

Doing Business with City of New Orleans

By City of New Orleans

Editor's note: This article offers information that you can find on the City of New Orleans Bureau of Purchasing website. We encourage you to read the article, visit the website (<https://nola.gov/next/purchasing/home/>), and register for business information webinars (<https://nola.gov/next/economic-development/topics/business-services/business-information-sessions/register/>).

Bureau of Purchasing Objective
Our objective is to purchase required goods and services in a timely manner to meet the City's needs at a fair and reasonable price utilizing an open competitive bidding process.

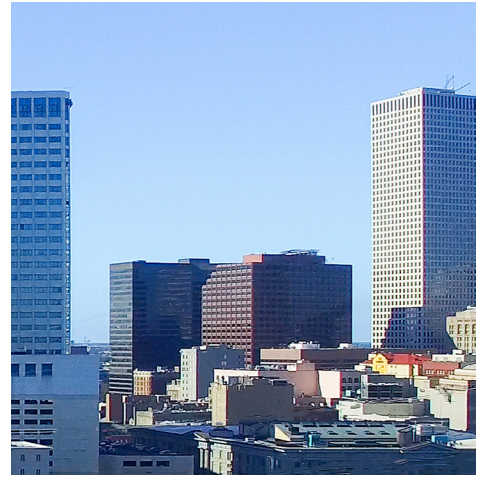
Registering to Do Business
In order to do business with the City, it is necessary that you register online through our supplier portal. If you are already doing business with the City you can view your purchase orders and past work history.

Important: Please note that the City's sole communication channel is by email to registered vendors. We no longer provide fax or hard copy postal mail to registered vendors. Please ensure that you provide and maintain a valid email address in BRASS, the City's Purchasing Portal.

- Registering as a Contractor/Vendor/Supplier provides the ability to:
- Secure access to change and update your business information
 - Select commodities and services related to your business
 - Receive automatic online notifications of ITBs, RFPs, and RFQs
 - Submit bids online
 - View Purchase Orders and Change Orders

Procurement Process
The City uses four methods to procure goods and services.

1. An **Invitation to Quote (ITQ)** is a method to seek public competition for purchases valued less than \$60,000. This is an informal and simplified procedure with a very short advertising period



(five days) which results in the issuance of a purchase order to the lowest bidder.

2. An **Invitation to Bid (ITB)** is the standard method when public competition is sought for purchases of goods or non-professional services

Small Business Exchange • Voice of Small, Emerging, Diversity-Owned Businesses Since 1984 [Click to read more](#)

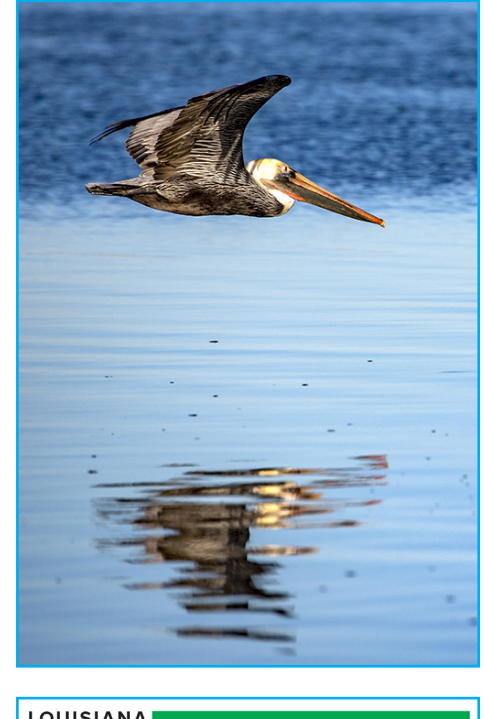
Opportunities

LOUISIANA
DEPARTMENT OF ENVIRONMENTAL QUALITY
Public notices and participation activities
[Click for details](#)

Doreen's Jazz New Orleans

- Private lessons from Queen Clarinet
- Band performances at your venue
- Master classes for groups

504-908-7119
doreenja@bellsouth.net
www.doreensjazz.org



LOUISIANA BUSINESS JOURNAL
SBE OUTREACH SERVICES

With over 1.6 million businesses in our active database—the country's largest non-public diversity database—SBE sets the professional standard for diversity outreach across the nation. For more than three decades, we have served small businesses, prime contractors, and agencies—with proven results.

Advertisements
Placed in various Louisiana Business Journal digital publications every month and at www.louisianabusinessjournal.com

Fax, Email, and Postal Solicitations
Targeted mailings sent to businesses chosen according to your criteria

Live Call Center Follow-Up
Telephone follow-up calls using a script of five questions that you define

Computer Generated Reports
Complete documentation that will fit right into your proposal, along with a list of interested firms to contact

Special Services
Custom design and development of services that you need for particular situations such as small business marketing, diversity goal completion, and agency capacity building

Call for more information: 800-800-8534

1984 **40** Years 2024



LOUISIANA BUSINESS JOURNAL
PUBLIC LEGAL NOTICES

With a database of over 1.6 million businesses, SBE assists agencies with public legal notices

Advertisements
Placed in various Louisiana Business Journal digital publications every month and at www.louisianabusinessjournal.com

Special Follow-Up Services
Custom design and development of services that you need for particular situations such as small business marketing, diversity goal completion, and agency capacity building

Call for more information: 800-800-8534

1984 **40** Years 2024

Advertise in our digital

LBJ

weekly or whenever wherever to whomever you need to reach among agencies contractors diversity firms

THE CITY OF NEW ORLEANS OFFICE OF ECONOMIC DEVELOPMENT: VIRTUAL BUSINESS INFORMATION SESSIONS

THESE SESSIONS WILL INCLUDE THE FOLLOWING CITY OF NEW ORLEANS DEPARTMENTS:

- The Office of Procurement/Bureau of Purchasing
- The Department of Finance-Bureau of Revenue
- The Department of Safety & Permits

Tuesday, October 29, 2024
1:30PM – 3:00PM
The Office of Procurement/Bureau of Purchasing – “Doing Business with the City of New Orleans”
The Department of Finance-Bureau of Revenue – “Special Event Permits”

Thursday, October 31, 2024
1:30PM – 3:00PM
The Department of Safety & Permits – “Navigating the One Stop App & Short Term Rentals”

RSVP: <https://nola.gov/next/economic-development/topics/business-services/business-information-sessions/register/>

QUESTIONS OR CONCERNS: CONTACT MARGRETT MAGEE IN THE OFFICE OF ECONOMIC DEVELOPMENT (504) 658-4237 or momagee@nola.gov

Small Business Exchange Louisiana DEI

- Advertise
- ITB to Targeted (NAICS/SIC/UNSPSC) Certified Businesses
- Telephone Follow-Up (Live)
- Agency/Organization Letters
- Computer Generated Dated and Timed Documentation
- Customized Reports Available

For more info contact
Valerie Voorhies at
vvv@sbeinc.com

SOUTHEAST EVENTS FOR YOUR BUSINESS

2024

Selling to the Federal Government Webinar
Thursday, October 24, 2024, 12:00 pm–3:00 pm CDT Online
Main Sponsor(s): US Small Business Administration
Contact: George Tapia, 610-382-3086, george.tapia@sba.gov
Fee: Free; registration required
Did you know that the federal government is the largest purchaser of goods and services in the world? Interested in learning how your business can market your services or goods to the federal government? Register on line at <https://www.eventbrite.com/e/how-to-sell-to-the-federal-government-tickets-21790713611> SBA helps to ensure small businesses get fair opportunities to share federal government prime contracts. Topics will include: How to Register, Small Business Certifications, Finding Opportunities, Marketing Your Firm, Federal Supply Schedules, Getting Paid, Tips to Prepare Your Offer, How to Seek Additional Assistance. All training sessions are held via Microsoft Teams Meeting. Participants must ensure Microsoft Teams is functioning.

Federal Contracting: Woman-Owned Small Business (WOSB) Certification Program Webinar
Tuesday, November 19, 2024, 1:00 pm–2:30 pm CDT Online
Main Sponsor(s): US Small Business Administration
Contact: Patrice Dozier, patrice.dozier@sba.gov
Fee: Free; registration required
Welcome to the WOSB webinar series! Are

you a woman owner of a small business? The federal government's goal is to award at least five percent of all federal contracting dollars to woman-owned small businesses each year. Join us for training on how to register for SBA's Woman-Owned Small Business (WOSB) program, which helps eligible small businesses to qualify for federal contracting opportunities. The monthly sessions will include an overview of the self-certification process, as well as a discussion of the NAICS codes that qualify as WOSB or EDWOSB. Register for this free webinar at <https://www.eventbrite.com/e/woman-owned-small-business-wosb-certification-program-tickets-853225690007>

8(a) Orientation and SAM Registration Webinar
Wednesday, November 20, 2024, 9:30 am–10:30 am CDT Online
Main Sponsor(s): US Small Business Administration
Contact: SBA Illinois District Office, 312-353-4528, illinois.do@sba.gov
Fee: Free; registration required
Join the Small Business Administration (SBA) Illinois District Office for a virtual workshop providing an overview of the 8(a) Business Development program, eligibility requirements, and program benefits. Also learn how to increase your potential for federal contract opportunities through System for Award Management (SAM) registration, including information that you need for the registration process. SBA presenters will offer additional tips, address FAQs, give directions on where to get further assistance, and answer your other questions. To register for this free webinar, visit <https://www.eventbrite.com/e/8a-orientation-sam-registration-tickets-518989961947>

CERTIFICATION

Small Business Exchange, Inc.
is **DBE certified** by the Louisiana UCP.

Certificate of Proclamation
Louisiana Business Journal
In recognition of the 1st publication since Hurricane Katrina and to the rebuilding of business in your community.
Mitch Landrieu
MAYOR MITCHELL J. LANDRIEU • CITY OF NEW ORLEANS
June 15, 2010
DATE

