

LaPac -

<https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>

Bid opportunities are posted

- Searchable by variety of criteria
- All state agencies post sealed bids and RFPs
- Automatic email notification to subscribed vendors
- Subscribed vendors also can access eCat, the OSP contract search site

Louisiana Small Entrepreneurship Programs -

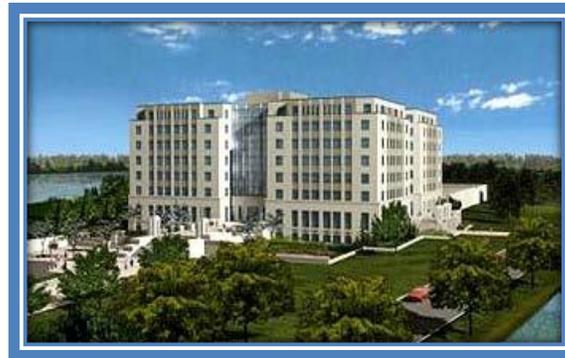
- SE - Hudson Initiative
<http://www.doa.louisiana.gov/pages/osp/se/secv.aspx>
- LaVet – Veteran’s Initiative
<http://www.doa.la.gov/pages/osp/se/lavetcv.aspx>

Vendor Guide: “How To Do Business With The State of Louisiana”

<http://www.doa.la.gov/osp/Vendorcenter/VendorGuide.pdf>

Division of Administration
Office of State Procurement
P. O. Box 94095
Baton Rouge, LA 70804-9095

1201 N. 3rd Street, Ste. 2-160
Baton Rouge, LA 70802



Telephone: (225) 342-8010

Fax: (225) 342-9756

Website:

<http://www.doa.la.gov/Pages/osp/index.aspx>

Vendor Registration:

https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg

Registration Help Scripts:

<http://www.doa.la.gov/Pages/osp/vendorcenter/regnhelp/index.aspx>

How to Do Business

With the State of Louisiana



Office of State Procurement

Paula Tregre
Interim Director of State Procurement

Primary statutes governing procurement:

RS 38:2211-2296	Public Contracts
RS 39:196-200	Data Processing
RS 39:1551-1755	Procurement Code
RS 39:1761	Lease/Purchase
RS 43:1 - 34	Printing
RS 43:111 - 211	Advertisements
RS 44:1 – 41	Public Records

Small Purchases:

- Small Purchases – Governed by the Small Purchase Executive Order
- \$5000 or < - no competition required
- >\$5000 but not more than \$15,000 – 3 quotations
- >\$15,000 but not more than \$25,000 - 5 quotations
- Vendors solicited must be bona-fide
- Some purchases are considered a small purchase regardless of the amount
- The small purchase executive order is posted on our website at <http://www.doa.la.gov/osr/other/JBE%202016/JBE16-39.htm>
- Over \$25,000 must be advertised and is considered a sealed bid

How to Submit a Bid:

- Read bid documents, including all specifications, terms and conditions
- Review previous bid information
- Indicate bid price in unit of measure requested or clearly indicate if different
- Indicate brand name and model number when requested
- Sign the bid by authorized person
- Provide telephone and fax number
- Clearly mark the outside of envelope with bid opening date and solicitation number
- Include literature for evaluation
- Submit samples when required
- Submit bid bond if required
- Visit job site if required
- Attend pre-bid conferences when applicable
- Submit bid on State's forms
- Do not take exceptions to terms and conditions
- Problems with solicitation or questions should be directed to the State Purchasing Officer whose name and telephone number is on the solicitation
- **SUBMIT BID ON TIME!**

Market Your Products or Services

- Register with the State
- Visit with State Procurement Officer for your commodities
- Meet with state agencies
- Visit agency internet sites

More information is available to assist you in doing business with Louisiana on our website including:

- Vendor Guide on How to Do Business
- Contract information
- Procedures for establishing state contracts
- Legal information
- Commodity codes
- List of State agencies
- Vendor payee inquiry
- Frequently asked questions

Procurement is a major activity for the state, and the system is designed to ensure fair and equitable treatment of all persons who participate in the procurement process. We hope that you will register as a vendor and visit our office.