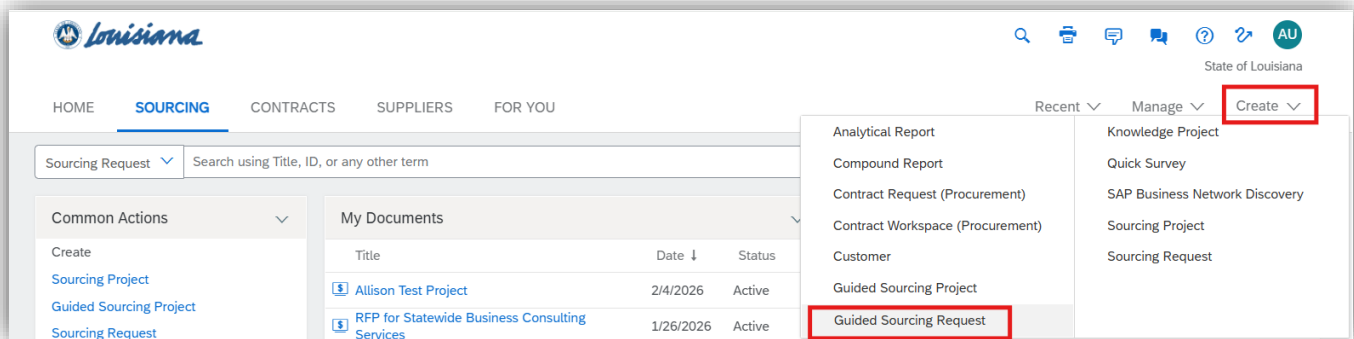


Creating a Sourcing Request in LESA

This guide explains how to create a Sourcing Request in LESA.

I. Access the Create Screen

1. Log in to LESA.
2. In the top-right corner of the screen, select **“Create.”**
3. Select **“Guided Sourcing Request.”**



II. Complete Required Fields

- Required fields are marked with a red asterisk (*).
- Some fields include help tips.
 - Select the **question mark (?) icon** next to the field name to view guidance.

The screenshot shows a form titled 'Name and type'. The 'Name' field is required, indicated by a red asterisk and a question mark icon. Below it is a text input field with the placeholder 'Enter a name' and a red error message: 'A Title cannot be empty.' There is a section for 'Copy an existing sourcing request' with a button labeled 'Preview sourcing requests to copy'. The 'Test project' field is also required, indicated by a red asterisk and a question mark icon. Below it are radio buttons for 'Yes' and 'No', with a red error message: 'Value must be set.'

III. Complete the “Name and Type” Section

1. Enter the **project name** in the **Name** field.
2. Enter a brief **project description** in the **Description** field.
3. Leave “**Copy an existing sourcing request**” blank.
 - This feature copies details from an existing request and should not be used.
4. In **Test Project**:
 - Select **Yes** for training or practice requests.
 - Select **No** for actual procurement requests.

The screenshot shows a form titled "Name and type" with three main sections highlighted by red boxes:

- Name field:** A text input field with the placeholder "Enter a name" and a red error message "A Title cannot be empty." below it.
- Description field:** A rich text editor with a "Clear format" link, bold (B), italic (I), underline (U), and text color (A) icons, a font size dropdown set to "12 pt", and a font family dropdown set to "Andale Mono".
- Test project field:** A radio button group with "Yes" and "No" options. The "Yes" option is selected. A red error message "Value must be set." is displayed below the options.

Other visible elements include a "Copy an existing sourcing request" section with a "Preview sourcing requests to copy" button.

IV. Complete the “Project Details” Section

1. **Predecessor Project**
 - a. Leave this field blank.
2. **Statewide / Region(s) / Parish(es)**
 - a. Select the **selection icon (two boxes)** at the end of the field.
 - b. To refine your selection:
 - Select the **arrow icon** to expand regions and view parishes.
 - c. Select all applicable locations:
 - Individual parishes
 - Entire regions
 - Statewide (if applicable)

d. Select **Done** to save your selections.

Note: Regions are based on GOHSEP and Department of Military Affairs designations and may differ from your agency's internal regions.

Project details

Linked projects

Predecessor [?]
Search predecessors

Copy from predecessor project

Base Language: English

Statewide/Region(s)/Parish(es): Search by name or ID

Agency *
Search by name or ID
Value must not be empty.

Estimated Value * [?]
Value must be set.

Project Reason [?]
Search for a value

Recurring RFP * [?]
 Yes No
Value must be set.

Owner [?]
Allison Underwood

Currency
US Dollar

Commodity *
Search by name or ID
Value must not be empty.

Statewide/Region(s)/Parish(es)

Search

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Statewide

Statewide/Region(s)/Parish(es)

Search

<input type="checkbox"/>	Name	ID
<input type="checkbox"/>	Statewide	All
<input type="checkbox"/>	Region 1	R1
<input type="checkbox"/>	Jefferson	JEF
<input checked="" type="checkbox"/>	Orleans	ORL
<input type="checkbox"/>	Plaquemines	PLA
<input type="checkbox"/>	St. Bernard	STB
<input type="checkbox"/>	Region 2	R2
<input checked="" type="checkbox"/>	Ascension	Asc
<input checked="" type="checkbox"/>	East Baton Rouge	EBR

Done Cancel

3. Agency

- a. Select the **selection icon (two boxes)** at the end of the field.
- b. Use the search bar or expand “All” to browse.
 - Select the **arrow icon** next to a department to view agencies.
- c. Select the appropriate agency(ies). Multiple selections are allowed.

Important: Select at the **agency level**, not the department level. The ID should be a number not an Acronym.

The screenshot shows the 'Project details' form. The 'Agency' field is highlighted with a red box, showing a search bar with the text 'Search by name or ID' and a selection icon (two overlapping boxes) to its right. Below the search bar, the text 'Value must not be empty.' is visible. Other fields include 'Predecessor', 'Base Language' (set to English), 'Statewide/Region(s)/Parish(es)' (set to 6 more), 'Project Reason', 'Recurring RFP' (Yes/No), 'Owner' (Allison Underwood), and 'Currency' (US Dollar).

The screenshot shows the 'Agency' search interface. A search bar at the top is highlighted with a red box. Below it, a table lists agencies with checkboxes in the first column. The 'All' row has a red box around its checkbox.

<input type="checkbox"/>	Name	ID
<input checked="" type="checkbox"/>	All	All
<input type="checkbox"/>	Non-State Employee	OTHER

The screenshot shows the 'Agency' search interface with the 'Office of State Procurement' row selected. A red box highlights the selection icon (checkbox) in the first column of this row. At the bottom right, a 'Done' button is highlighted with a red box.

<input checked="" type="checkbox"/>	Name	ID
<input type="checkbox"/>	All	All
<input type="checkbox"/>	Division of Administration	DOA
<input checked="" type="checkbox"/>	Office of State Procurement	820

4. Estimated Value

a. Enter the total estimated value of the contract.

- For multiple awards:
 - Enter the **combined total value** for the full contract term (e.g., 3–5 years).
- For no-cost contracts:
 - Enter the **total estimated value to the contractor** over the full term.

The screenshot shows the 'Project details' form. The 'Estimated Value * (?)' field is highlighted with a red box. Below the field, the text 'Value must be set.' is displayed in red. Other fields include 'Predecessor', 'Base Language' (English), 'Statewide/Region(s)/Parish(es)' (6 more), 'Agency *' (Search by name or ID), 'Project Reason' (Search for a value), 'Recurring RFP * (?)' (Yes/No), 'Owner' (Allison Underwood), and 'Currency' (US Dollar).

5. Project Reason

a. Select the appropriate option from the dropdown menu.

The screenshot shows the 'Project details' form with the 'Project Reason' dropdown menu open. The dropdown menu is highlighted with a red box and contains the following options: Contract Expiring, Federal Mandate, Legislative Mandate, New Component/Reengineer, New Requirement, and Price Improvement. The 'Project Reason' field is also highlighted with a red box. Other fields include 'Predecessor', 'Base Language' (English), 'Statewide/Region(s)/Parish(es)' (6 more), 'Agency *' (Search by name or ID), 'Estimated Value * (?)' (Value must be set.), 'Recurring RFP * (?)' (Yes/No), 'Owner' (Allison Underwood), and 'Currency' (US Dollar).

6. Recurring RFP

a. Select:

- **Yes** if this is a recurring RFP.
- **No** if this is a new procurement.

b. If **Yes**, complete the additional fields:

- **Previous RFP Transmittal:** Enter the prior LESA SR number, ProAct Transmittal number, or LaGov Shopping Cart number.
- **Previous Protest:** Select **Yes** if the previous RFP was protested.

The screenshot shows the 'Project details' form. The 'Recurring RFP' field is highlighted with a red box. It contains two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected. Below the radio buttons, the text 'Value must be set.' is displayed in red. Other fields include 'Predecessor', 'Base Language' (English), 'Statewide/Region(s)/Parish(es)' (6 more), 'Agency' (Search by name or ID), 'Estimated Value' (Value must be set.), 'Project Reason' (Search for a value), 'Owner' (Allison Underwood), and 'Currency' (US Dollar).

The screenshot shows the 'Project details' form. The 'Previous RFP Transmittal' and 'Previous Protest?' fields are highlighted with a red box. The 'Previous RFP Transmittal' field is empty and has the text 'Value must be set.' below it. The 'Previous Protest?' field has two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected. Below the radio buttons, the text 'Value must be set.' is displayed in red. Other fields include 'Predecessor', 'Base Language' (English), 'Statewide/Region(s)/Parish(es)' (6 more), 'Agency' (Search by name or ID), 'Estimated Value' (Value must be set.), 'Project Reason' (Search for a value), 'Recurring RFP' (Yes), 'Owner' (Allison Underwood), 'Currency' (US Dollar), and 'Commodity' (Search by name or ID).

7. Commodity

- a. Select the **selection icon (two boxes)**.
- b. Search by name or ID.
- c. Select one or more applicable commodity codes.

Requirement: Commodity codes must contain **six or more digits** (minimum three levels in the hierarchy).

Project details

Linked projects

Predecessor [?]
Search predecessors

Base Language Statewide/Region(s)/Parish(es) Agency *
Value must not be empty. Value must be set. Estimated Value * [?] USD

Project Reason [?] Recurring RFP * [?] Yes No Previous RFP Transmittal * [?] Previous Protest? * [?] Yes No

Owner [?] Currency Commodity *
Value must not be empty.

Commodity

<input checked="" type="checkbox"/>	Name	ID
<input type="checkbox"/>	<input checked="" type="checkbox"/> All commodities	All
<input type="checkbox"/>	> LIVE PLANT AND ANIMAL MATERIAL AND ACCESSORIES AND SUPPL...	10
<input type="checkbox"/>	<input checked="" type="checkbox"/> MINERAL AND TEXTILE AND INEDIBLE PLANT AND ANIMAL MATERIA...	11
<input type="checkbox"/>	> MINERALS AND ORES AND METALS	1110
<input type="checkbox"/>	<input checked="" type="checkbox"/> EARTH AND STONE	1111
<input checked="" type="checkbox"/>	> DIRT AND SOIL	111115
<input type="checkbox"/>	> STONE	111116
<input type="checkbox"/>	> SAND	111117
<input type="checkbox"/>	> CLAYS	111118

V. Select the Template

1. In the **Template** section, select **“OSP Guided Sourcing Request.”**
2. Additional questions may appear based on your agency.

Conditional Questions

- **Legal Review**
 - Select **Yes** if agency legal review is required.
 - This adds Legal to the approval workflow.
- **Budget Review**
 - Select **Yes** if agency budget review is required.
 - This adds Budget to the approval workflow.

Template

Template *

OSP Guided Sourcing Request (3.30.26)

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

VI. Create the Sourcing Request

1. Select the **blue “Create” button** at the top of the screen.

Project details

Linked projects

Predecessor [?]
 ▼

Base Language ▼
 Statewide/Region(s)/Parish(es) ▼
 Agency * × ▼
 Estimated Value * [?] ▼ USD

Project Reason [?] ▼
 Recurring RFP * [?] Yes No
 Previous RFP Transmittal * [?] × ▼
 Previous Protest? * [?] Yes No

Owner [?] ▼
 Currency ▼
 Commodity * × ▼

Template

Template * ▼

Does your legal section need to review the documents prior to submittal to OSP?
 ▼

Does your budget section need to review the request prior to submittal to OSP?
 ▼

VII. Record Your Sourcing Request Number

- After creation, note the **Sourcing Request (SR) number**.
- You can use the SR number or project name to locate the request later.

VIII. Next Steps

- To complete and submit your request to OSP, refer to the **“Submitting a Sourcing Request to OSP”** instructions.