**Why Become Part of the State Bidders List**

Executive branch agencies and institutions use the State Bidders List when issuing formal solicitations for goods and services.

The process is quick and easy!

Simply sign up and you’ll receive email notices about new bid opportunities.

**Don’t miss out on this great service!**

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**Office of Management and Budget**

**State Procurement Office**

**Visit**

[www.nd.gov/omb/vendor](http://www.nd.gov/omb/vendor)

for:

- Current Bidding Opportunities
- Maintaining your Bidders List Profile
- Links to other Bidding Opportunities
- Contact Information for Procurement Assistance Organizations

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**Questions or need more information?**

14th Floor Capitol Tower
600 E Boulevard Ave, Dept 012
Bismarck ND 58505-0310

Phone: 701-328-2683
Fax: 701-328-1615
E-mail: infospo@nd.gov

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**Doing Business with the State of North Dakota**

**State Bidders List**

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**North Dakota University System**

JOIN THE STATE BIDDERS LIST

GETTING STARTED
In 3 Easy Steps

Step 1
Registration

Most businesses must be registered and in good standing with the Secretary of State.

Visit the Secretary of State website: sos.nd.gov/business/vendors for registration requirements, forms, instructions and fees.

For assistance contact the Secretary of State at 701-328-2904 or email sosbir@nd.gov.

Note: You must comply with the Secretary of State registration and reporting requirements to remain on the State Bidders List.

Step 2
Bidders List Application

Visit www.nd.gov/omb/vendor, click on the ‘Bidders List Application and Maintenance’ tab to obtain a Bidders List Application.

Note: It is recommended that you use a company email address, in case employees are absent or leave the company.

List commodity codes for the goods and services you sell on the application form. Commodity codes determine which bid notices you will receive.

A list of commodity codes can be found at www.nd.gov/omb/vendor, click on the ‘Bidders List Application and Maintenance’ tab.

There are no fees to apply.

Step 3
Submit Completed Form

- Email to: infospo@nd.gov
- Fax to: 701-328-1615
- Mail to:
  14th Floor State Capitol Building
  600 E Boulevard Ave, Dept. 012
  Bismarck, ND 58505-0310

STATE OF NORTH DAKOTA PURCHASES INCLUDE:
- Supplies
- Equipment
- Services
- Information Technology
- Printing