

**HOW TO APPLY FOR INCLUSION IN THE SMALL  
BUSINESS OPPURTUNITY PROGRAM (SBOP)  
WITH THE CITY OF LAKE CHARLES**

**1. Download the “How To Do Business With  
the City” Guide**

This guide is intended to acquaint vendors with the City of Lake Charles’ procurement process and assist them in becoming suppliers to the City. You are encouraged to visit the Purchasing Department office from 8:00 AM to 4:30 PM weekdays excluding holidays. Contact the department at (337) 491-1263 to make an appointment so that we allow sufficient time to meet with you. Download the guide at [www.cityoflakecharles.com](http://www.cityoflakecharles.com) under “Business”.

**2. Complete the Application**

Provide complete information. Do not leave any item blank. If a section does not apply to your firm, indicate this by writing “N/A” or “NOT APPLICABLE”.

Note: Businesses applying need only to submit one application for all City of Lake Charles Small Business Opportunities. Businesses should include as many NAICS codes as needed to better determine their business industry. Based on the information contained in the application, the City will determine which, if any, designation shall be awarded to an individual firm.

**3. Collect the Supporting Documentation**

It is important to include the supporting documentation requested. Applications submitted without this documentation cannot be reviewed.

**4. Send the complete package to:**

City of Lake Charles  
Purchasing Division  
326 Pujo Street  
Lake Charles, LA 70601

Questions? Need help completing your application?

Call us!

337-491-1263

Also visit us on line at:

[www.cityoflakecharles.com](http://www.cityoflakecharles.com) (Under the business section)



CITY OF LAKE CHARLES

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The City of Lake Charles recognizes that small businesses are the foundation of a strong, healthy and vibrant economy. We further strive to assist small and small economically and/or socially disadvantaged businesses participate in contracting opportunities by leveling the playing field through the Small Business Opportunity Program.

This program provides small businesses with the opportunity to participate with prime contractors on City contracts and procurements by competing with other businesses. All submitted proposals and bids to the City are encouraged to make good faith efforts to subcontract ten (10) percent of the dollar value of the prime contract to such small business. The Small Business Opportunity Program database assists in locating qualified socially and economically disadvantaged business.

We encourage all business owners to submit their applications and become part of our Small Business Opportunity Program. Please visit our "Business" section at [www.cityoflakecharles.com](http://www.cityoflakecharles.com)

## Program Focus

This program is designed to assist individuals and businesses seeking to do business with the City Of Lake Charles. The city will grow and prosper with a strong and diverse economic infrastructure that rests heavily upon the full participation and inclusion of all segments of our community. The city strives to create an environment and process that promotes equal access and increased opportunities for small and disadvantaged businesses. The program would also be race and gender neutral.

## Economically Disadvantaged

Economically disadvantaged means anyone who is socially disadvantaged whose ability to compete in the free enterprise system has been impaired due to industry practice and/or diminished capital capacity and/or restricted credit opportunities as compared to others in the same or similar line of business that are not socially disadvantaged.

## Socially Disadvantaged

Socially disadvantaged means anyone who is a member of any group that has historically been subjected to racial or ethnic prejudice or cultural bias within the larger American culture of his or her identity as a member of this group without regard to the person's individual qualities.

For More information on qualification or designation please visit [www.sba.gov](http://www.sba.gov).

## Resources

### SEED Center

4310 Ryan Street (337) 433-0977  
Lake Charles, LA 70605 [www.seedcenterswla.com](http://www.seedcenterswla.com)

*The SWLA SEED Center Business Incubator's Mission is to serve the 5-Parish region as the economic catalyst to facilitate the development and sustainability of early stage ventures and existing businesses.*

### SWLA Economic Development Alliance

4310 Ryan Street (337) 433-3632  
Lake Charles, LA 70605 [www.allianceswla.org](http://www.allianceswla.org)

*The Southwest Louisiana Economic Development Alliance is the umbrella organization of the Chamber/SWLA, the SWLA Alliance Foundation and the Southwest Louisiana Partnership for Economic Development. These regional economic development organizations, each with its own board of directors, have combined resources to strengthen the business recruiting and retention efforts for Allen, Beauregard, Calcasieu, Cameron and Jefferson Davis parishes.*

### SCORE- Southwest

4310 Ryan Street (337) 433-3632  
Lake Charles, LA 70605 [www.score.org](http://www.score.org)

*SCORE is a nonprofit association dedicated to helping small businesses get off the ground, grow and achieve their goals through education and mentorship.*

### LA PTAC (Louisiana Procurement Technical Assistance Center)

4310 Ryan Street (337) 433-3632  
Lake Charles, LA 70605 [www.allianceswla.org](http://www.allianceswla.org)

*LA PTAC personnel are certified by Association of Procurement Technical Assistance Centers.*

*Funded by a cooperative agreement between the U. S. Department of Defense, Defense Logistics Agency and the state of Louisiana through UL Louisiana at Lafayette, the Louisiana PTAC Program provides state and federal government contracting assistance, at-no-cost, to Louisiana companies.*