LOUISIANA TECH UNIVERSITY

INVITATION TO BID ONLY

BIDDER MUST FILL IN COMPANY NAME AND COMPLETE ADDRESS (PRINTED OR TYPED)

BID OPENING:
August 13, 2020 @ 2:00PM

BID NUMBER:
50012-473-21

DEPARTMENT
The Lagniappe

PRICE MUST BE FIRM FOR AT LEAST 30 DAYS FROM OPENING DATE

DELIVERY IN _____ DAYS

TERMS

RETURN THIS FORM TO:

PURCHASING OFFICE
P.O. Box 3157
208 Keeny Circle, Rm. 408
Ruston, LA 71272

Phone: 318-257-4205
Fax: 318-257-3772

Company Quote #
if applicable

PHONE:

FAX:

EMAIL:

FAILURE TO SIGN WILL DISQUALIFY BID

BIDDER AGREES TO COMPLY WITH ALL CONDITIONS BELOW AND ATTACHED TO THIS REQUEST.
Prices are to be complete and the FOB point to be Louisiana Tech University unless otherwise specified.

Typed or Printed Name

Authorized Signature/Title

ITEM:	COMPLETE SPECIFICATIONS	QTY. & UNIT:	UNIT PRICE:	AMOUNT:
1	Louisiana Tech University's Lagniappe Department is now accepting SEALED bids for the following: Preparation, Printing, Binding, Packaging, and Shipping of *The Lagniappe* (The Louisiana Tech University yearbook) for 2021 according to the attached terms, conditions, and specifications Bid pricing to be firm for a one (1) year period with the option to renew for two (2) additional one (1) year periods if mutually agreed upon by both parties. ****Please See Attached Bid Specifications, Terms, and Conditions**** **COVID-19 PURCHASING UPDATES: Under the State of Louisiana law, no public bid openings will be allowed until further notice. This bid will be opened by the Louisiana Tech University Purchasing Officers.** **ALL BIDS MUST BE RETURNED TO THE LOUISIANA TECH PURCHASING OFFICE VIA MAIL. DO NOT FAX OR EMAIL.** For questions or more information, please call Vanna Richardson at (318) 257-2433.			

IMPORTANT: If bidding other than requested brand and product number (or style), enclose sufficient literature to determine compliance with specifications. Failure to comply with this request may eliminate your bid from consideration. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references or not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item.

PUBLICATIONS PROPOSAL

For the preparation, printing, binding, packaging, and shipping of *The Lagniappe* (Louisiana Tech University yearbook) for 2021 according to the attached terms, conditions, and specifications.

Specifications

Section 1: If requested, Bidder must submit six (6) spring- delivery university yearbooks that were delivered during the years 2019 and 2020, preferably in consecutive sets from the same university. Books should be of an equal size and quality to that specified in this proposal, and the entire production of the sample books should have been produced in the Bidder's plant in which they propose to product *The Lagniappe*. Bidder will furnish the name, title, and address of the person in authority for each college yearbook of a similar size and quality to that specified in this proposal produced by Bidder within the past year and indicate which ones were produced in the plant in which they propose to produce *The Lagniappe*.

Section 2: If requested, Bidder must supply all working materials and services without additional cost, including but not limited to the following: in-plant software programs for (and placement of) student portraits section, disk labels, disk envelopes, mailing envelopes, complete instruction materials covering photography, typography, design, and software.

Section 3: Bidder must be prepared to take camera-ready pages with digital photographs and graphics included prior to doing the printing and binding. The pages will be created by *The Lagniappe* consultant on a Windows computer using InDesign pagination and Adobe Photoshop software and will be submitted as a "packaged file". Methods of submission of pages will not be dictated by the plant, but by *The Lagniappe* consultant, This work is to be done only by a printing company that primarily specializes in the printing of both university and high school yearbooks and not a commercial printing company that prints primarily commercial books. The plant must be within 1,000 miles of Louisiana Tech University so that *The Lagniappe* consultant can easily travel there when the need arises. This work is to be done at the printing plant at the following locations: _____

_____

_____

Section 4: If requested, Bidder shall provide consultation services by a highly-trained and knowledgeable specialist. The specialist must make visits to the Louisiana Tech campus to work with the consultant when notified of a need for such services. The specialist must be prepared to spend as much time as necessary in consultation on such subjects as design, photography, copy writing, and copy fitting, typography art work, special effects, color preparation, availability and prices of materials, production schedules, and any other subject relating to publication.

Section 5: Bidder must provide in-plant customer service representatives, as well as in-plant technical support personnel, who will be able to assist *The Lagniappe* consultant directly with any questions and/or problems on a regular basis. Please include with the proposal the name and history of experience of the person(s) who will provide these services: _____

_____

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Section 6: If requested, Bidder must make available at no additional cost all software programs the Bidder offers customers related to yearbook production. Please include the name of software to be provided and an explanation of it. A sample copy of this software is to be available for evaluation prior to the awarding of a contract. _____

_____
_____
_____

Mechanical and Material Requirements

Section 7: When a material or product is specified herein by manufacturer's name and/or designation, it is understood that "of equal or better quality" will apply, whether stated or not. Such name designation is meant to establish the standard of quality. Any substitution offered by the Bidder may be summarily rejected if it is not considered to be equal to or better than specified by the adviser.

Section 8: Because of the size and complexity of this yearbook in terms of the number of copies and the number of pages, it is essential the Bidder have adequate equipment and staff to maintain speed in production without sacrifice of quality of workmanship. A list of equipment to be used in the production of *The Lagniappe* must be supplied upon request. Insufficient equipment may be cause for rejection of the proposal. This equipment includes appropriate lithographic presses, folding machines, automatic collating machines, Smyth-sewing and casing-in equipment.

Section 9: The Bidder is expected to have a photocomposition system in-plant capable of producing text and display type in sufficient variety to meet the needs of a book of *The Lagniappe*'s size and sophistication. All type for *The Lagniappe* will be submitted ready for printing. Submissions will be via CD, DVD, USB, online submission, or other electronic media decided upon by *The Lagniappe* consultant.

Section 10: The Bidder must print in proper proportion and size all portrait-type photographs for class panels, and make them camera-ready. Please indicate what software and methods the plant uses to arrange panel photos and student information (name, classification, major, and hometown) according to *The Lagniappe*'s specifications. _____

_____
_____
_____

Section 11: The Bidder must be able to provide finished art and professional commercial art services in-plant.

Section 12: The Bidder must furnish page proofs for all pages in the yearbook, theses must be laser proofs (or better) made from the completed pages showing all type, line work, artwork, photographs, screens, etc., as per the original layout and copy. Reproofs must be available upon request. No manipulations should be made to pages submitted by *The Lagniappe* consultant unless given permission by *The Lagniappe* consultant.

Section 13: All signatures will be printed on No.1 quality 80lb. white enamel or matte stock, with the final choice a decision of *The Lagniappe* consultant in consultation with the successful Bidder's representative. Successful Bidder will provide identified samples of papers included in the basic bid to the consultant for final decision. Once made, Bidder will not substitute paper without prior approval of the consultant. All signatures will be printed on both sides in best quality, lithographic ink, similarly, the end sheets will be printed on 65lb. velum finished cover stock, either in white or color stock, to be selected by the consultant with up to two different applied inks.

Section 14: The printed signatures must be inspected, sheet-by-sheet, to be sure that they are free of offset ink, roller streaks, marks, hickies, "picking", or loss of dot structure in the images. Sheets must be consistent throughout the run, with adequate and uniform distribution of the ink, particularly in four-color process reproduction. The requirement that the press work be of the highest and most consistent quality will be rigidly observed, and the consultant reserves the right to have the Bidder send a copy of each printed signature as it is completed. If the printing shows defects in craftsmanship or does not adhere to the quality specifications, it may be rejected and the Bidder required to reprint any such signature without additional charges.

Section 15: The base bid must include a cover case of Lexitone material (or equivalent) with one silkscreened color applied, and the case is to be made of 160 point binders board and must fit the book properly. The binding is to be Smyth sewn, trimmed, and rounded.

Section 16: The completed, bound yearbooks must be carefully inspected for blemishes, defects or damage prior to shipment. All imperfect yearbooks shall be replaced at no additional cost or, if beyond the number of books ordered, be credited to the printing bill. Extreme care is to be taken to ensure proper sequence of signatures prior to binding.

Section 17: The complete yearbooks shall be packed in heavy corrugated cardboard shipping boxes which meet all construction requirements of the uniform freight classification. In order to avoid freight damages and to facilitate uploading and distribution, no more than 16 books shall be packaged in each carton. Cartons shall be shipped on skids which are covered in shrink-wrap plastic for protection in unloading in inclement weather.

Section 18: The Bidder must plan production to allow for submission and approval of page proofs, if, in the opinion of the consultant, the proofs contain an excessive number of errors, the Bidder must submit another set of corrected proofs at no additional charge. Such a delay is to be counted as time consumed by the Bidder, and no allowance will be made in extension of shipping time by reason of these revised proofs.

Section 19: Deadlines will be established by the consultant in consultation with the printer. If there are other specific color deadline requirements and/or dollar penalties involved with color deadlines, please check here ☐ and submit them with this bid. If there is a discount for turning in complete signatures, please state it here: _____

_____

_____

Section 20: This bid shall be based on 2000 copies of 9"x12" book of minimum 200/ maximum 400 pages.

Section 21: The bid shall include F.O.B. Louisiana Tech campus with delivery in May. Not later than Friday May 7, 2021. For each day of delay in delivery of the book on deadline, the Bidder agrees to pay an assessed penalty of $1,000, and should there be such a delay as to cause distribution of books by mail and/or printing of additional books to match the number of books for which student fees were paid, the Bidder will bear the additional expense, processing and direct distribution costs.

Section 22: Base Proposal: For the materials and labor necessary for production of the completed yearbooks in accordance with the conditions and requirements set forth in the proposal, the Bidder agrees to charge:

Base Bid ..... $_____

Section 23: The following features and services, not included in the basic quotation, are available at the prices quoted:

Additional or fewer copies, per copy..... $_____

Additional or fewer pages, per 8 pages..... $_____

Additional or fewer pages, per 16 page signature..... $_____

UV lamination, per signature..... $_____

FOUR COLOR PROCESS PAGES

First 2-page spread on 8-page flat..... $_____

Each additional 2-page spread on same flat..... $_____

"SPOT" COLOR PAGES (each color)

First page on 8-page flat..... $_____

Each additional page on same flat..... $_____

Use of process colors as spot on four-color flat..... $_____

Charge if process colors are mixed (i.e. 100% red,

60% blue to obtain purple on same flat as

four-color..... $_____

Charge per PMS color..... $_____

Charge for Pantone color usage..... $_____

COVER ADDITIONS OR CHANGES (per cover)

Front cover embossing..... $_____

Spine cover embossing..... $_____

Back cover embossing..... $_____

Cover overtone rub..... $_____

Per applied color..... $_____

Blind embossing..... $_____

Metal foil application..... $_____

Top Mylar stamping..... $_____

Lithography (four-color)..... $_____

Gilding edges of pages..... $_____

Cover mockup..... $_____

Scruff resistant matte lamination..... $_____

Charges for corrections of staff errors from proofs..... $_____

Substitution of 100 lb. paper instead of 80 lb. white enamel

or matte stock for book pages (per book)..... $_____

Photographs, artwork, and submission disks are to be returned to *The Lagniappe*.

Bid respectfully submitted by

_____

Name of company

_____

Authorized Print

_____

Authorized

_____

Date

_____

Address

_____

Telephone #

_____

Fax #

_____

Email Address

THIS IS A REQUEST FOR A SEALED BID
INSTRUCTIONS TO BIDDERS

1. Read the entire bid, including all terms and conditions and specifications.

2. Louisiana Tech University is not liable for any cost incurred by the bidders prior to execution of a contract and the issuance of a purchase order. Any bidder who ships or otherwise expends time or money prior to award as defined does so at the bidder's own risk.

3. All bid prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit prices should be initialed by the bidder. If the bidder needs to submit a change or addenda, such shall be submitted in writing, signed in original ink by a representative of the bidder, cross-referenced clearly to the relevant bid section, in a sealed envelope, prior to the bid opening date. Such shall meet all requirements for the bid. Unless received as specified above, all bid information will remain unchanged.

4. This bid is to be manually signed in ink.

5. Bid prices shall include all delivery charges paid by the vendor, F.O.B. Destination, unless otherwise provided in the solicitation. Bids requiring deposits, "payment in advance" or "C.O.D" may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.

6. Amount of bid bond required: every bid submitted for in excess of fifty thousand dollars shall be accompanied by a bid bond guaranteed by a surety company qualified to do business in the state of Louisiana. The bid bond shall be for five percent of the official bid amount.

7. To assure consideration of your bid, all bids and addenda should be returned in an envelope or package clearly marked with the bid opening date and the bid number; or submitted in the special envelope, if furnished for that purpose.

8. Bids submitted are subject to provisions of the laws of the State of Louisiana including but not limited to L.R.S. 39:1551-1736; Purchasing rules and regulations; executive orders; standard terms and conditions; special conditions; and specifications listed in this solicitation.

9. <u>Important</u>: By signing the bid, the bidder certifies compliance with all instructions to bidders, terms conditions and specifications, and further certifies that this bid is made without collusion or fraud. This bid is to be manually signed in ink by a person authorized to bind the vendor (see no. 26). All bid information shall be in ink or typewritten.

10. Address all inquiries and correspondence to the Louisiana Tech University Office of Purchasing at the address and telephone number listed herein.

11. Bid forms: All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, and properly signed (see no. 27). Bids submitted in the following manner will not be accepted:

    A. Bid contains no signature indicating intent to be bound;
    B. Bid sent by facsimile equipment;
    C. Bid filled out in pencil; and
    D. Bid not submitted on the designated bid forms.

12. Bids must be received at the address specified in the solicitation prior to bid opening time in order to be considered.

13. Standards of quality – Any product or service bid shall conform to all applicable federal, state, and local laws and regulations, and the specifications contained in the solicitation. If bidding other than the requested brand or product number (or style), enclose sufficient literature to determine compliance with specifications. Failure to comply with this request may eliminate your bid from consideration. Unless otherwise specified in the solicitation document, any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired; and is not intended to limit or restrict competition. Bidder must specify the brand

and model name of the product offered in the bid. Bids not specifying brand and model number shall be considered as offering the exact product specified in the solicitation. See bid document for full requirements.

14. New Products: Unless specifically called for in the solicitation documents, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the solicitation documents. The manufacturer's standard warranty will apply unless otherwise stated in the solicitation.

15. Louisiana Tech University reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

16. This agreement is non-exclusive and shall not in any way preclude Louisiana Tech University from entering into similar agreements and/or arrangements with other vendors or from acquiring similar, equal, or like goods and/or services from other entities or sources.

17. Bid opening: Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the Louisiana Tech University Purchasing Office during normal working hours. Written bid tabulations will not be furnished prior to 72 hours.

18. Prices: Unless otherwise specified by Louisiana Tech University in the solicitation, bid prices must be complete, including transportation prepaid by bidder to destination and firm for acceptance for a minimum of 30 days. If accepted, prices must be firm for the contractual period.

19. Taxes: Vendor is responsible for including all applicable taxes, fees, and tariffs in the bid price. Louisiana Tech University is exempt from all Louisiana state and local sales and use taxes. By accepting an award, resident and non-resident firms acknowledge their responsibility for the payment of all taxes duly accessed by the State of Louisiana and its political subdivisions for which they are liable, including but not limited to: franchise taxes, privilege taxes, sales taxes, use taxes, ad valorem taxes, etc.

20. Contract renewals: Upon agreement of the State of Louisiana agency and the contractor, a term contract may be extended for two additional 12-month periods at the same prices, terms and conditions. In such cases, the total contract term cannot exceed 36 months.

21. Contract cancellation: Louisiana Tech University has the right to cancel any contract, in accordance with purchasing rules and regulations, including but not limited to: (1) failure to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) misrepresentation by the vendor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the University; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract. Louisiana Tech University has the right to cancel any contract for convenience at any time by giving thirty (30) days written notice to the vendor. In such cases, the vendor shall be entitled to payment for complaint deliverables in progress.

22. Applicable law: All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

23. In accordance with Executive Order Number JBE 2018-15, effective May 22, 2018, for any contract for $100,000 or more and for any contractor with five or more employees, Contractor, or any Subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this contract, refrain from a boycott of Israel. The State reserves the right to terminate this contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of the contract.

24. The bidder agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and bidder agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Bidder agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, political affiliation, disability, or age in any matter relating to employment. Any act of discrimination committed by bidder, or failure to comply with these statutory obligations when applicable shall be grounds for termination of any contract entered into as a result of this solicitation.

25. Special accommodation: Any "qualified individual with a disability" as defined by the Americans with Disabilities Act, who has submitted a bid and desires to attend the bid opening, must notify the Louisiana Tech University Office of Purchasing in writing not later than seven days prior to the bid opening date of their need for special accommodations. If the request cannot be reasonably provided, the individual will be informed prior to the bid opening.

26. Indemnity: Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the state, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages caused by the fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees. However, the contractor shall have no obligation as set forth above with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the state, its officers, its agents or its employees.

27. Signature authority: Attention: R.S. 39:1594(c) (4) requires evidence of authority to sign and submit bids to the State of Louisiana. You must indicate which of the following apply to the signer of this bid.

    Please circle one:

    1) The signer of this bid is either a corporate officer who is listed on the most current annual report on file with the Secretary of State or a member of a partnership or partnership in commendam as reflected in the most current partnership records on file with the Secretary of State. A copy of the annual report or partnership must be submitted to this office before contract award.

    2) The signer of this bid is a representative of the bidder authorized to submit this bid as evidenced by documents such as Corporate Resolution, Certification as to Corporate Principal, etc. If this applies, a copy of the resolution, certification, or other supportive documents must be attached hereto.

    3) The bidder has filed with the Secretary of State an affidavit or resolution or other acknowledged/authentic document indicating that the signer is authorized to submit bids for public contracts. A copy of the applicable document must be submitted to this office before contract award.

    4) The signer of the bid has been designated by the bidder as authorized to submit bids on the bidder's vendor registration on file with this office.

28. In accordance with the provisions of R.S. 39:2182, in awarding contracts after August 15, 2010, any public entity is authorized to reject a proposal or bid form, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950; professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39.

29. It is agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all accounts which relate to this contract.

30. The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the Appropriations Act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract.

31. Whenever a public entity enters in to a contract in excess of five-thousand dollars ($5,000) for the construction, alteration, or repair of any Public Works, the official representative of the public entity shall reduce the contract to writing and have it signed by the parties. When an emergency as provided in R.S. 38:2212(D) is deemed to exist for the construction, alteration, or repair of any Public Works and the contract for such emergency work is less than fifty-thousand dollars ($50,000), there shall be no requirement to reduce the contract to writing (R.S. 38:2241).

32. For each contract in excess of twenty-five thousand dollars ($25,000) per project, the public entity shall require of the contractor a bond with good, solvent, and sufficient surety in a sum of not less than fifty percent (50%) of the contract price for the payment by the contractor or subcontractor to claimants as defined in R.S. 38:2242. The bond furnished shall be a statutory bond and no modification, omissions, additions in or to the terms of the contract, in the plans or specifications, or in the manner and mode of payment shall in any manner diminish, enlarge, or otherwise modify the obligations of the bond. The bond shall be executed by the contractor with surety or sureties approved by the public entity and shall be recorded with the contract in the office of the recorder of mortgages in the parish where the work is to be done not later than thirty days after the work has begun.

33. For construction projects falling within classifications of 37:2150 the bidder must be fully qualified under any state or local licensing law for contractors in effect at the time and at the location of the work before submitting his bid. In the state of Louisiana, revised statutes 37:2150, et seq. Will be considered, if applicable. The contractor shall be responsible for determining that all of his sub-bidders or prospective subcontractors are duly licensed in accordance with law. On any bid in excess of fifty thousand dollars ($50,000), the Contractor shall certify that he is licensed under R.S. 37:2150-2163 and show his license number on the bid. The bid envelope shall be identified on the outside with the Name of the Project, Bid Number, Bid Time, the Name of the Bidder and the License Number of the Bidder.

TO: Louisiana Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships

RE: Veteran Initiative – Act 167 of the 2009 Legislative Session

➢ ARE YOU ELIGIBLE FOR PARTICIPATION?

- Are you a veteran-owned small entrepreneurship or a service-connected disabled veteran-owned small entrepreneurship in accordance with documentation from the United States Department of Veteran Affairs or the Louisiana Department of Veteran Affairs?
- Are you a Louisiana domiciled business?
- Do you have less than fifty (50) full-time employees?
- Are your annual gross revenue receipts $5,000,000 or less (for construction) or $3,000,000 for (non-construction) for each of the previous three (3) tax years?

If your answers are yes, your company may be eligible for participation in the Louisiana Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurship Program, also known as the Veteran Initiative.

➢ WHAT IS THE VETERAN INITIATIVE?

The Veteran Initiative, created by LRS 39:2171 through 2179 and LRS 51:931, provides additional opportunities for certified Louisiana-based small entrepreneurships to participate in contracting and procurement with the State. Key features of the programs are:

- This is a goal-oriented program
- It is race and gender neutral
- Participation is restricted to Louisiana-based certified veteran-owned and service-connected disabled veteran-owned small entrepreneurships

The rules governing the implementation of the program are located at http://www.doa.louisiana.gov/osp/se/se.htm.

➢ WHY IS CERTIFICATION IMPORTANT?

Certification is required for the participation in the Veteran Initiative. Under this program, you may be given increased opportunity to participate in Louisiana state contracts. Certain contracts may be awarded to your business without competition. And, certification is one of the methods that the State of Louisiana will utilize as a basis for benchmarking for annualized procurement and contracting goals.

➢ WHAT AGENCY IS RESPONSIBLE FOR CERTIFICATION?

The Louisiana Department of Economic Development (LED) is responsible for certifying Small Entrepreneurships for participation in the program. The (LED) Small Business Certification System may be accessed by https://smallbiz.louisianaeconomicdevelopment.com/Account/Login. For additional information regarding certification, please contact the LED at 800.450.8115 or 225.342.3000.

➢ WHAT IS THE ROLE OF THE DEPARTMENT OF VETERANS AFFAIRS?

The Louisiana Department of Veterans Affairs is responsible for disseminating information on this program and other veterans' benefits to Louisiana veterans. Information on this program and other veterans' benefits can be accessed at www.vetaffairs.al.gov.

The State of Louisiana is committed to the success of this program and encourages your participation.