



**Lucas Metropolitan Housing**  
Finance Department  
435 Nebraska Avenue, PO Box 477  
Toledo, Ohio 43697-0477  
419-259-9400 Fax 419-254-2228  
[www.lucasmha.org](http://www.lucasmha.org)

To: All Vendors/Contractors  
Fr: LMH  
Re: Marketplace Registration

Dear Vendors/Contractors:

Lucas Metropolitan Housing is transitioning our Procurement process to paperless. All solicitations will go through the Housing Agency Marketplace. To continue receiving notifications of solicitations we are asking all vendors and contractors with LMH to register your company with the Housing Agency Marketplace as a new vendor upon receipt of this letter.

Registration deadline is **December 31, 2022**. Beginning **January 2023**, LMHA will be making all solicitations electronically. The Housing Agency Marketplace will allow LMH the ability to solicit and receive bids and proposals, make awards, and engage in cooperative procurement activities. LMH is letting you know of this change now so you will have ample time to register through this portal.

**DIRECTIONS TO ACCESS THE EPROCUREMENT MARKETPLACE**

1. Access [ha.internationaleprocurement.com](http://ha.internationaleprocurement.com) (no "WWW").
2. Click on the login button in the upper left side.
3. Follow the listed directions.
4. If you have any problems in accessing or registering on the Marketplace, please call Gary McPherson Interim Procurement Manager at 419-259-9446 or customer support at 866-526-9266.

We have attached step by step instructions to assist you with registering your company on the Housing Agency Marketplace.

The Housing Agency Marketplace will provide participating vendors access to solicitations from all participating agencies across the country on a local, state, regional, and national basis.

Thank You in advance for your cooperation.

Sincerely

A handwritten signature in blue ink that reads "Shimeako Cole".

Shimeako Cole  
Chief Financial Officer

Joaquin Cintron Vega, *President and Chief Executive Officer*  
Board of Commissioners

Hugh W. Grefe, Chair, Alisha M. Gant, Vice Chair, William J. Brennan, Pastor Michael Hanck, Michael K. Hart

