

## **Bid Opportunities – LaPac**

[procurement.la.gov](http://procurement.la.gov) > Vendor Center > “LaPac – Louisiana Procurement & Contract Network”

- Listing of current solicitations
- Searchable by variety of criteria
- Bids and RFPs posted by all State agencies
- Automatic email notification to registered vendors

## **Contract Catalog – eCat**

[procurement.la.gov](http://procurement.la.gov) > Vendor Center > “Louisiana’s Electronic Catalog (eCat)”

- Searchable by vendor, contract description, line item description and other fields

## **Small Business Programs**

[procurement.la.gov](http://procurement.la.gov) > Vendor Center > “Louisiana’s Hudson (Small Entrepreneurship) and Veteran Initiatives”

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

[procurement.la.gov](http://procurement.la.gov) > Vendor Center > Publications > Vendor Guide – “How to Do Business with the State of LA”



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### **OSP Website**

[procurement.la.gov](http://procurement.la.gov)

### **Vendor Registration**

[procurement.la.gov](http://procurement.la.gov) > Vendor Center > “Vendor Registration”

### **Registration Help Scripts**

[procurement.la.gov](http://procurement.la.gov) > Vendor Center > “Vendor Registration Help Scripts”

### **Vendor Help Desk Email**

[VENDR\\_INQ@LA.GOV](mailto:VENDR_INQ@LA.GOV)

# **YOUR GUIDE FOR CONDUCTING BUSINESS WITH THE STATE OF LOUISIANA**

## **Purchasing**

**Division of Administration  
Office of State Procurement**



## Primary Procurement Statutes

R.S. 39:196–200	Data Processing
R.S. 39:1551–1755	Procurement Code
R.S. 39:1751–1755	Telecommunication
R.S. 39:1761	Lease/Purchase
R.S. 43:1–34	Printing
R.S. 43:111–211	Advertisements
R.S. 44:1–41	Public Records

## Small Purchases

- Governed by the Small Purchase Executive Order
- \$5,000 or less = no formal competition required
- \$5,000.01–\$15,000 requires 3 quotations
- \$15,000.01–\$25,000 requires 5 quotations
- \$25,000.01 or more must be advertised as a sealed bid or RFP
- Quotes solicited must be from bona-fide and qualified vendors
- Some categories of purchases are considered small purchases regardless of the amount
- The Small Purchase Executive Order is posted at:



[procurement.la.gov](http://procurement.la.gov) >  
[Agency Center](#) >  
[Legal Information](#) >  
“Small Purchase Executive Order”

## How to Submit a Bid

- **Read bid documents**, including all specifications, terms and conditions
- Direct questions or concerns with solicitation to the point of contact identified on the solicitation
- Visit job site if required
- Attend pre-bid conferences when applicable
- Prepare bid on State’s bid forms
- Indicate bid price in unit of measure requested or clearly indicate if different
- Indicate brand name and model number when requested
- Do not take exceptions to terms and conditions
- Provide email, telephone and fax numbers
- Include literature for evaluation
- Submit samples if required
- Submit bid bond if required
- Have bid signed by authorized person
- Clearly mark the outside of envelope with bid opening date and solicitation number
- **Submit prior to bid opening date, time and send to the proper location!**

## Market Your Products or Services

- Register with the State
- Visit with the State Procurement Analyst assigned to your industry
- Meet with State agencies
- Visit agency websites

## Additional OSP Website Resources

- OSP memos to State agencies
- Contract information (LA eCat)
- Procedures for establishing State contracts
- Legal information
- Commodity codes
- List of State agencies
- Vendor payee inquiry
- Frequently asked questions
- Contact Information

## Thank You

Procurement is a critical business activity for the State of Louisiana, and the process is designed to ensure full, fair, and open competition, with equitable treatment of all persons who participate in the process.

We look forward to working with you to provide the goods and services needed to effectively serve the people of the State of Louisiana.

