

What's Ahead?

Upcoming vendor events

Vendor Training - Training opportunities were made available to all vendors both before and after the September 2008 implementation of Phase One. Training for eRSP Phase Two will be conducted both before and after the Spring 2011 implementation. To express interest in attending a future eRSP Phase Two training class, please send an email with contact information to VendorLiaisonCenter@ladwp.com. Your interest will be noted and you will be notified of the dates, times, and locations of the training available.

Keeping up-to-date with the status of the eRSP project

The latest eRSP project status is available at:
www.ladwp.com/ersp

eRSP questions and feedback

To submit questions and/or provide feedback on the eRSP System, send us an email at:
VendorLiaisonCenter@ladwp.com

Frequently Asked Questions

- 1. How do I access the eRSP System via the Internet?**
Access the eRSP System via www.ladwp.com/ersp.
- 2. Is any special software needed to access eRSP?**
No, vendors will only need the Internet Explorer web browser to access the eRSP System.
- 3. My company previously did business with LADWP. Does it have to register for eRSP Phase One/Two?**
*No, but company representatives do - see inside. If you have already registered as a company representative within eRSP Phase One, you do **not** need to re-register in order to be included in eRSP Phase Two.*
- 4. Will I be able to view the bid results after the bid closes to see who else bid on the opportunity?**
Yes, upon bid closing, a list of bidders along with their redacted bids will be available via the Internet.
- 5. Who do I contact for questions on an open bid?**
Vendors have the ability to ask questions and receive answers online for bids associated with eRSP Phase One one-time "spot" purchases. Buyers will continue to answer questions via the telephone for all other purchases until eRSP Phase Two is implemented.
- 6. Will questions asked by a vendor on an open bid be available to other vendors?**
In most cases, questions and answers will be available to all registered vendors. However, at the buyer's discretion, eRSP can restrict a question and its answer to the asking vendor if there are privacy issues.
- 7. What happens if my bid is incomplete or late?**
eRSP will not allow incomplete bids to be submitted. Late bids can be submitted, but they will be flagged by eRSP and will not progress to evaluation or award.



Request-Solicit-Procure

eRSP
www.ladwp.com/ersp

The Los Angeles Department of Water and Power (LADWP) has implemented Phase One of the **Electronic Request-Solicit-Procure System (eRSP)**. eRSP Phase One currently enables LADWP business partners to participate in an electronic procurement process for one-time "spot" purchases up to \$150,000. eRSP Phase Two is coming in the Spring of 2011 and will support all other types of LADWP purchases necessary to procure the goods and services needed to meet the water and electricity needs of the residents and businesses within the City of Los Angeles. Please utilize the information in this brochure to learn more about eRSP and how LADWP business partners can participate in the internet-based registration, bidding, and awarding process that provides opportunities for all, including small local businesses and minority and women owned business enterprises.



Los Angeles Department of Water and Power

111 North Hope Street
Los Angeles, CA 90012-5700

What is eRSP?

LADWP's **Electronic Request-Solicit-Procure System (eRSP)** is a web-based software program that has been configured to provide the following electronic procurement system functionality for those interested in doing business with LADWP:

- Online vendor registration
- Online posting of bids and email notification to matching vendors
- Online submission of electronic vendor bid responses
- Online viewing of list of bidders, bid recap sheet, and awardee

The eRSP System will be implemented in two phases:

- **Phase One** - supports one-time "spot" purchases up to \$150,000 (75% of LADWP purchasing activity) and was implemented in September 2008
- **Phase Two** - supports all other types of purchases (25% of LADWP purchasing activity) and is scheduled to be implemented in the Spring of 2011

Bidding for Phase One purchases

- Vendors register online in order to receive email notification of Phase One bids
- Vendors view and submit responses to Phase One bids online
- Vendors can ask questions and receive answers on Phase One bids online
- Vendors can view bid results online (list of bidders, recap sheet, awardee)
- Successful vendors will receive award notifications via email

Bidding for all other purchases

- Until Phase Two, LADWP is posting bids for all other purchases on the Business Assistance Virtual Network (BAVN) system administered by the City of Los Angeles (go to www.labavn.org)
- Vendors can register with BAVN and receive email notifications of bid opportunities that can be downloaded. Responses to bids for these purchases will be submitted via the current paper-based process.



What types of purchases will be implemented in Phase Two?

The following purchasing methods will be supported in eRSP Phase Two:

- Blanket Authorities and Sub-Purchase Order (SPO) "releases"
- Lodging and Salvage Sales
- One-time purchases over \$150,000
- Personal/Professional Services
- Price & Time Contracts and SPO "releases"

Do previous LADWP vendors need to register for either eRSP Phase One or Phase Two or both?

No, but company representatives do. Vendor registration within the eRSP System involves both company and representative registration. Companies who have previously done business with LADWP are automatically included in the eRSP System. However, company representatives need to register in order to affiliate themselves with their company and obtain an electronic bidding key needed to submit an online bid. If this has already been completed within eRSP Phase One, it does **not** have to be repeated after eRSP Phase Two is implemented in the Spring of 2011. Detailed instructions on the registration process are provided online at www.ladwp.com/ersp.