

Doing Business with the East Baton Rouge Council on Aging (EBRCOA)

The EBRCOA Procurement and Purchasing section provides a wide range of services for the East Baton Rouge Council on Aging, by procuring the highest quality of goods and services at a reasonable price. As specified in the EBRCOA Procurement Policies and Procedures, we ensure an efficient and equitable management of solicitations for goods and services in a competitive and reasonable manner.

Services needed include office and business supplies, building and maintenance supplies, consulting and legal services, development and architectural design, general construction services, insurance coverage, and other services and materials as needed.

The EBRCOA actively outreaches to Disadvantaged Business Enterprises (DBE) and Business Concerns, Small Business Enterprises (SBE), Minority Business Enterprises (MBE), Veteran-owned firms, and Women Business Enterprises (WBE).

To sign up to receive invitations to bid and to view our current online contracting opportunities, please review the instructions below on how to register and then click on the **“Supplier Registration”** link at the bottom of the page to register.

Click on **“Register Your Company”**

Enter your company name and click on **“Search Companies”**

If no company was found, click on **“Click here to create a new one”**. (If your company was found, follow instructions to sign up as a salesperson for your company. You will submit your information and the contact person that had signed up previously for your company will be sent an email to verify your information, you will then be emailed a password.) If that salesperson listed in no longer with the company, contact customer support hayes.t.hancock@gmail.com

If click on **“Create a New Company”**, fill out all required fields with information about your company on the first page, check off all commodity/service codes on the next page. Once you receive a thank you for registering page, click on **“Continue”**.

The next page will be where you enter your email address and password (created during the registration process) in the upper left hand corner of the page to enter our marketplace. (Save this page in your favorites, as this is where you will always login.) You will be prompted to check a site usage agreement before entering the Housing Agency Marketplace. Once you check this box and hit submit, you will then be allowed to enter.

If our Agency comes up when you enter our marketplace, click on the title of any solicitation you are interested in viewing and follow instructions. If you enter on any other page, fill out required fields and save the information. Once saved, click on the **“Scan Solicitations by Agency”** link, located on the left hand side software menu. Locate and click on **“East Baton Rouge Council on Aging.”** From there you will be able view any **“live”** solicitations along with following directions to download documents and how to submit your response.

If you have any questions pertaining to the marketplace, feel free to call customer support at 1-866-526-9266. They are available from 9AM Eastern to 4PM Pacific Monday through Friday (except holidays).

Label the link below **“Supplier Registration”**

https://ha.economicengine.com/requests.html?company_id=60574