

# How to Do Business With The State of Louisiana



OFFICE OF STATE PROCUREMENT

# Agenda

- Office of State Procurement
- Authorized Procurement Methods
- State Systems and Registration
- Strategies for Vendor Success
- Resources
- Q & A



# Office of State Procurement

The mission of the Office of State Procurement is to develop and implement fair, open, and competitive procurement practices in accordance with executive policy and legislative mandates, and to provide quality and timely services to agencies and vendors.

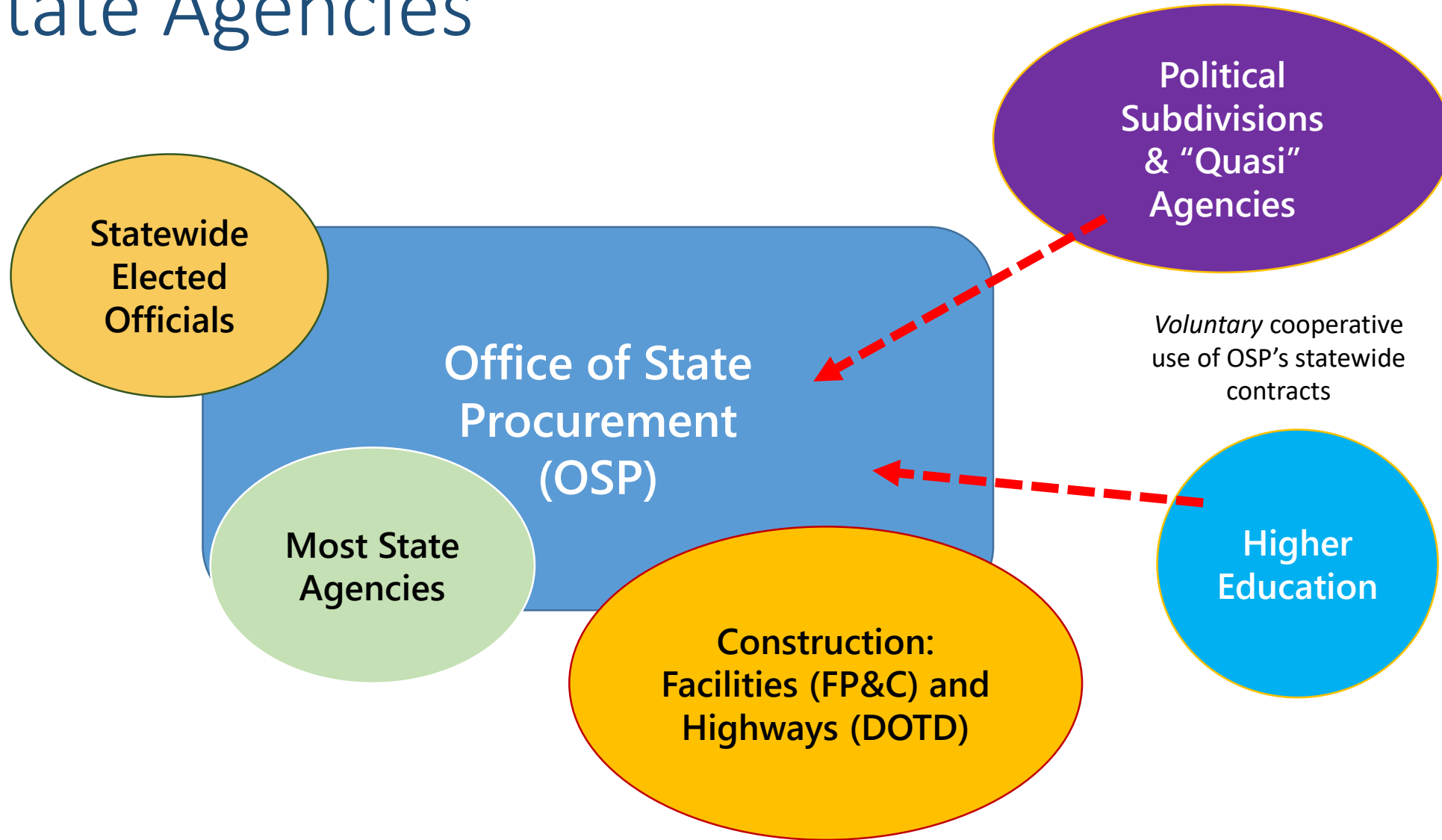
“Fair, open, and transparent”.

Combined role of customer service and regulatory review.

Division of Administration  
Jay Dardenne, Commissioner



# State Agencies



# Methods of Procurement

## Small Purchases

- Small Purchase Executive Order JBE 2020-21
- \$0 - \$10,000: No competition required (informal quotes / P-Card)
- \$10,000 - \$20,000: 3 quotes required, or Hudson/Vets Initiative
- \$20,000 - \$30,000: 5 quotes required, or Hudson/Vets Initiative

## Competitive Sealed Bids (ITB)

- Over \$30,000 – publically advertised

## Request for Proposals (RFP)

- Long, complex
- Primes and subcontractors



# Methods of Procurement

- Non-Competitive “PPCS” Service Contracting
  - Professional services (doctors, lawyers, accountants, actuaries, veterinarians, claims adjusters, engineers, architects) – ALL
  - Personal services (artists, interpreters, photographers, musicians or writers with highly technical or unique individual skills/talents) – ALL
  - Consulting services (IT, business management, large-scale personal or professional service-type activities) – under \$75,000 / year
  - Social services (rehabilitation and health support services – health, substance abuse, family planning, etc.) – under \$250,000 / year
- Cooperative Purchasing/GSA
- Brand Name Contracting
- Emergency Procurement



# Statewide Contracts

Sometimes referred to as  
"44" contracts  
(e.g., 4400018930)

Typically established by ITB,  
RFP, GSA, or cooperative

"Do you have a State  
contract?"

Benefits of bundled  
purchasing power and  
compliance

Established by OSP to meet  
the needs of all state  
agencies, as well as political  
subdivisions and quasis

Emergency Contingency are  
often a subset of statewide



# Emergency Procurement

- **Types of Emergencies**

- Usual Emergency
  - e.g., water line burst
- Catastrophic Emergency
  - e.g., hurricane

**EMERGENCY**

- **Types of Emergency Procurement**

- Governor's EO/Proclamation provides flexibility
- Extraordinary authorization to obtain three (3) quotes
- Use of OSP emergency-contingency statewide contracts
- Use of regular statewide contracts if still available
- RFQs: request for quotations (time-abbreviated bids)



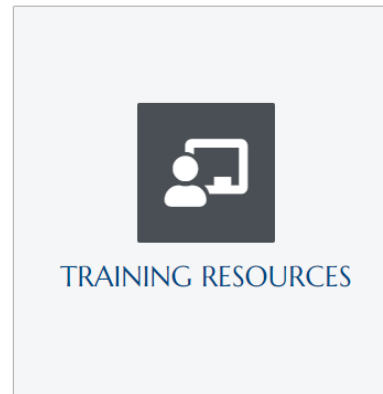
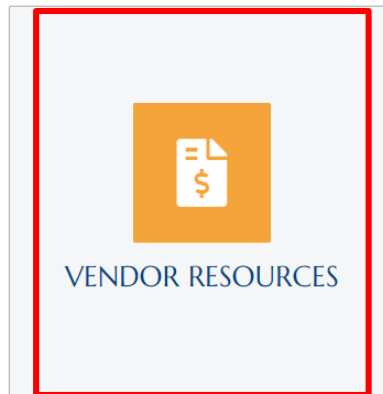


# State Systems

- OSP's Website
  - [procurement.la.gov](http://procurement.la.gov)
- LaGov / LaPac
  - Vendor registration
  - Bid postings
  - Bid notifications
  - Listing of registered vendors
- eCat
  - State's electronic catalog of existing contracts
- LESA
  - RFPs



- OSP Overview and Staff
- Directory
- Agency Resources
- Training Resources
- Vendor Resources



## OFFICE OF STATE PROCUREMENT

The Office of State Procurement serves the people of Louisiana by ensuring that the state's contracting and purchasing activities are conducted legally, fairly and efficiently. OSP procures, or administers the procurement of, the equipment, goods, supplies and services needed by state agencies. As a result, the office has a joint role of regulatory compliance and customer service. OSP ensures that competition is full, fair and forthright, and that both contractors and agencies fulfill their contractual duties.

We welcome your interest in learning more about the state of Louisiana's procurement processes, and we invite you to do business with the state. If we can assist you in finding the information you need, please do not hesitate to contact us.

### QUICK LINKS

[OSP Overview and Staff Directory](#)

[LaPac - Vendor Registration](#)

[LaPac - Current Bid Opportunities](#)

[LESA - Current RFP Opportunities](#)

### CONTACT US

**Paula Tregre, Director**

225.342.8010

P. O. Box 94095  
Baton Rouge, LA 70804

1201 N. Third St., Suite 2-160  
Baton Rouge, LA 70802



# VENDOR RESOURCES

[Home](#) / [Division Offices](#) / [Office of State Procurement](#) / [Vendor Resources](#)

- OSP Overview and Staff
- Directory
- Agency Resources
- Training Resources
- Vendor Resources

## FREQUENTLY ASKED QUESTIONS

- General FAQs (+)
- Registration and Profile Maintenance FAQs (+)
- Bid Submittal FAQs (+)
- Online Bidding FAQs (+)
- Bid Results FAQs (+)
- Statewide Brand Name / Computer Contract FAQs (+)

## FORMS

- Vendor Forms (+)



## VENDOR REGISTRATION

[Click here to enter the registration system.](#)

- If you have trouble accessing the registration system, [please review the browser requirements.](#)

### Vendor Portal Helpscripts

- [Phases of Vendor Registration](#)
- [Vendor Registration](#)
- [UNSPSC Commodity Codes](#)
  - [UNSPSC Code Search](#) (*Tool, not a helpscript*)
- Administrator Roles:
  - [Welcome Page](#)
  - [Create Additional Users](#)
  - [Manage User Data](#)
  - [Manage Own Data](#)
  - [Manage Company Data](#)
  - [PO Email Election](#)
  - [Manage Product Categories](#)
  - [Create Remit Address](#)
  - [Vendor Payments](#) (*Inquiry*)

## CONTRACTING OPPORTUNITIES

- [LaPAC Bids Opportunities from State of Louisiana and local agencies](#)
- [Central Contract Registration](#) - Where vendors register their businesses for Federal contracts
- [Federal Business Opportunities](#) - Provides a list of current contracting opportunities
- [Sub Contracting Opportunities](#) - Prime contractors solicit services from subcontractors
- [LA Procurement Technical Assistance Center \(LA PTAC\)](#) - Assist in linking business and government
- [Northwest Louisiana Government Procurement Center](#) - Assist in linking business and government
- [Department of Transportation & Development](#) - How to do business with DOTD

### Current Contracts

[Current contracts can be reviewed here.](#) Vendors are encouraged to familiarize themselves with existing contracts for the commodity they offer and similar products or services. Buyer information is available on each contract.

[Hudson and Veteran Information can be viewed here.](#)

## VENDOR TRAINING

Vendor Training Catalog



[Units of Measure Codes](#)

[Example Regional Map](#)

[List of All State Agencies](#)

[Authorized Quasi Agencies](#)

[Louisiana Procurement Technical Assistance Center](#)



# LaPAC

Welcome to the Louisiana Procurement and Contract Network

[Help](#)

[LaPAC Public Menu](#)

[Bids by Category](#)

[Bids by Department](#)

[Search for Open Bids](#)

[Search by Bid Number](#)

[Vendor Registration Menu](#)

## LaPAC Public Menu

**All vendors that wish to receive email notifications of bid opportunities must be registered in LaGov via the vendor enrollment portal.**

[Vendor Registration Menu](#)

Use the LaGov vendor enrollment portal to market your products or services.

[Bids by Category](#)

View a listing of bids by category for all departments.

[Bids by Department](#)

View a listing of solicitations by department.

[Search for Open Bids](#)

Locate open solicitations by one or more selection criteria.

[Search by Bid Number](#)

Locate solicitations by bid number.

[Check Status](#)

View a listing of solicitations that have already opened and see the current status.



# LaPAC

Welcome to the Louisiana Procurement and Contract Network

Help

LaPAC Public Menu

Vendor Registration Menu

Vendor Reg Procedures

UNSPSC Product Search

UNSPSC Product Tree

## Vendor Registration Menu

**All vendors that wish to receive email notifications of bid opportunities must be registered in LaGov via the vendor enrollment portal.**

### [Vendor Enrollment Portal](#)

Complete the New Supplier Registration form and click submit. **Important!** Be sure to close all web browser sessions after you click submit. You will receive an email with your permanent User ID (LaGov Vendor Number) and a new link to create your personal password. You can now manage your account — create/update additional contacts, manage own data, manage company data and manage product categories.

### [Maintain Registration Information](#)

Using permanent User ID and personalized password, login and manage company information.

### [Vendor Registration Procedures](#)

Visit our Vendor Center for additional details on the new LaGov Vendor Registration process.

### [UNSPSC Product Search and Product Tree](#)

Search for UNSPSC Products by entering a search term or expanding product categories to view descriptions at the Segment, Family, Class, and Commodity Code levels.

### [Search for Registered Vendors \(LaGOV\)](#)

Search for vendor information that has been provided in the new LaGov vendor enrollment portal (enrollment by UNSPSC Commodity Class Codes).



# Benefits of Registration

Automated bid/addenda notifications

Free, fast enrollment and 24/7 access

Self-enrollment and account maintenance

Makes your company visible to agencies

Ties to registration in the State's payment system

Allows online bids instead of submitting paper

Required for any contract award



# Registration Help Scripts

## Vendor Portal Helpscripts

- [Phases of Vendor Registration](#)
- [Vendor Registration](#)
- [UNSPSC Commodity Codes](#)
  - [UNSPSC Code Search](#) (*Tool, not a helpscript*)
- Administrator Roles:
  - [Welcome Page](#)
  - [Create Additional Users](#)
  - [Manage User Data](#)
  - [Manage Own Data](#)
  - [Manage Company Data](#)
  - [PO Email Election](#)
  - [Manage Product Categories](#)
  - [Create Remit Address](#)
  - [Vendor Payments](#) (*Inquiry*)





# LaPac Bids by Department

## Bids by Department

Click on the underlined Department to view a list of bids for that Department.

**\*\*\* State Procurement \*\*\* - (214)**

**+ State - Corrections - (5)**

**+ State - Transportation and Development - (21)**

**+ State - Environmental Quality - (1)**

**+ State - Agriculture & Forestry - (2)**

**+ State - Board of Commissioners Port of New Orleans - (0)**

**+ State - Board of Supervisors-University of LA System - (1)**

**+ State - Capital Area Human Services District - (0)**

**+ State - Civil Service - (0)**

**+ State - Coastal Protection & Restoration Authority - (4)**

**+ State - Commissioner of Elections - (0)**

**+ State - DCRT- OFFICE OF STATE PARKS - (2)**



# LaPac Bids by Category

## Bids by Category (UNSPSC Segment)

Click on the underlined category to view a list of bids for that category.

**[APPAREL AND LUGGAGE AND PERSONAL CARE PRODUCTS \(53000000\) - \(9\)](#)**

Clothing, Footwear, Luggage and Handbags and Packs and Cases, Personal Care Products, Sewing Supplies and Accessories

**[BUILDING AND CONSTRUCTION AND MAINTENANCE SERVICES \(72000000\) - \(94\)](#)**

Building Construction, Support, Maintenance and Repair Service, General Building Construction, Heavy Construction Services, Specialized Trade Construction and Maintenance Services

**[BUILDING AND CONSTRUCTION MACHINERY AND ACCESSORIES \(22000000\) - \(6\)](#)**

Heavy Construction Machinery and Equipment

**[CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS \(12000000\) - \(7\)](#)**

Explosive Materials, Elements and Gases, Additives, Colorants, Waxes and Oils, Solvents, Compounds and Mixtures

**[CLEANING EQUIPMENT AND SUPPLIES \(47000000\) - \(14\)](#)**

Water and Wastewater Treatment Supply and Disposal, Industrial Laundry and Dry Cleaning Equipment, Janitorial Equipment, Cleaning and Janitorial Supplies

**[COMMERCIAL, MILITARY, PRIVATE VEHICLES, ACCES. AND COMP. \(25000000\) - \(21\)](#)**

Motor Vehicles, Marine Transport, Railway and Tramway Machinery/Equipment, Aircraft, Spacecraft, Non Motorized Cycles, Transportation Components/Systems, Vehicle Bodies/Trailers, Transportation Services Equipment, Aerospace Systems/Components/Equipment

**[DEFENSE, LAW ENFORCEMENT, SECURITY, SAFETY EQUIP. AND SUP. \(46000000\) - \(19\)](#)**

Light Weapons and Ammunition, Conventional War Weapons, Missiles, Rockets and Subsystems, Launchers, Law Enforcement, Public Safety and Control, Security Surveillance and Detection, Personal Safety and Protection, Fire Protection

**[DISTRIBUTION, CONDITIONING SYSTEMS AND EQUIP. AND COMP. \(40000000\) - \(17\)](#)**

Heating and Ventilation and Air Circulation, Fluid and Gas Distribution, Industrial Pumps and Compressors, Industrial Filtering and Purification, Pipe Piping and Fittings



# LaPac Bid Opportunities

Bid Number	Description	Date Issued	Bid Open Date/Time	Help
3000012469	<p>*Site Visit* Grounds Maintenance - DOA  <b>Original:</b> <a href="#">3000012469</a>  <b>Attachments:</b> <a href="#">Attachment A -Special Terms &amp; Conditions, Pages 1 - 9</a>, <a href="#">Attachment B - Specifications, Pages 1-2</a>, <a href="#">Attachment C - Online Bidding Instructions, Pages 1 - 11</a></p> <p>Addendum No. 1 - Extending Bid Opening Date Date: April 4, 2019 Y  <b>Addendum 1:</b> <a href="#">3000012469-1</a></p> <p>Addendum No. 2 - CANCELLATION Date Issued: May 29, 2019 Your refe  <b>Addendum 2:</b> <a href="#">3000012469-2</a></p>	04/04/2019	04/30/2019 10:00:00 AM CT	<a href="#">107001</a>
3000012804	<p>Fax Bid - Light Fixtures - DOC/Angola  <b>Bid Cancelled: 05/31/2019</b>  <b>Original:</b> <a href="#">3000012804</a>  <b>Attachments:</b> <a href="#">Attachment A - Special Terms and Conditions - Pages 1-5</a>, <a href="#">Attachment B - Line Item Response - Page 1-1</a>, <a href="#">Attachment C - Online Bidding Instructions - Pages 1-11</a></p> <p>Addendum No. 1 - CANCELLATION Date Issued: 5/31/19  <b>Addendum 1:</b> <a href="#">3000012804-1</a></p>	05/10/2019	05/20/2019 2:00:00 PM CT	<a href="#">107001</a>
3000012425	<p>Auctioneering Services for LPAA  <b>Bid Cancelled: 06/11/2019</b>  <b>Original:</b> <a href="#">3000012425</a>  <b>Attachments:</b> <a href="#">Attachment A - Special Terms and Conditions - Pages 1-8</a>, <a href="#">Attachment B - Specifications - Pages 1-5</a>, <a href="#">Attachment C - Price Sheet - Page 1-1</a>, <a href="#">Attachment D - Online Bidding Instructions - Pages 1-10</a></p> <p>Addendum No. 1 - Special Terms and Conditions Revisions, Questions &amp; A  <b>Addendum 1:</b> <a href="#">3000012425-1</a>  <b>Attachments:</b> <a href="#">Addendum # 1 - Price Sheet Revisions - Pages 1-2</a>, <a href="#">Revised Attachment A - Special Terms and Conditions - Pages 1-8</a></p> <p>Addendum No. 2 - CANCELLATION Date Issued: June 7, 2019 Your refe  <b>Addendum 2:</b> <a href="#">3000012425-2</a>  <b>Attachments:</b> <a href="#">Notice of Cancellation - Page 1-1</a></p>	04/29/2019	05/21/2019 10:00:00 AM CT	<a href="#">107001</a>
3000012665	<p>*Rebid*Prisoner Transport Service - DOC  <b>Bid Cancelled: 05/30/2019</b>  <b>Original:</b> <a href="#">3000012665</a>  <b>Attachments:</b> <a href="#">Attachment A - Special Terms and Conditions - Pages 1-9</a>, <a href="#">Attachment B - Specifications - Pages 1-4</a>, <a href="#">Attachment C - Online Bidding Instructions - Pages 1-11</a></p>	04/26/2019	05/21/2019 10:00:00 AM CT	<a href="#">107001</a>



# Strategies for Success

- Offer a Solution
- Register, Compete, and Market
- Low Hanging Fruit
  - non-competitive purchases/contracts
- Hudson Initiative
  - Up to \$15,000
  - Points for RFP Proposals (as a Prime or sub-contractor)
- Partner With Other Vendors



# Vendor Guide

Detailed guide on How to Do Business with the State of Louisiana

Deeper dive into registration, bidding, contracting, and customer service processes

# LOUISIANA



## VENDOR GUIDE

**How to Do Business with  
the  
State of Louisiana**

**Tom Ketterer, Director**

**Division of Administration  
Office of State Procurement  
1201 North 3rd Street  
Suite 2-160  
P. O. Box 94095  
Baton Rouge, LA 70804-9095**

**MAIN (225) 342-8010  
FAX (225) 342-9756**

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

Last updated April, 2022



Questions?



OFFICE OF STATE PROCUREMENT

# OSP Contact Information

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

OSP Help Desk - Purchasing: [DOA-OSPhelpdesk@la.gov](mailto:DOA-OSPhelpdesk@la.gov)

OSP Help Desk – Professional Contracts: [DOA-PChelpdesk@la.gov](mailto:DOA-PChelpdesk@la.gov)

Vendor Help Desk / Inquiries – [Vendr Inq@la.gov](mailto:Vendr Inq@la.gov)

OSP Main Desk: (225) 342-8010



# How to Do Business With The State of Louisiana



OFFICE OF STATE PROCUREMENT