bottom of the create screen, answer the questions posed.
    a. Answer Yes if your agency legal section needs to review the Sourcing Request prior to submittal to OSP. This will insert your legal section in the approval workflow.
    b. Answer Yes if your agency budget section needs to review the Sourcing Request prior to submittal to OSP. This will insert your budget section in the approval workflow.

Select a template

Select the template you want to use, and answer any questions related to it to create your project. How you set the fields in the section above might affect which templates are available.

◉ OSP Sourcing Request

Use this template to create a Sourcing Request.

Does your legal section need to review the documents prior to submittal to OSP? | No ∨ |

Does your budget section need to review the request prior to submittal to OSP? | No ∨ |

14. Click the blue Create button at the top or bottom of the screen to create the Sourcing Request.

Select a template

Select the template you want to use, and answer any questions related to it to create your project. How you set the fields in the section above might affect which templates are available.

◉ OSP Sourcing Request

Use this template to create a Sourcing Request.

What type of RFP is this? | Unknown ∨ |

Has the agency surveyed potential suppliers, examined market conditions, or researched market offerings? | No ∨ |

Does your legal section need to review the documents prior to submittal to OSP? | No ∨ |

Does your budget section need to review the request prior to submittal to OSP? | No ∨ |

Create   Cancel

15. Now that you have created the Sourcing Request, the activities to be completed to submit the Sourcing Request to OSP may be found in the Completing and Submitting a Sourcing Request Help Script.