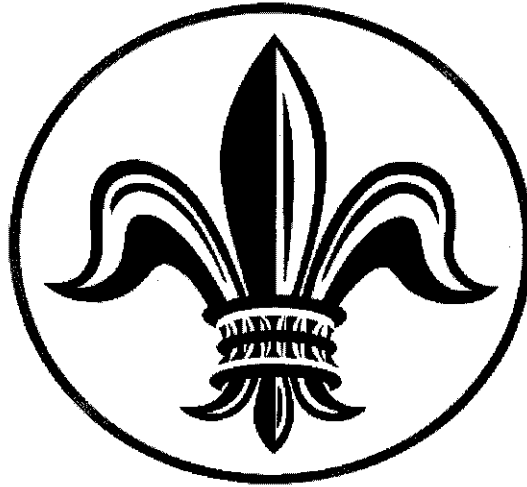


CITY OF NEW ORLEANS



DBE SET-ASIDE PROGRAM GUIDE

Introduction

The Office of Procurement / Bureau of Purchasing (Purchasing) prepared this guide to outline the details necessary for a supplier to become familiar with how the City of New Orleans (City) does business and participate in the **DBE Set-Aside Program**.

DBE Set-Aside Program

Legal Authority

The DBE Set-Aside Program is governed by Louisiana Revised Statute 38:2233.5 and City Code Section 70-468.

Exception

The Program does not apply to purchases that are federally funded.

Become a Prime

The DBE Set-Aside Program allows a certified SLDBE to perform the work or provide the goods as a prime vendor.

Implementation

Purchasing is launching the Program in 2 phases:

- Next month (October 2024), Purchasing will apply to information solicitations (Invitation to Quote, "ITQ").
- In January 2025, Purchasing will also apply the Program to formal solicitations (Invitation to Bid or "ITB", Request for Proposals or "RFP", and Request for Qualifications or "RFQ").

Steps to Participate

STEP 1: you must be a **certified State and Local Disadvantaged Business Enterprise (SLDBE) firm**.

OSD in partnership with the Sewerage and Water Board of New Orleans (SWBNO) and the New Orleans Aviation Board (NOAB), administers the SLDBE Certification Program.

You can find more information on the SLDBE Certification Program at <https://nola.gov/applying-for-dbe%20certification/>.

STEP 2: you must **register in the City's Supplier Portal**.

In 2019, the Department of Finance launched BRASS (Budget, Requisition, and Accounting Services System), its new ERP system.

The Supplier Portal consists of an external platform for the City to communicate opportunities and transact business with suppliers.

You can find more information to register at <https://nola.gov/next/services/doing-business-with-the-city/information-for-suppliers/register-as-a-supplier/>.

STEP 3: you must **participate in opportunities** offered by the City.

The City offers opportunities via the release of events. An **event** is a solicitation posted by Purchasing (Invitation to Quote, Invitation to Bid, Request for Information, Request for Proposals, or Request for Qualifications).

When Purchasing releases a new event based on the **commodity code(s) you selected** (IMPORTANT: see section on "Commodity Code"), you will receive an email notification from the buyer/purchasing agent who created the event. It is a generic email notification with additional information about the event.

How to Respond to an Event

First, you must go to the Supplier Portal to login (with your username and password when you created your supplier account). Then, you must find the event.

Once you have found the event, you must read the solicitation to understand what the City is asking you to provide to respond to the event.

When you are ready to submit your response, you must click on "**Respond Now**". You will then be asked to complete several steps.

At the end of this process, you will need to confirm your participation in this opportunity by pressing "**Submit**."

Purchasing prepared a document presenting how to respond using a real event. You can obtain a copy of this document by contacting Purchasing. See "Contact" section.

General Information

Browser

The preferred browser to access the Supplier Portal is **Google Chrome**.

Supplier Account

The account that you created will help you track your transactions with the City: responses to events, purchase order, service contract, invoice submission, and payments.

You can also add other contacts to your supplier account. The **primary contact** (the person who created the account) can add other individuals to access the supplier account. For example, you can add your CFO or Accountant (to submit invoices and/or track payment), or your Sales Representative (to monitor opportunities).

Event

A "Open Event" means that you can view the solicitation and respond to it.

The event closes when the deadline to respond is met.

Note that the event times are CST.

Commodity Code

When creating an event, Purchasing selects commodity code(s) that match the goods and/or services that a City Department seeks to purchase.

BRASS will release an automated email notification, using the name of the buyer/purchasing agent, to the suppliers who selected the commodity code(s).

This is why it is critical that you select commodity code(s) that correspond to your business activity if you wish to learn about an opportunity.

The City uses commodity codes provided by an organization named "National Institute of Governmental Purchasing, Inc." (NIGP).

You can find the codes at: <https://sms-nola-prd.inforcloudsuite.com/fsm/SupplyManagementSupplier/document/SupplierPortalLinksAndInstructions%28100%2C22%29.Attachment.File?csk.SupplierGroup=100>

If you are not familiar with NIGP codes, you can use one of the following crosswalks:

- NIGP and NAICS codes: <https://www.sanantonio.gov/Portals/0/Files/Purchasing/pdf/NAICS-CROSSWALK.pdf>
- NIGP and UNSPSC: https://files.nc.gov/ncdoa/pandc/Documents/Commodity_Codes/Commodity-Codes-Mapping-NIGP-to-UNSPSC.pdf

City Department

City Department consists of departments (examples: NOPD, Capital Projects Administration, etc.), boards (Example: Mosquito Control Board), and commission (Example: New Orleans Recreation Development Commission or NORD).

You can find the list at: <https://nola.gov/next/departments/>.

However, not every agency is part of the City of New Orleans. For examples, New Orleans Redevelopment Authority (NORA), New Orleans Public Library (NOPL), Assessor's Office are separate agencies with separate budgets.

When you transact business with a City Department, it is critical that you have the contact information of the city employee who ordered goods or services from you.

If you lose this information, you can go to: <https://sms-nola-prd.inforcloudsuite.com/fsm/SupplyManagementSupplier/document/SupplierPortalLinksAndInstructions%28100%2C20%29.Attachment.File?csk.SupplierGroup=100>

Purchase Order/Service Contract

The City transacts business via either a purchase order or a service contract.

A purchase order is typically issued for goods while a service contract is typically a signed written agreement for the rendering of services.

Those documents are critical to doing business with the City.

There are 2 reasons why you must FIRST obtain a purchase order or a service contract prior to providing goods or services:

1. The purchase of goods or services has been approved, and

2. You will be able to submit your invoice via your supplier account and get paid.

Without one of those documents, you may not get paid by the City.

Therefore, **DO NOT** provide goods or services without a purchase order or signed agreement.

Invoice Submission

Once you provide goods or services, you can submit your invoice against your purchase order or your service contract. The submission is done via your supplier account.

The invoice must be in **PDF format**.

Before you submit your first invoice, we highly recommend that you confirm with the City Department the contents of your invoice (for examples: number of the purchase order or the service contract; invoice number; date of invoice; description of services rendered, etc..) as well as how to submit an invoice electronically.

After you submit your invoice electronically, the Bureau of Accounting ensures that it is approved by the City Department (either via a receiver if it is goods or by an electronic approval if it is for services).

There are materials on how to submit an invoice under "Links and Attachments" on the landing page of the supplier portal.

Payment

The Bureau of Accounting oversees the payment process.

Payments are issued either via check or via ACH. However, the City is pushing suppliers to provide banking information to pay via ACH primarily.

If the City pays via ACH, you will receive the remittance advice via email.

The City's payment terms are **NET30 FROM THE DATE OF SUBMISSION OF YOUR INVOICE IN THE SUPPLIER PORTAL**.

It is therefore **critical** that you submit your invoice via your supplier account immediately after you deliver the goods or rendered the services.

Fiscal Year

The City's fiscal year starts on January 1 and ends of December 31

Tax Exempt

The City is an instrumentality of the State of Louisiana and is therefore exempt from sales tax in the State of Louisiana and is exempt from certain Federal excise taxes. You can submit a request to the City Department or the Bureau of Accounting to obtain a Tax Exemption form.

Links and Attachments

Purchasing posts materials and information under a section of the "Home" page of the supplier portal entitled "Links and Attachments."

For example, you will find tutorials on how to submit an invoice against a purchase order, or how to respond to an event.

Most Common Issues/Mistakes

This is a non-exhaustive list of problems that you may encounter:

- Duplicate supplier account.
- Loss of username and/or password.
- Internet is down.
- Use of a different browser than the one preferred.
- Purchase order does not show in my account.
- Submit multiple invoices at one time.
- Upload invoice in word or excel instead of a pdf.

Plan to meet and discuss with your city contact before you receive a purchase order or service contact, or you submit your first invoice, or you execute the contract.

It represents an opportunity to learn about our processes and to resolve any questions you may have before or while you are transacting with the city.

Assistance

If you have a question or an issue about registration, password, supplier account, banking information, and/or payment, you can contact our helpdesk at: <https://nola.gov/brass-support/> .

Contact Information

Bureau of Purchasing

- Danielle Brooks, Administrative Assistant, 504-658-1550
- More contact at <https://nola.gov/next/purchasing/contact/>

Office of Supplier Diversity

- Main line: 504-658-4904
- More information at <https://nola.gov/next/supplier-diversity/home/>

[END OF DOCUMENT]