

## Steps to Ensure Your Company is Louisiana FEMA Procurement Ready

Contracting with the government requires many different registrations prior to doing work (see below for details). We encourage you to visit the map at [www.aptac-us.org](http://www.aptac-us.org) to find a PTAC office near you.

Please be advised of the following items that you will need to be “Active & In Good Standing” to do any contract work for either the State of Louisiana and/or for federal government agencies.

State of Louisiana Secretary of State Business Filing must be Active and In Good Standing, please review your company's Business Filing information at:

<https://coraweb.sos.la.gov/CommercialSearch/CommercialSearch.aspx>

After determining your Business Filing Status, please follow the following steps to ensure that you are “procurement ready”.

### STATE LEVEL

#### GOHSEP/LABEOC:

When the Governor of Louisiana declares a disaster, the Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP) activates the Louisiana Business Emergency Operations Center (LABEOC) for disaster response and recovery. One of the benefits of registering with LABEOC is that they will notify those registered companies of needs as they arise.

Additional benefits of registering:

- Information alerts of public announcements from government agencies.
- Status Report of your operations to inform emergency responders of any issues hindering the recovery of your business.
- Need for Emergency Products and Services alerts are sent to registered companies, as they are made available.
- Donations and Volunteer support for the emergency response.

Register with LABEOC at: <https://labeoc.org/join-the-labeoc-network/>

#### LaGov/LaPAC:

The State of Louisiana, Office of State Purchasing, posts all its open bids on the Louisiana Procurement and Contract Network (LaPAC, which is a part of LaGOV) website. Businesses are required to register with LaPAC at:

<https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/pubMain.cfm>, where you may also view bids.

### FEDERAL LEVEL

If you are interested in doing work with FEMA and/or Army Corps of Engineers, the agencies currently leading the clean-up effort across Southeast Louisiana, your company must have a Dunn and Bradstreet Number with an Active Systems for Award Management Profile. To locate your DUNS number, a requirement for doing business with all federal agencies, visit [www.fedgov.dnb.com](http://www.fedgov.dnb.com). To obtain a Dunn & Bradstreet Number, use the following link: <https://www.dnb.com/duns-number/get-a-duns.html>.

#### SYSTEM FOR AWARD MANAGEMENT (SAM)

Once you have obtained a Dunn & Bradstreet Number, you are ready to complete your registration in the Systems for Award Management at: <https://sam.gov/content/entity-landing>. SAM contains a Disaster Response Registry that lists those contractors who are willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief supplies and/or services. To add your company to this registry, you must be registered in SAM. During the registration process, you must indicate that you want to participate in the Disaster Response Registry and provide the required information on the Disaster Response Information page within the Assertions module. Once your registration is active, you are added to the Disaster Response Registry and Contracting Officers will be able to locate your company through the Disaster Response Registry Search.

#### SBA DYNAMIC SMALL BUSINESS SEARCH (DSBS):

Federal Government agencies use the SBA Dynamic Small Business Search (DSBS) database to search for vendors. SBA DSBS is also used by large prime contractors who are looking for subcontractors. DSBS is reached through your SAM registration. It is located on the very last screen of your SAM registration. When you reach the last screen, the system will ask if you would like to leave SAM and enter the SBA Supplemental Pages. Say "Yes" and register in DSBS. Make sure to complete the following sections: 1) Current Principles; 2) Capabilities Narrative; 3) Keywords; and 4) Performance History (References), which can include past commercial work.

#### FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

When the President declares a federal disaster, FEMA becomes active in disaster response and recovery. FEMA Advance Contracts for goods and services are competed and awarded in advance of major disaster declarations to provide efficient, cost-effective means for rapid delivery of supplies and services for recurring disaster response and recovery requirements. Visit the following website to view FEMA pre-positioned contracts already in place: <https://www.fema.gov/businesses-organizations/doing-business/advanced-contracts>.

Vendors MUST register with FEMA through their Industry Liaison Program (ILP). Complete ILP Profile Form at: [https://www.fema.gov/sites/default/files/2020-07/fema\\_vendor\\_profile\\_form.pdf](https://www.fema.gov/sites/default/files/2020-07/fema_vendor_profile_form.pdf). Submit Completed ILP Profile Form to: [fema-industry@fema.dhs.gov](mailto:fema-industry@fema.dhs.gov). FEMA uses

Unison Marketplace (previously FedBid) to solicit quotes and offers for disaster assistance opportunities. Visit the following website to register as a seller:  
<https://www.unisonglobal.com/product-suites/acquisition/marketplace/>.

\*NOTE:

- 1) You must have a Dunn & Bradstreet Number to register
- 2) You must have a current and complete registration in System for Award Management (SAM) in order to do business with FEMA.

Debris Removal - Become a member of the Corps of Engineers Contractor Registry if you are interested in performing disaster response and recovery work; e.g. debris removal. Follow this link: [www.usace.army.mil/Missions.aspx](http://www.usace.army.mil/Missions.aspx) , to access their website.

Transportation Services - If you are interested in becoming a FEMA Transportation Provider please visit: [www.fema.gov/transportation-programs](http://www.fema.gov/transportation-programs). For general question about the Transportation Program, please e-mail: [FEMA-Transportation-Programs@fema.dhs.gov](mailto:FEMA-Transportation-Programs@fema.dhs.gov).