

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.

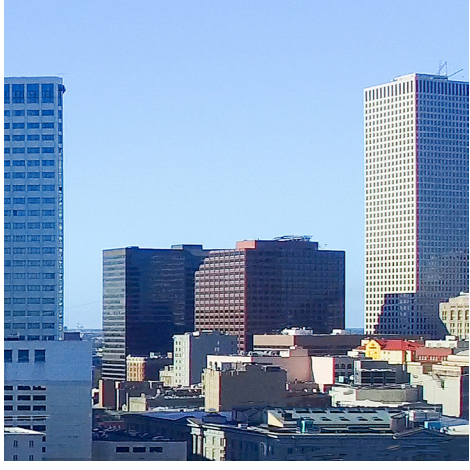
Registering as a Contractor/Vendor/Supplier provides the ability to:

- 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

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

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doreenja@bellsouth.net
www.doreensjazz.org

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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

LAGNIAPPE BAKEHOUSE

Lagniappe Baking is a neighborhood bakehouse owned by pastry chef Kaitlin Guerin, a 2025 James Beard Award nominee. The one-of-a-kind assorted pastry boxes highlight the local, seasonal bounty of the Crescent City's agriculture. Each box challenges your taste buds with flavor combinations and leaves you anticipating the next.

www.lagniappebaking.com

NMSDC

National Minority Supplier Development Council

Learn More

2025

VIRTUAL EVENTS FOR YOUR BUSINESS

small businesses. This event will cover the basics of navigating the federal contracting process, as well as the various certifications available to help your small business succeed in the government marketplace. Certifications include: 8(a) Business Development Program, HUBZone Certification, Woman Owned Small Business (WOSB/EDWOSB), and Veteran Owned Small Business (VOSB). Don't miss this opportunity to gain valuable insights and resources to help your small business. Register at <https://www.eventbrite.com/e/federal-contracting-basics-and-certifications-for-small-businesses-tickets-1133412931589>

Federal Contracting: Woman-Owned Small Business (WOSB) Certification Program Webinar
Tuesday, December 16, 2025, 1:00 pm–3:00 pm CST Online
Main Sponsor(s): US Small Business Administration
Contact: Patrice Dozier, patrice.dozier@sba.gov
Fee: Free; registration required

SBA is creating a space for Woman-Owned Small Businesses, via WOSB certification! 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 include an overview of the self-certification process, and a discussion of the NAICS codes that qualify as WOSB or EDWOSB. Register at <https://www.eventbrite.com/e/woman-owned-small-business-wosb-certification-program-tickets-1123671454569>

LOUISIANA

BUSINESS

JOURNAL

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Years

2025

CERTIFICATION

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

Certificate of Proclamation

Louisiana Business Journal

In recognition of the 31st 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

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