

Bid Opportunities – LaPac

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 > [Vendor Center](#) > “Louisiana’s Electronic Catalog (eCat)”

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

Secretary of State Registration

sos.la.gov > [Business Services](#) > [File Business Documents](#)

- In order to receive an award of \$25,000 or more, a vendor must be registered with the La Secretary of State’s Office.

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

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

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

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



**Telephone: (225) 342-8010
Fax: (225) 342-9756**

**OSP Website
procurement.la.gov**

**Vendor Registration
procurement.la.gov > [Vendor Center](#) > “Vendor Registration”**

**Registration Help Scripts
procurement.la.gov > [Vendor Center](#) > “Vendor Registration Help Scripts”**

**Vendor Help Desk Email
VENDR_INQ@LA.GOV**

HOW TO RESPOND TO AN INVITATION TO BID (ITB)

**Division of Administration
Office of State Procurement**



What is an ITB?

An ITB or Invitation to Bid is defined as all documents, whether attached or incorporated by reference, that are used for soliciting bids in accordance with the procedures set forth in La. R.S. 39:1594. See La. R.S. 39:1556(29).

An ITB can also be referred to as a Solicitation or an RFx.

Ways to Submit a Bid:

There are several ways a bid may be submitted. Please note that not all bids may be submitted the same way - please read your bid documents to determine how each particular bid will be accepted.

- Physically dropped off at OSP
- Mail
- Online
- Fax
- Reverse Auction



Important Tips for a Successful Bid:

- **Read bid documents**, including all specifications, terms and conditions, and attachments
- Give yourself enough time before the bid opening to ensure timely submission
- Prepare bid on State's bid forms
- Have bid signed by authorized person
- Check your math and make sure unit price, unit of measure and extended totals all correspond
- Do not take exceptions to terms and conditions
- Provide valid email and telephone number
- Include all required documentation requested in the bid
- **Submit prior to bid opening date & time**
- **Send to the proper location (sealed bid) or submit all electronic data required (online)**

Responsive & Responsible Bidder:

In order for your bid to be accepted, your company must be considered both "responsive" and "responsible".

- **Responsive:** a person who has submitted a bid under La. R.S. 39:1594, which conforms in all substantive respects to the invitation for bids, including the specifications set forth in the invitation.
- **Responsible:** a person who has the capability, in all respects, to perform the contract requirements, and the integrity and reliability which will assure good faith performance.

Vendor Registration:

In order to submit an online bid, and also to receive any award of a PO or contract, vendors must be registered in the LaGov system. (See Vendor Registration link on back).

