

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!*

OFFICE OF MANAGEMENT AND BUDGET
State Procurement Office

Visit

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

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



DOING BUSINESS
WITH THE
STATE OF
NORTH DAKOTA

STATE BIDDERS LIST



ACCESS. INNOVATION. EXCELLENCE.

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

