

# LAVETBIZ

## VETERANS INITIATIVE

Committed to Helping You Start and Expand Your Veteran-Owned Business



Roadmap to  
**SUCCESS**  
inside.

**LDVA**  
LOUISIANA DEPARTMENT OF VETERANS AFFAIRS



Bobby Jindal  
Governor,  
State of Louisiana

Taking the initiative.  
Innovative  
Hardworking.  
Unwilling to settle for  
less than the best.



Lane A. Carson  
Secretary,  
LDVA

These are characteristics embodied by our Veterans. They are brave, determined and are willing to sacrifice everything to succeed in their mission.

When Veterans channel these same traits into an entrepreneurial spirit, the sky is the limit.

Veteran-owned small businesses are an integral part of our economy. They achieve success when they apply the same principles they followed in their military careers to the business world.

But even with that dedication and determination, it can still be difficult to succeed. **LAVETBIZ** can help.

When you certify your business through **LAVETBIZ**, you receive priority consideration when you bid on state contract work. Follow the guide located on the next pages to learn how to become a part of **LAVETBIZ** and achieve success.

**LAVETBIZ** – just one more way Louisiana is supporting its heroes.



LAVETBIZ is managed by the Louisiana Department of Veterans Affairs as part of its mission to provide comprehensive care and quality service to Louisiana's Veterans and their families with regard to health care, education, disability, benefits, long term care and burial honors.

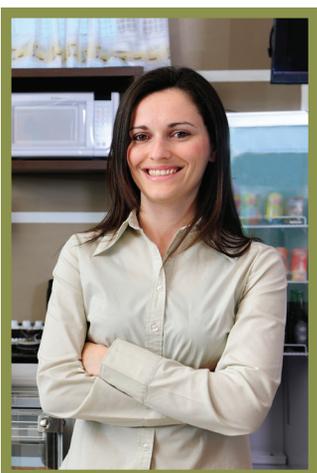
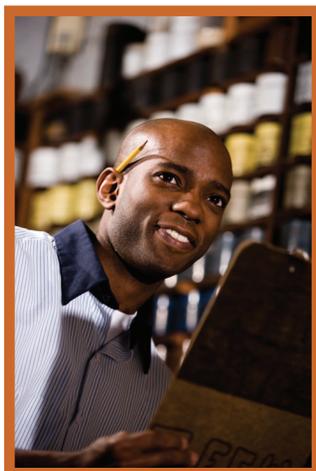
[www.vetaffairs.la.gov](http://www.vetaffairs.la.gov)

# Welcome to **LAVETBIZ!**



## Why LAVETBIZ?

A LAVETBIZ certified business can receive up to 10% evaluation points when bidding on RFPs through the State of Louisiana, giving LAVETBIZ businesses the competitive edge you earned through your military service.



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# Roadmap to **SUCCESS!**

**LAVETBIZ** is a business initiative established to provide additional opportunities for Louisiana-based Veteran (VSE) and service-connected disabled Veteran (DVSE) owned small business owners when they seek work with the State of Louisiana. **LAVETBIZ** is supported by compliance mandates which are enforced through the Louisiana Division of Administration.

## Getting Started

Contact SBA to get your copy of the Small Business Resource Guide to get all the help you need to establish your small business including resources to help you write a business plan, secure financing, marketing support, laws and permits, and more.

**To Get a Copy of the SBA Small Business Resource Guide, call:**  
**1-504-589-6685**

**To view the SBA Small Business Guide online, go to:**

**[www.smallbusiness3.com/pdf/english/louisiana.pdf](http://www.smallbusiness3.com/pdf/english/louisiana.pdf)**

## Get Your EIN

In order to complete your LAVETBIZ certification, you must first get your Employer ID Number (EIN), through the IRS.

**To apply for your Employer ID Number (EIN) via telephone, call:**  
**1-800-829-4933**

**To apply for your Employer ID Number (EIN) online, go to:**  
**[www.irs.gov](http://www.irs.gov)**

*Click on "Businesses"  
Click on "Employer ID Numbers"  
Click on "Apply For an EIN Online"*

## CERTIFY THROUGH LAVETBIZ

**Follow the simple steps to certify your Louisiana Veteran owned small business.**

**[www.ledsmallbiz.com](http://www.ledsmallbiz.com)**

## Register Vendor

Establish your business as a vendor on the Louisiana State Purchasing as a Veteran-owned business. Be sure to provide your email address to receive notices for bids.

**Go to [www.doa.louisiana.gov/osp/osp.louisiana.gov](http://www.doa.louisiana.gov/osp/osp.louisiana.gov)**

*Click on "Vendor Registration"  
Click on "Louisiana Procurement Contract Notice"  
Click on "Vendor Registration"*



If you have any questions or need assistance with your **LAVETBIZ** Certified Small Business, contact Louisiana Department of Veterans Affairs at

**1-877-GEAUX-VA (1-877-432-8982)**

**[www.vetaffairs.la.gov](http://www.vetaffairs.la.gov)**

## Eligibility Requirements:

- Business must be more than 50% owned by a Veteran or a service-connected disabled Veteran
- Business must be independently owned and operated and not dominant in its field of operations
- Business must be owned by and have officers who are citizens or legal residents of the United States, all of whom are domiciled in Louisiana, and who maintain principal business offices in Louisiana
- Business must have fewer than 50 full-time employees with an average annual gross receipts not exceeding \$5,000,000.00 per year for construction operations and \$3,000,000.00 per year for non-construction operations, for each of the previous three tax years
- Veteran business owner must be able to provide a copy of DD214/discharge papers and/or a U.S. Department of Veterans Affairs disability award letter upon request

### Register As A Vendor

Register your business as the Louisiana Statewide Vendor using website [www.louisiana.gov/vendor](http://www.louisiana.gov/vendor) as well as a small business. Be sure to enter your address to be eligible for open bids.

Go to [www.louisiana.gov/vendor](http://www.louisiana.gov/vendor) to access the "Vendor Registration" page. For more information, visit the "LaPAC—Procurement & Contract Network" website.

### Marketing Your Business

For assistance with all phases of government contracting (federal, state, local) including help with marketing your business, contact the Louisiana Procurement Technical Assistance Program at:

**(337) 482-6265**

or

**[la-ptac.louisiana.edu](http://la-ptac.louisiana.edu)**

### Contact Procurement Agents at Each Louisiana State Department to Promote Your Business.

A listing can be found at:

**[www.doa.louisiana.gov/osp/vendor\\_index.htm](http://www.doa.louisiana.gov/osp/vendor_index.htm)**

You can secure contracts with the State of Louisiana in these ways:

1. Executive Order for small purchases or using agency's discretionary funds means there are opportunities to be awarded a contract for up to \$15,000 without having to go through a bid process.
2. Direct purchases means the State can buy from any registered vendors that submit a bid for a state contract.

### Submit Your Competitive Bid and Achieve Success

Your LAVETBIZ certification gives you several opportunities to maximize your bidding power.

You can earn up to 10 percentage evaluation points when you:

- Submit your bid on an RFP as a LAVETBIZ certified business.  
OR
- Market your LAVETBIZ certified business as a sub-contractor on other business's RFP bids.  
OR
- Include other LAVETBIZ certified businesses as sub-contractors on your RFP bids to maximize opportunities for securing the highest possible percentage points.



## LAVETBIZ Success Stories



### **TEKNARUS – Technology with Impact**

*Devin Zito, President  
1130 S. Range Ave., Suite D  
Denham Springs, LA 70726  
(225) 243-7099  
teknarus.com*

#### ***“Any edge is a plus.”***

Devin Zito knows a thing or two about hard work. As a member of the United States Marine Corps Reserve, Devin served for eight years and worked with the Weapons Company of 3rd Battalion 23rd Marines as well as 4th Marines Division. He learned the importance of working as a member of a team as well as the value of depending on your own strengths and instincts.

After earning a degree in Computer Information Systems from Northwestern State University, Devin worked as an IT Specialist in the private sector, specializing in the healthcare industry. Devin, along with his brother-in-law saw a need for IT efficiencies and services for small and medium sized companies who lacked the financial resources to maintain in-house IT staff.

Thus, in 2000 TEKNARUS was born.

What started as a small, two-person company has blossomed into a thriving full-service IT consulting company with nine full-time employees. TEKNARUS offers a variety of services such as hardware and software support, graphic design, website hosting and development, networking, custom software development, and more.

#### ***“LAVETBIZ is a great way for Veteran owned businesses to differentiate themselves from other companies.”***

As a small business owner, Devin is always looking for ways to grow his business.

He first learned about LAVETBIZ in 2010 when he was doing work for Louisiana Department of Economic Development. “I realized there were programs available that I qualified for but wasn’t taking advantage of.” After certifying through LAVETBIZ, Devin quickly found opportunities for networking with other businesses.

#### ***“There’s a value in being able to help others. LAVETBIZ provides those opportunities and I’m proud to be a part of this initiative.”***



### **Walker Industrial, Inc./Mobile & Modular**

*Paul and Kathy Bernacchio, Owners  
25622 Colonial Place  
Denham Springs, LA 70726  
(225) 667-5062  
spaceneeds.com*

#### ***“LAVETBIZ is a great avenue for us to market our services.”***

Paul and Kathy Bernacchio first learned about LAVETBIZ when they were searching for ways to support their business in the economic downturn. LAVETBIZ has proven to be a successful resource and gives them a competitive edge when they submit bids for contracts with the State of Louisiana.

## Glossary of Terms

**DVSE:** Disabled Veteran Small Entrepreneurship

**EIN:** Employer Identification Number, assigned by the Internal Revenue Service, also known as **Tax ID Number**

**ITB:** Invitation to Bid

**LAVETBIZ:** The business initiative established to provide additional opportunities to Louisiana based Veteran and service-connected disabled Veteran-owned small business owners when they seek work with the State of Louisiana, also known as the **Veterans Initiative**

**Procurement Agent:** Job title given to someone whose primary function is to make buying decisions on behalf of agency they represent based on best price, quality of product, reliable service, and other such factors as outlined by the company or agency

**RFP:** Request for Proposal

**Tax ID Number:** Tax Identification Number, assigned by the Internal Revenue Service, also known as **EIN**

**VSE:** Veteran Small Entrepreneurship

**Veteran's Initiative:** The business initiative established to provide additional opportunities to Louisiana based Veteran and service-connected disabled Veteran-owned small business owners when they seek work with the State of Louisiana, also known as **LAVETBIZ**

## Resources

### Business Plans, Business Counseling, Financing Referrals

Small Business Association (SBA)  
[www.sba.gov](http://www.sba.gov)

SCORE  
[www.score.org](http://www.score.org)

Louisiana Small Business Development Center  
[www.lsbdc.org](http://www.lsbdc.org)

### Establishing Your Business

Louisiana Secretary of State  
[www.sos.louisiana.gov](http://www.sos.louisiana.gov)

### Regulatory Requirements

Business.gov  
[www.business.gov](http://www.business.gov)

### Employer ID Number (Tax ID)

Internal Revenue Service  
[www.irs.gov](http://www.irs.gov)

### Other Helpful Resources

Louisiana Department of Economic Development  
[www.louisianaeconomicdevelopment.com](http://www.louisianaeconomicdevelopment.com)

Louisiana Productivity Center—  
Procurement Technical Assistance Program  
[la-ptac.louisiana.edu](http://la-ptac.louisiana.edu)

Louisiana Office of State Purchasing  
[www.doa.louisiana.gov/osp](http://www.doa.louisiana.gov/osp)

Remember to

certify at

[www.ledsmallbiz.com](http://www.ledsmallbiz.com)

# Louisiana Department of Veterans Affairs

## Proud to Support Louisiana's Veterans

### Veterans Parish Service Offices



LDVA has offices in all of Louisiana's 64 parishes, ensuring that Veterans and their families can receive the help they need in their local community.

### Military Family Assistance Fund (MFA)



MFA helps members of the Louisiana National Guard and the Louisiana Military Reserves and their families address financial hardships they may encounter when members are placed on active-duty status. MFA is funded by private donations from individuals and corporations.

The "Support our Veterans" license plate is now available with proceeds benefitting MFA.

### Louisiana Veterans Honor Medal



The Louisiana Veterans Honor Medal was established as a way to honor, recognize and thank Louisiana Veterans for their honorable military service.

The Medal is available for all Louisiana Veterans who were honorably discharged and to the families of those killed in action. The medal comes with ribbons to distinguish honorable service, Purple Heart, Prisoner of War and Killed in Action.

### Veterans Homes



LDVA operates five state-of-the-art facilities across the state, offering long- and short-term care, rehabilitative therapies, Alzheimer's care and more.

The five LDVA Veterans Homes are: Northwest Louisiana Veterans Home in Bossier City; Northeast Louisiana Veterans Home in Monroe; Southwest Louisiana Veterans Home in Jennings; Southeast Louisiana Veterans Home in Reserve and Louisiana Veterans Home in Jackson.

The Louisiana Veterans Home in Jackson also features the newly opened Liberty Hill Senior Apartments for Veterans.

### Veterans Cemeteries



LDVA operates one cemetery, Northwest Louisiana Veterans Cemetery located in Keithville. LDVA's second cemetery, the Central

Louisiana Veterans Cemetery in Leesville is under construction and is slated for opening early 2012. A third cemetery, to be located in Southeast Louisiana, is in the planning stages.

LDVA Veterans Cemeteries offer a variety of burial options for Veterans, their spouses and dependent children. There is no charge for burial of Veterans and only a small charge for their spouses and dependent children.

# LDVA

LOUISIANA DEPARTMENT OF VETERANS AFFAIRS

P.O. Box 94095  
Baton Rouge, LA 70804  
1-877-GEAUX-VA (1-877-432-8982)  
[www.vetaffairs.la.gov](http://www.vetaffairs.la.gov)

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