

## **How to do Business with the Orleans Parish School Board (OPSB) and Successfully Compete**

The purpose of this section is to provide a general overview for successfully competing and conducting business with the OPSB. All open bid and proposal opportunities are available in real-time on our website.

The Purchasing/Ancillary Services Department is committed to providing customer support and improvements by streamlining the procurement process based upon "best practices", expanding online capabilities, enhancing communications and maintaining transparency in all transactions.

Check weekly for open bids and proposals, and other communications online. Read and follow Invitations to Bids and Requests for Proposals instructions carefully.

The most common reason that bids are rejected result from a lack of submitting required information or documentation requested in the Invitation to Bid or instructions to bidders and adding information or exceptions to a bid that is not requested. When submitting a bid, carefully read all instructions and provide only the information requested. Failure to submit all information requested in an Invitation to Bid and/or adding information not requested on a Bid Form may render a bid rejected and non-responsive.

### **WANT A COMPETITIVE EDGE?**

1. Make sure your bid is responsive before submitting by reading all instructions to bidders and providing all attachments required. For construction and public works bids be sure to include your Louisiana state contractor's license number on the outside of the envelope.
2. A responsible bidder is a bidder capable to perform the specified work.
3. A Purchase Order is a written authority issued by the Purchasing/Ancillary Services Department required prior to ordering and obtaining goods and services and issuance of notice to proceed. It encumbers funds in the OPSB's financial system. Work should not begin and goods should not be delivered until a PO is received.

Vendors are encouraged to contact (504) 304-5645 for questions regarding Vendor Registration or your account information, or email [purchasing@nops.k12.la.us](mailto:purchasing@nops.k12.la.us) or fax: (504) 379-5645.

### **BID BONDS**

A bid bond is a type of surety bond wherein the surety or bonding company guarantees the bidder will enter into a contract with the OPSB.

The OPSB will accept a bid bond in the form of a cashier's check, certified check or satisfactory bid bond payable to the OPSB.

The OPSB will retain bid securities of the three lowest bidders until the Contract is executed or until final bid disposition. The OPSB will return other bid securities after the bid canvass. At contract execution, the OPSB will return bid securities not forfeit for failure to execute a contract with the OPSB.