



BIDDERS LIST APPLICATION
 OFFICE OF MANAGEMENT AND BUDGET
 CENTRAL SERVICES - STATE PROCUREMENT OFFICE
 SFN 53655 (07-2017)

INTERNAL USE ONLY

| | |
|---------------|----------|
| Date | Initials |
| Bidder Number | |

Privacy Act Notice - In compliance with the Federal Privacy Act of 1974, the disclosure of the applicant's social security number on this form is mandatory according to Section 6109 of the Internal Revenue code if it is provided in lieu of a Federal Employer Identification Number (FEIN). When submitted, the social security number will be used for identification **only** and will not be disclosed to the public.

*** Indicates required field**

Most businesses must be registered and in good standing with the Secretary of State. Secretary of State registration varies by business type. Sole Proprietors and General Partnerships doing business in their full personal names only are not required to register.

Please review the ND Secretary of State's website for registration instructions: <http://sos.nd.gov/business/vendors>. Contact the Secretary of State at 701-328-2904 or email: sosbir@nd.gov for assistance.

***Bidder Information**

Bidder Name - Enter the name under which your entity will be bidding. If Bidder Name is a *Trade Name, Franchise Name or a Fictitious Name*, the Legal Name may also be required to register with the ND Secretary of State.

Legal Name - If the owner of the "Bidder" is required to be registered with the ND Secretary of State, enter the Legal Name, as well as the associated ND Secretary of State System ID Number.

| | | |
|--|----|------------------------|
| *Bidder Name | | |
| Is Bidder Name any of the following (if checked, see the Secretary of State's registration requirements): <input type="checkbox"/> Trade Name <input type="checkbox"/> Franchise Name <input type="checkbox"/> Fictitious Name | | |
| *Bidder Tax Identification Number | OR | Social Security Number |
| *Have you registered the above name with the Secretary of State's office? <input type="checkbox"/> Yes - attach a copy of the ND Secretary of State's "Certificate of Authority" <input type="checkbox"/> No - attach letter of explanation | | |
| *ND Secretary of State System ID Number (Bidder) | | |

Note: ND Secretary of State System ID Number is provided by the Secretary of State's Office when their registration process has been completed.

| | | | | | | |
|---|---|--|--|--------------------------------------|--|--|
| *Select the classification matching your Registration Type with the ND Secretary of State (check only one) | | | | | | |
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Corporation | <input type="checkbox"/> Financial Institution | <input type="checkbox"/> Government Entity | <input type="checkbox"/> Partnership | <input type="checkbox"/> Sole Proprietor | |
| <input type="checkbox"/> Subsidiary | <input type="checkbox"/> Unincorporated | <input type="checkbox"/> Other: | _____ | | | |

| | |
|------------|--|
| Legal Name | ND Secretary of State System ID Number |
|------------|--|

Note: ND Secretary of State System ID Number is provided by the Secretary of State's Office when their registration process has been completed.

***Physical Business Address** (Street address is required, an application with PO Box only will not be accepted)

| | | | |
|------------------------|-------|--------|-----------|
| *Street Address | *City | *State | *ZIP Code |
| PO Box (if applicable) | City | State | ZIP Code |

***Contact Information** - Enter the contact information for the person designated to receive solicitation notices. If you provide a fax number, it must be a dedicated fax machine. Use an "info email account" to ensure you receive notices if a salesperson is absent or leaves the company. Attach a separate piece of paper to assign additional recipients, including name, address, telephone number, and email.

| | | |
|-------------------------|-------------------------|----------------------|
| *Contact Name | *Telephone Number | Dedicated Fax Number |
| *Business Email Address | Company Website Address | |
| Alternate Contact Name | Telephone Number | Dedicated Fax Number |
| Business Email Address | Company Website Address | |

***Commodity Codes** - Commodity codes determine which bid notices you will receive. List commodity codes below for the goods and services your company sells. The commodity code list can be found by clicking on the Bidders List Application and Maintenance link at <https://www.nd.gov/omb/vendor>, under Step 2, select commodity codes. On the Bidder Services Main Menu, you can search for commodity codes by keyword or commodity, or get a list of all commodity codes. If you chose "list all", click the three digit commodity category to view the additional two digit subcategory and further define your services. **Make sure you put the full five digit code on your application.** If you have more codes than spaces available on the application attach a separate piece of paper listing the additional codes.

| Add 5-digit Code Code + Subclass | Add 5-digit Code Code + Subclass | Add 5-digit Code Code + Subclass | Add 5-digit Code Code + Subclass | Add 5-digit Code Code + Subclass | Add 5-digit Code Code + Subclass | Add 5-digit Code Code + Subclass |
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Affidavit

By completing, signing, and filing this form the applicant: (1) appoints the ND Secretary of State as its true and lawful agent or service of process in this state upon whom may be served all lawful process in any action or proceeding against the bidder if the bidder or its registered agent cannot be found for service of process in this state; (2) certifies that the information given above is current and true to the best of their knowledge and is in no way misleading; (3) ensures that correct information will be immediately forwarded to the State Procurement Office should any data change in the future.

- Placement on the bidders list does not guarantee a vendor will receive notice of every solicitation over the amount established for small purchases.
- If notice of a solicitation is returned as undeliverable, that bidder/vendor may be removed from the state bidders list.
- Be sure your email filters are set to receive incoming emails from our office.

From: *ND State Procurement Office [infospo@nd.gov]*

Subject Line: *Notice of North Dakota State Procurement Opportunity*

- Once registered, you may elect to maintain/update your Bidder Profile using our online application, SPO Online.

***Signature**

| | | |
|---------------------------------|--------|-------------------|
| *Printed Name | *Title | *Telephone Number |
| *Signature of Authorizing Agent | | *Date |

HAVE YOU REMEMBERED TO:

- Complete all required sections of the form
- Attach a copy of the ND Secretary of State's "Certificate of Authority"

Return completed form by mail to:

State Procurement Office
14th Floor Capitol Tower
600 East Boulevard - Dept 012
Bismarck, ND 58505-0310

Return completed form electronically to:

Email: infospo@nd.gov
Fax: (701) 328-1615

Questions:

Website: www.nd.gov/omb/vendor
Telephone: (701) 328-2683