



www.ladwp.com/ersp

Electronic Request Solicit Procure (eRSP)

Vendor Registration User Reference Guide

Rev. 07/13/2023

eRSP Registration Information Summary

User Name: _____

Password: _____

NAICS Codes

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Print this page (document your eRSP information for future use)

How to Register in eRSP – Getting Started

1. Open an internet browser and go to: www.ladwp.com/ersp. Click the eRSP hyperlink on the upper right-hand corner.



2. The landing page website also contains information regarding the status of the eRSP System and access to training materials that will assist you with registration and online bidding. Click “Vendor Registration.”

LA DWP eRSP

Welcome LADWP Business Partners!

The electronic Request-Solicit-Procure System (eRSP) is currently being revamped and will relaunch **August 1, 2023** with new and improved features including:

- New bidding portal for an easier more efficient experience
- Streamlined bidding process, reducing administrative burdens, paperwork, and associated costs
- Enhanced transparency and fairness ensuring a level playing field for all bidders
- Access to more LADWP contracting opportunities for a wider range of bidders
- Newly enhanced cyber security features
- Seamless integration into LADWP's system
- Proven familiarity and reliability

Beginning July 17, 2023, all bidders are welcome to register and create a vendor profile on new eRSP system at <https://ersp.ladwp.com>. Meanwhile, all LADWP bids closing on or before July 31, 2023 will still need to be submitted through the Ivalua dropbox. In addition, all current LADWP bid opportunities are being listed on the City of L.A.'s www.rampla.org website. If you are not a current user, you can register at www.rampla.org for free, view opportunities and download the necessary bid documents. Instructions for bid submittals are located in the bidding documents. If you have any questions, please contact us via email at purchbids@ladwp.com

Registered User Login:

Username

Password
 Go

Forgot your username or password?

Browser Recommendation:

eRSP is designed to work with modern browsers including Edge, Chrome and Firefox. Using other browsers (e.g. Internet Explorer) could prevent users from completing the online bidding process.

How to Register in eRSP – Getting Started

3. Once you click the “Vendor Registration” button, you will see the eRSP Registration screen shown below. There will be a check mark in the boxes associated with Electronic Notification and Electronic Bidding. Leave these boxes checked and then click “Next”.

LA DWP | **eRSP**

Registration
(Test)

Provide personal and company information and create your own product/service and location profile.

Initial registration allows one Primary user per company. After completing the registration, the company Primary user may request the ability to add and maintain additional users.

eServices Information

Select from the following

- Electronic Notification**
Email Notification will inform you by email about Bids that match your product/location profile.
- Electronic Bidding**
The 'eBid' service allows a 'validated' user to submit electronic bid responses to posted opportunities. As well and if requested, users will be notified of awards and companies may self - administer their user(s).

Choose Services
Step 1 of 6


Next

Top

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How to Register in eRSP – Getting Started

4. Review the eRSP Terms and Conditions of Use.



LA DWP eRSP

Agreement [Print This Page](#)

eRSP TERMS AND CONDITIONS OF USE

Welcome to the Electronic Request-Solicit-Procure system (eRSP), the Los Angeles Department of Water and Power's (Department) electronic procurement system. For our external procurement-related stakeholders, eRSP enables online company-representative registration (Registration) and online submission of a response (Response) to an Invitation for Bid (IFB), Request for Information (RFI), Request for Proposal (RFP), or Request for Quotation (RFQ) opportunity issued by the Department. By using eRSP for any purpose, this Agreement details your responsibilities as a user.

TO USE eRSP, YOU MUST READ AND AGREE TO THE FOLLOWING TERMS AND CONDITIONS OF USE BY CLICKING ON THE "I UNCONDITIONALLY AGREE" BUTTON ON THE BOTTOM OF THIS PAGE. OTHERWISE, CLICK ON THE "I DO NOT AGREE" BUTTON AT THE BOTTOM OF THIS PAGE BUT NOTE THAT YOU WILL NOT BE ABLE TO PARTICIPATE IN DEPARTMENT PROCUREMENT OPPORTUNITIES.

1. ACCEPTANCE OF TERMS OF SERVICE

eRSP (the "Service") is provided by the Department to individual company-representatives ("Users", "You", "Your" or "Company") under these eRSP Terms of Service (the "Terms") and any operating rules or policies that may be published from time to time by the Department. Together with any other written contract or written Statement of Understanding, these Terms comprise the entire agreement between You and the Department and supersedes all prior agreements between the parties regarding the subject matter contained herein. YOU AGREE TO READ THESE TERMS CAREFULLY BEFORE USING eRSP. Using eRSP signifies that You have read and accepted these Terms. If You do not agree to these Terms, You shall not use eRSP, and any such use is unauthorized. All Registration/Response information transmitted to the Department via eRSP by an unauthorized user may be deemed by the Department as legally void, ineffective and of no force or effect.

2. REPRESENTATION OF LEGAL AUTHORITY

By submitting Your Registration information including a confidential password, You declare under penalty of perjury that You are legally authorized to represent the Company for which Your registration is entered and affiliated with. You agree that the Department may submit Your information to Your Company's Corporate Headquarters to verify or authenticate Your registration. Without limiting any other remedies under the law and in equity, the Department may immediately issue a warning, temporarily suspend, indefinitely suspend or terminate Your access to eRSP, should the Department be unable to verify or authenticate Your registration, or if the Department believes that Your actions may cause legal liability for You, other Users, or the Department.

3. LEGAL EFFECTS OF PASSWORD

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5. Continue to scroll down to read the entire Agreement. Click "I Unconditionally Agree" to continue the registration or "I Do Not Agree" to exit the registration.

15. JURISDICTION

This Agreement shall be governed by the laws of the State of California without regards to any conflict-of-law principles and subject to the exclusive jurisdiction and venue of the state and federal courts located within the City and County of Los Angeles, California.

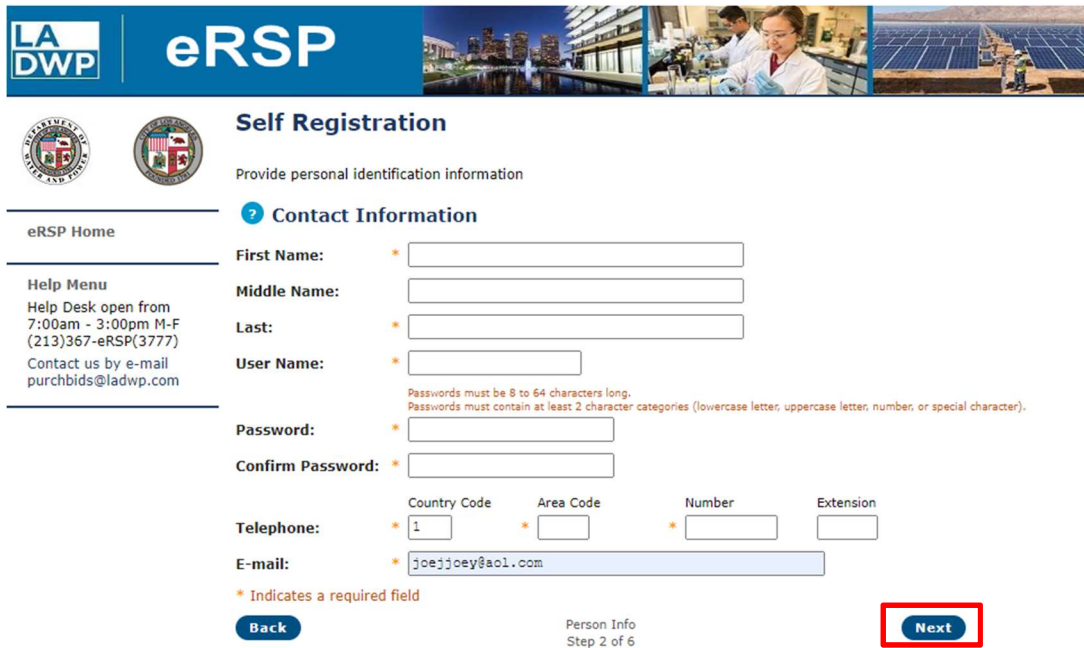
QUESTIONS?

If you have any questions, please contact the eRSP Service Desk:
Email - purchbids@ladwp.com
Phone - (213) 367-eRSP (3777)

I Unconditionally Agree **I Do Not Agree**

How to Register in eRSP – Getting Started

6. Enter your contact information. Fields with an asterisk are required. Click “Next” after you finish entering your contact information.



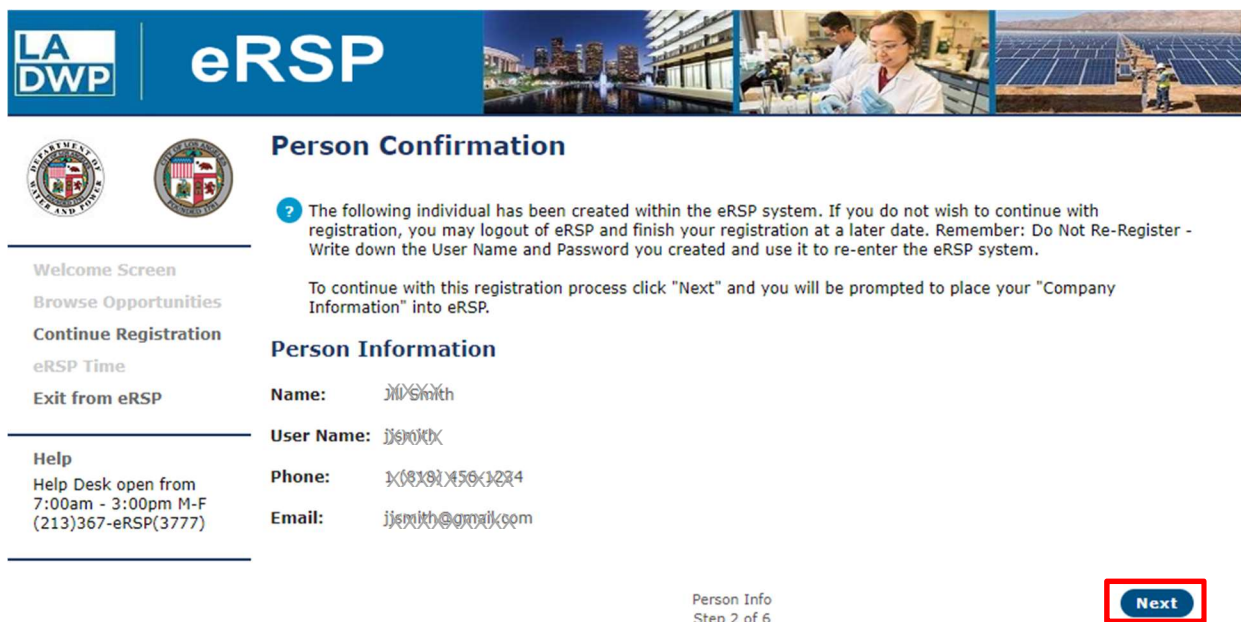
The screenshot shows the 'Self Registration' page for eRSP. The header includes the LA DWP logo and the text 'eRSP'. Below the header are two circular logos for the State of California and the Department of Water. The main heading is 'Self Registration' with a sub-heading 'Provide personal identification information'. A blue question mark icon is followed by the section title 'Contact Information'. The form contains several input fields: 'First Name', 'Middle Name', 'Last', 'User Name', 'Password', 'Confirm Password', 'Country Code', 'Area Code', 'Number', 'Extension', and 'E-mail'. The 'E-mail' field contains 'joejjoey@aol.com'. A red box highlights the 'Next' button at the bottom right. A 'Back' button is at the bottom left. The page footer indicates 'Person Info Step 2 of 6'.

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7. eRSP will confirm your information. Click “Next.”



The screenshot shows the 'Person Confirmation' page for eRSP. The header includes the LA DWP logo and the text 'eRSP'. Below the header are two circular logos for the State of California and the Department of Water. The main heading is 'Person Confirmation'. A blue question mark icon is followed by a paragraph of text: 'The following individual has been created within the eRSP system. If you do not wish to continue with registration, you may logout of eRSP and finish your registration at a later date. Remember: Do Not Re-Register - Write down the User Name and Password you created and use it to re-enter the eRSP system.' Below this is another paragraph: 'To continue with this registration process click "Next" and you will be prompted to place your "Company Information" into eRSP.' The section title 'Person Information' is followed by a list of fields: 'Name: jsmith', 'User Name: jsmith', 'Phone: (818) 456-1234', and 'Email: jsmith@gmail.com'. A red box highlights the 'Next' button at the bottom right. The page footer indicates 'Person Info Step 2 of 6'.

How to Register in eRSP – Getting Started

- Partially enter your company name instead of the full name in the Company Name field (this makes it easier to find your company in the system database). Click “Submit” to search.

LA DWP | **eRSP**

Company Search

Please search for your company to make sure that it is not already registered in the eRSP System. If no matching search results are returned, this means your company is not yet registered and you may then proceed to the Company Registration page by clicking "Next".

Any search results that are found are possible matches to your search criteria. If you think any of the results are your company, you can submit a request to be affiliated with that company by selecting the checkbox and then clicking "Next".

Find Company

Company Name: *

City: *

Search

* indicates a required field

Back Organization Info
Step 3 of 6

How to Register in eRSP – Getting Started

9. EXISTING LADWP VENDOR: Companies who have already done business with LADWP have been preloaded into the eRSP System. Search company name and ensure it is not preloaded into the eRSP System. If the company name appears, click the box to the right of the name and click “Next”. If the company name does not appear, as shown below, click “Next” to continue with new vendor registration.

LA DWP eRSP

Company Search

? Please search for your company to make sure that it is not already registered in the eRSP System. If no matching search results are returned, this means your company is not yet registered and you may then proceed to the Company Registration page by clicking "Next".

Any search results that are found are possible matches to your search criteria. If you think any of the results are your company, you can submit a request to be affiliated with that company by selecting the checkbox and then clicking "Next".

Find Company ?

Company Name: *

City: *

Search

No company was found with that name. Please check the name you provided. Specifying a portion of the name may provide results.


* indicates a required field

Back Organization Info Step 3 of 6 **Next**


How to Register in eRSP – Getting Started



- NEW DWP VENDOR: Companies who have NOT done business with LADWP must register the company in addition to the company contact information that was entered above. Input your company information (two pages - click “Next” to go to the second page).

**** PAGE ONE OF COMPANY INFORMATION (only showing portion of page) ****



eRSP



Self Registration for eBidding

Welcome Screen

Browse Opportunities

Continue Registration

eRSP Time

Exit from eRSP

Help

Help Desk open from
7:00am - 3:00pm M-F
(213)367-eRSP(3777)

Primary Contact

Name:

Email:

Your Job Title:

Company Information

Vendor#:

Doing Business as:

Legal Business Name: Same as Doing Business As

or Enter Name:

RAMP Registration ID#: (Go to <https://www.rampla.org>)

Business Class:

	Country Code	Area Code	Number	Extension
Telephone:	<input type="text" value="1"/>	<input type="text" value="818"/>	<input type="text" value="456-1234"/>	<input type="text"/>
Fax:	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile:	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toll Free:	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

E-mail Address:

Website Address:

Address:

Address:

Address:

Address:

City:

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How to Register in eRSP – Getting Started


11. Company Identification Information – Continued. Provide the requested information then click “Next.”

**** PAGE TWO OF COMPANY INFORMATION ****



LA DWP eRSP

Company Identification Information - Continued

 If you have any questions or concerns about the information on this page, please contact the Vendor Liaison Center at 213-367-2252 (Contact us by email).

Company Characteristics

LA Code YES NO

BTRC Number

[Back](#) [Next](#)

Organization Info
Step 3 of 6

* indicates a required field

Welcome Screen
Browse Opportunities
Continue Registration
eRSP Time
Exit from eRSP

Help
Help Desk open from
7:00am - 3:00pm M-F
(213)367-eRSP(3777)

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How to Register in eRSP – Getting Started

12. Diversity Certifications: Choose one of the options. If “Prefer not to disclose” or “No Certifications to enter” is chosen, click “Next.”

If “Identify Certification(s)” is selected, click the button in red box.

LA DWP | **eRSP**

Diversity Certifications

? This is a listing of active, expired, and future business size and/or business diversity certification(s) for your company. Click the "Identify Certification(s)" button to add new certification(s). Click on an existing active certification to update or delete it. With the exception of the Local Business Preference Program (LBPP) and the SBE/DVBE program, certification information is collected for information purposes only. Those wishing not to disclose business size and/or business diversity certification information should select the "Prefer not to disclose" radio button on this page. Those without certification information should select the "No Certifications to enter" radio button on this page.

Select one of the following options:

- Prefer not to disclose
- No Certifications to enter
- Identify Certification(s)

No results were found

** indicates that one of the fields in this set is required.

Back Organization Info Step 3 of 6 **Next**

How to Register in eRSP – Getting Started

13. A new window will open. Provide your company's certification one at a time. Select from the certification type then provide corresponding information. Click "Save and Close" or "save & Add Another" as appropriate.

Identify Certification - Work - Microsoft Edge

https://ersptest.joint.ladwp.com/open.dll/showSelfRegisterExtOrgCertMaint?sessionID=32171359&orgPoptId=149331...

LA DWP Close

Identify Certification

(Test)

? For certification definitions click here.

Certification Type: *

- DBE - Disadvantaged Business Enterprise
- DVBE - Disabled Veteran Business Enterprise
- LBE - Local Business Enterprise (City of Los Angeles)
- LSB - Local Small Business (City of Los Angeles)
- LTE - Local Transitional Employer (City of Los Angeles)
- LGBTBE - Lesbian, Gay, Bisexual, or Transgendered-Owned Business Enterprise
- MBE - Minority-Owned Business Enterprise
- SBE - Small Business Enterprise
- WBE - Women Business Enterprise

Certification No.: *

Certification Agency: * Select a Certification Type

Application Date: ** (mm/dd/yyyy)

Effective Date: ** (mm/dd/yyyy)


Expiry Date: ** (mm/dd/yyyy)

* indicates a required field
** indicates that one of the fields in this set is required.


Save & Close Save & Add Another

How to Register in eRSP – Getting Started

14. Diversity Information will be recorded. Click “Next.”



LA DWP eRSP



Diversity Certifications

? This is a listing of active, expired, and future business size and/or business diversity certification(s) for your company. Click the "Identify Certification(s)" button to add new certification(s). Click on an existing active certification to update or delete it. With the exception of the Local Business Preference Program (LBPP) and the SBE/DVBE program, certification information is collected for information purposes only. Those wishing not to disclose business size and/or business diversity certification information should select the "Prefer not to disclose" radio button on this page. Those without certification information should select the "No Certifications to enter" radio button on this page.

Select one of the following options:

- Prefer not to disclose
- No Certifications to enter
- Identify Certification(s)

Active Certifications

Type	Cert. No.	Certification Agency	Effective Date	Expiry Date	Status
1 LBE	123453	City of Los Angeles - Bureau of Contract Administration			New

** indicates that one of the fields in this set is required.

[Back](#) Organization Info
Step 3 of 6 [Next](#)

How to Register in eRSP – Getting Started

15. Bid Matching Profile: Follow these steps to input your NAICS code(s):

- a. Go to <https://www.census.gov/naics/> to determine your company's 5-digit NAICS code(s).
- b. Write all the 5-digit NAICS code(s) down on the "eRSP Registration Information Summary" that you printed from page 2 of this Registration guide.
- c. If using the "Search for a Product/Service" function, click the button in red box.

LA DWP eRSP

Vendor Registration

Bid Matching Profile

Most opportunities posted to the eRSP system are cross-referenced by product or product grouping. Select the product group or products that you wish to register for. Grey means the group is too large to select, an 'X' indicates a selection at a lower level in the hierarchy, and a 'checkmark' indicates an explicit selection.

[Show Product Summary](#) [Search for a Product/Service](#) [Save](#) [Clear](#)

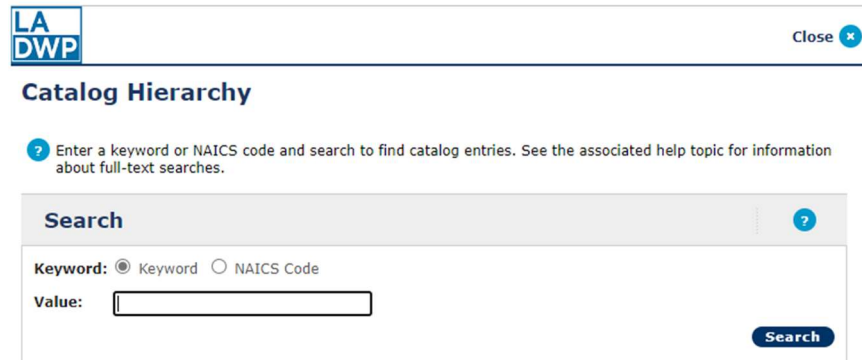
NAICS Catalog: NAICS Catalog

- 11: Agriculture, Forestry, Fishing and Hunting
- 21: Mining, Quarrying, and Oil and Gas Extraction
- 22: Utilities
- 23: Construction
- 31: Manufacturing
- 32: Manufacturing
- 33: Manufacturing
- 42: Wholesale Trade
- 44: Retail Trade
- 45: Retail Trade
- 48: Transportation and Warehousing
- 49: Transportation and Warehousing
- 51: Information
- 52: Finance and Insurance
- 53: Real Estate and Rental and Leasing
- 54: Professional, Scientific, and Technical Services
- 55: Management of Companies and Enterprises
- 56: Administrative and Support and Waste Management and Remediation Services
- 61: Educational Services
- 62: Health Care and Social Assistance
- 71: Arts, Entertainment, and Recreation
- 72: Accommodation and Food Services
- 81: Other Services (except Public Administration)

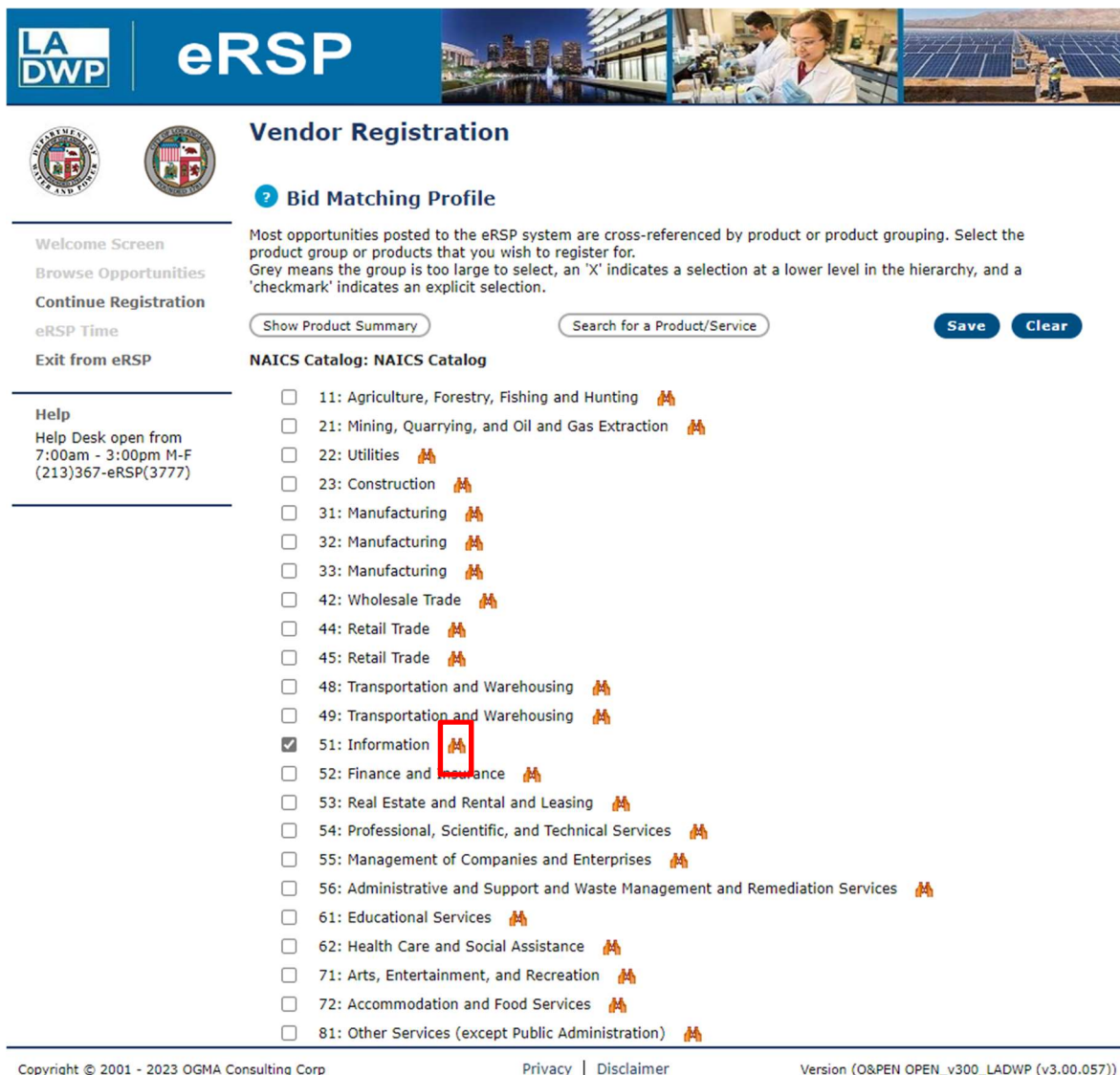
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How to Register in eRSP – Getting Started

- d. A window will appear that will provide the option to search by Keyword or NAICS code as shown below:



- e. If using the NAICS Catalog hierarchy, click the box of the category that applies and then click on the icon to the right as shown below:



Vendor Registration

Bid Matching Profile

Most opportunities posted to the eRSP system are cross-referenced by product or product grouping. Select the product group or products that you wish to register for. Grey means the group is too large to select, an 'X' indicates a selection at a lower level in the hierarchy, and a 'checkmark' indicates an explicit selection.

Show Product Summary Search for a Product/Service Save Clear

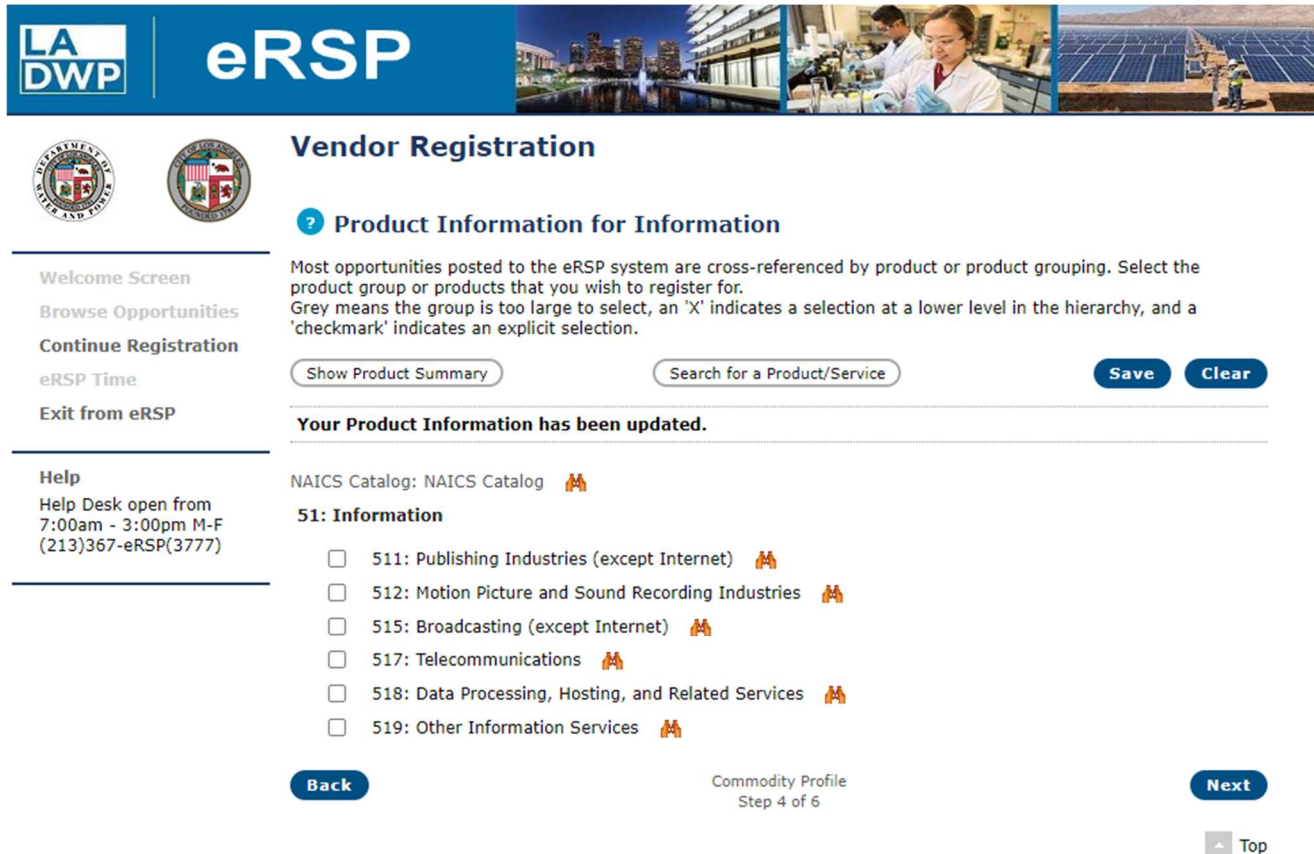
NAICS Catalog: NAICS Catalog

- 11: Agriculture, Forestry, Fishing and Hunting
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- 52: Finance and Insurance
- 53: Real Estate and Rental and Leasing
- 54: Professional, Scientific, and Technical Services
- 55: Management of Companies and Enterprises
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- 81: Other Services (except Public Administration)

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How to Register in eRSP – Getting Started

- f. Additional sub categories will appear that will assist in locating the appropriate NAICS code. Mark the box(es) that apply, then click “Next” to continue.



The screenshot shows the 'Vendor Registration' page in the eRSP system. At the top, there is a blue header with the 'LA DWP' logo and the 'eRSP' text. Below the header, there are three images: a city skyline at night, a laboratory with scientists, and a solar panel array. The main content area is titled 'Vendor Registration' and features a 'Product Information for Information' section. This section includes a search bar, 'Show Product Summary', 'Save', and 'Clear' buttons. Below this, a message states 'Your Product Information has been updated.' and a 'NAICS Catalog: NAICS Catalog' link. A list of NAICS codes is displayed under the heading '51: Information', with checkboxes next to each code. The list includes: 511: Publishing Industries (except Internet), 512: Motion Picture and Sound Recording Industries, 515: Broadcasting (except Internet), 517: Telecommunications, 518: Data Processing, Hosting, and Related Services, and 519: Other Information Services. At the bottom of the page, there are 'Back', 'Next', and 'Top' navigation buttons. The footer contains copyright information, a privacy/disclaimer link, and the version number (O&PEN OPEN_v300_LADWP (v3.00.057)).

LA DWP | **eRSP**

Vendor Registration

? Product Information for Information

Most opportunities posted to the eRSP system are cross-referenced by product or product grouping. Select the product group or products that you wish to register for. Grey means the group is too large to select, an 'X' indicates a selection at a lower level in the hierarchy, and a 'checkmark' indicates an explicit selection.

Show Product Summary Search for a Product/Service Save Clear

Your Product Information has been updated.

NAICS Catalog: NAICS Catalog

51: Information

- 511: Publishing Industries (except Internet)
- 512: Motion Picture and Sound Recording Industries
- 515: Broadcasting (except Internet)
- 517: Telecommunications
- 518: Data Processing, Hosting, and Related Services
- 519: Other Information Services

Back Commodity Profile Step 4 of 6 Next

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How to Register in eRSP – Getting Started

16. Location Information: All locations will be automatically checked. You may click “Uncheck All” and select only the region(s) you want to be automatically notified of any bid opportunities. Click “Next” to continue.

LA DWP eRSP

Vendor Registration

? Your Location Information

Most opportunities posted to the eRSP system are cross-referenced to the region of the state in which the goods or services are required. Select the region or regions that you wish to search by.

[Uncheck All](#)

CALIFORNIA

- ALAMEDA COUNTY
- CALAVERAS COUNTY
- CLARK COUNTY
- FRESNO COUNTY
- GLENN COUNTY
- INYO COUNTY
- KERN COUNTY
- LOS ANGELES COUNTY
- MERCED COUNTY
- NAPA COUNTY
- ORANGE COUNTY
- PLUMAS COUNTY
- SACRAMENTO COUNTY
- SAN DIEGO COUNTY
- SAN FRANCISCO COUNTY
- SANTA CLARA COUNTY
- STANISLAUS COUNTY
- TULARE COUNTY
- YUBA COUNTY

[Back](#) Location Profile
Step 5 of 6 [Next](#)

[Top](#)

How to Register in eRSP – Getting Started

17. Double check all information and click “Finish” to complete your registration.



Registration Summary

 This is the summary registration information.

[Print This Page](#)

[Welcome Screen](#)

[Browse Opportunities](#)

[Continue Registration](#)

[eRSP Time](#)

[Exit from eRSP](#)

[Help](#)

Help Desk open from
7:00am - 3:00pm M-F
(213)367-eRSP(3777)

Person Information

Name: Jill Smith
User Name: jjsmith
Phone: 1 (818) 456-1234
Email: jjsmith@gmail.com
Notification Method: Email

Services

eNotify Service, eBidding Service

Location Profile

ALAMEDA COUNTY
LOS ANGELES COUNTY

Product Profile Information

517 Telecommunications
Utilities

Company Information

Primary Contact

Name: Jill Smith
Email: jjsmith@gmail.com

Organization

Company Name: LMN LLC
Business Class: Sole Proprietorship
Phone: 1 (818) 456-1234
Email: jjsmith@gmail.com
Mailing Address: 111 South Flower
LOS ANGELES, CA 90012
UNITED STATES

LA Code: Yes
BTRC Number: 0000001234536

Active Certifications

LBE: 123453 New

Please review the registration information above to ensure that it is correct and complete before proceeding. If you wish to modify it in any way you can click the 'Back' button below or click here back to the start.

[Back](#) Registration Review
Step 6 of 6 [Finish](#)

How to Register in eRSP – Getting Started

18. Your part of the registration process is complete **BUT** it must be approved by LADWP before you can submit a bid.

NOTE: While your registration is being approved by LADWP, you will not be able to initiate an electronic bid response. This typically takes one to two business days to complete. Contact the VLC by calling the eRSP Help Desk at the number shown at the end of this user guide if you have questions about the status of your registration.

LA DWP eRSP

Hello Jill Smith

The last time you logged onto the system was 07/14/2023 5:31 PM

Welcome to the Electronic Request-Solicit-Purchase System (eRSP).. Feel free to browse the bid notices. Only registered users can download official bid documents. You may register online by selecting the "Register" button from the eRSP main page. **Registration is free.** If you have any questions or require assistance, please contact our Help Line at 1-213-367-3777 or Email purchbids@ladwp.com.

Announcements

Beginning August 1, 2023, LADWP will receive bids via the electronic Request-Solicit-Procure System (eRSP). eRSP may sound familiar for some as LADWP had implemented and used this system in previous years. The new eRSP will have new and improved features including:

- New bidding portal for an easier more efficient experience
- Streamlined bidding process, reducing administrative burdens, paperwork, and associated costs
- Enhanced transparency and fairness ensuring a level playing field for all bidders
- Access to more LADWP contracting opportunities for a wider range of bidders
- Ability for vendors to self-certify for SBE, DBE, LBE and other social-economic programs
- Newly enhanced cyber security features
- Seamless integration into LADWP's system

Beginning July 17, 2023, all bidders are welcome to register and create a vendor profile in the new eRSP system, or re-activate existing eRSP accounts at <https://ersp.ladwp.com> Vendors will be able to browse and view bid opportunities, including attachments. However, vendors will not be able to submit questions or bid responses via the eRSP system until August 1, 2023.

Meanwhile, all LADWP bids closing on or before July 31, 2023 will still need to be submitted through the Ivalua dropbox, accessible via the following link: <https://ladwp.ivalua.app/page.aspx/en/usr/login>. Bids may not be submitted via eRSP until August 1, 2023. In addition, all current LADWP bid opportunities are being listed on the City of L.A.'s www.rampla.org website. If you are not a current user, you can register at www.rampla.org for free, view opportunities and download the necessary bid documents. Instructions for bid submittals are located in the bidding documents. If you have any questions, please contact us via email at purchbids@ladwp.com

19. After your registration is approved by LADWP, your status will be changed from “Registered” to “Validated for eBid” and you will receive an email confirmation.

How to Register in eRSP – Getting Started

eRSP Vendor Help Desk

(213) 367-eRSP (3777)

Hours of Operation: 7:00 AM to 3:00 PM Monday – Friday
(Except city holidays)

Email Address: purchbids@ladwp.com

**** END OF VENDOR REGISTRATION – USER REFERENCE GUIDE ****