



**State of Louisiana**  
Division of Administration  
**Office of State Purchasing**

**MEMORANDUM**

**TO:** All Potential Bidders

**FROM:** Denise Lea, Director of State Purchasing

**SUBJECT:** Vendor Bidders List Enrollment

Thank you for your interest in becoming a bidder to the State of Louisiana. Although it is not necessary to enroll on our bidders list in order to bid, vendors who enroll in this service automatically have access to solicitations issued by the Office of State Purchasing in their selected commodity classes. You may register via the Internet at the Louisiana Procurement and Contract Network (LaPAC) website. To enroll via the Internet for email notification of posted bid opportunities, access our website at <http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp> and fill out the online registration form for the Louisiana Procurement and Contract Network (LaPAC). This service offers many useful features. They include:

- Online self-registration to receive an immediate e-mail notification each time a solicitation or addenda is posted for a commodity for which you have registered.
- Access to solicitations posted by other state and local agencies that elect to use LaPAC.
- Register for as few or as many commodities as you wish and edit your enrollment at any time.
- LaPAC may be viewed for a complete listing by department, by commodity category, or specific bid number. Complete bid documents may be viewed and those of interest can be printed and submitted by mail.
- Any addenda issued are listed along with original bid.
- Award information including successful vendor and their award total is posted to LaPAC.
- Ability to publicize your business to potential buyers. The listing of registered companies is available with a variety of search criteria.
- Ability to update company information and revise enrollment categories.
- Available 24 hours a day, 7 days a week.
- **This is a free service!**

If you choose to use LaPAC, you must submit a Federal W-9 Form (Request for Taxpayer Identification Number and Certification) before any awards may be issued. This is not required with enrollment – you will be contacted when this is needed.

We value all interested vendor's participation in the State of Louisiana's competitive bidding process and encourage all companies to register. If you have any questions or need assistance with vendor registration, contact the Office of State Purchasing, Vendor Enrollment Section, at telephone (225) 342-8049, or e-mail your inquiries to: [vendr\\_inq@la.gov](mailto:vendr_inq@la.gov)