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GOVERNOR

KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Purchasing

MEMORANDUM V14-02

TO: All Registered Vendors

FROM: Sandra G. Gillen, CPPB - Director of State Purchasing

Sandra G. Gillen

DATE: March 10, 2014

RE: LaGOV Vendor Subscription Fees

The State of Louisiana continues to utilize technology to realize efficiencies and improve the procurement experience for all parties involved.

In an effort to ensure that these changes are sustainable, vendor subscription fees will be reinstated in accordance with LAC 33:3301 effective April 1, 2014, for vendors that wish to receive automatic email notifications of future bid opportunities. Accordingly, effective April 1, 2014, through June 30, 2014, all vendors who wish to receive future automatic email notifications are required to pay a prorated fee of \$15 if they are in-state¹ vendors and \$30 if they are out-of-state vendors.

Thereafter, the annualized fee for the period between July 1, 2014, and June 30, 2015, will be \$50 for in-state vendors and \$100 for out-of-state vendors. As a convenience, if you wish to make payment for the entire 15 month period from April 2014 through June 2015, you may at a fee of \$65 for in-state vendors and \$130 for out-of-state-vendors. The state is working to implement online payment of vendor fees in the future.

Note that a separate vendor fee is required for each company email address for which your company wishes to receive email notifications. Your company may be enrolled in as many product categories as needed at no additional cost.

Full payment of subscription fees will also provide vendors with online access to a How To Do Business Vendor Guide located at <http://www.doa.louisiana.gov/osp/vendorcenter/docs/vendorsguide.pdf> and registration fees for a vendor seminar to be scheduled annually.

¹ For the purposes of vendor enrollment, an in-state vendor is one that is incorporated in the State of Louisiana

Memorandum V14-01 (<http://www.doa.louisiana.gov/osp/vendorcenter/memos/V14-01.pdf>) was previously sent to all LaPAC vendors informing them of the requirement to enroll in LaGOV by April 1.

If you wish to receive automatic email notifications, please complete and return the attached form along with your check payable to State of Louisiana, Division of Administration, and mail to Office of State Purchasing, P. O. Box 94095, Baton Rouge, LA 70804-9095. You may also pay in person by check at the Office of State Purchasing, Claiborne Building, 1201 North Third Street, Suite 2-160, Baton Rouge, LA 70802.

After April 1, vendors enrolled in LaGOV will no longer receive automatic email notifications until the vendor subscription fee has been paid. Vendors will still be able to access LaPAC to search and print solicitations.

If you need assistance with vendor enrollment, please call (225) 342-8052 or 342-6349 or send an email to VENDR_INQ@LA.GOV.

VENDOR ENROLLMENT PAYMENT

A separate fee is charged for each email address. If there is more than one physical address tied to your FEIN, please submit separate form(s). If multiple contacts with different emails exist for the same physical address, you may use the same form.

Date: _____ **Contact telephone number:** _____

Vendor email(s): _____
 (A separate fee is charged for each email address)

Vendor FEIN or Social Security Number: _____
 (Must match registration criterion)

LaGOV Vendor Number(s): _____

Name of Company: _____

Address: _____

Check No. _____ **Amount of check:** _____

Vendor payment (please check the box to the left for all that apply and indicate number of emails tied to vendor number). Cash or credit card will not be accepted.	No. of email addresses	Total
<input type="checkbox"/> \$15.00 for *in-state vendor from 4/1/2014 through 6/30/2014		\$
<input type="checkbox"/> \$50.00 for *in-state vendor from 7/1/2014 through 6/30/2015		\$
<input type="checkbox"/> \$30.00 for out-of-state vendor from 4/1/2014 through 6/30/2014		\$
<input type="checkbox"/> \$100.00 for out-of-state vendor from 7/1/2014 through 6/30/15		\$
*In-state vendor is one that is incorporated in the State of Louisiana.	TOTAL	\$

Please make check payable to: State of Louisiana, Division of Administration and indicate on the check memo line that it is for Vendor Enrollment fees

Mail to: Office of State Purchasing
 P. O. Box 94095
 Baton Rouge, LA 70804-9095

In Person location: Claiborne Building
 1201 North Third Street
 Suite 2-160
 Baton Rouge, LA 70802

For OSP Use:

Date payment received:	Accounting Transmittal
Amount of check:	Date of receipt:
Received by:	Verification of receipt:
	Date sent to OFSS:

If paid in person, give copy of this completed document to payee as a receipt.