Is your business interested in bidding on state contracts? You can easily apply to be placed on the state bidders list, and receive notice of state bidding opportunities.

**STEP 1 - REGISTRATION**

Vendors must comply with the Secretary of State registration and reporting requirements. Go to [www.sos.nd.gov/business/vendors](http://www.sos.nd.gov/business/vendors) for Secretary of State registration requirements, forms, instructions and fees. For additional assistance contact the Secretary of State at 701-328-2904 or email sosbir@nd.gov.

**STEP 2 - BIDDERS LIST APPLICATION**

Go to [www.nd.gov/omb/vendor](http://www.nd.gov/omb/vendor) and click on the ‘Bidders List’ tab for online bidder registration information. It is recommended that you use a general company email address, for instances when employees are absent or leave the company.

Choose commodity codes for the goods and services you sell. Commodity codes determine which bid notices you will receive. A list of commodity codes can be found at [www.nd.gov/omb/vendor](http://www.nd.gov/omb/vendor) under the ‘Bidding Opportunities’ tab.

**STEP 3 - ONLINE BIDDER MAINTENANCE**

The bidders list is used by state executive branch agencies and institutions when issuing solicitations for goods and services $50,000 and over.

Check the “Public Access to State Bidders List” at [www.nd.gov/omb/agency/procurement/bidders-list](http://www.nd.gov/omb/agency/procurement/bidders-list) to see if your company is a registered bidder or view solicitations and state contracts.

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**STATE OF NORTH DAKOTA PURCHASES INCLUDE:**

- Supplies
- Equipment
- Services
- Information Technology
- Printing

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**OFFICE OF MANAGEMENT AND BUDGET**

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