



**State of Louisiana**  
Division of Administration  
**Office of State Purchasing**

**MEMORANDUM OSP V09-01**

**TO:** All State of Louisiana Brand Name Microcomputer & Peripheral Contractors and Network Equipment Contractors

**FROM:** Denise Lea, Director of State Purchasing

**DATE:** December 10, 2008

**SUBJECT:** Installation on Statewide Brand Name Microcomputer & Peripheral Contracts and Networking Contracts

This memorandum is to reinforce the contract scope regarding the type of installation that is available on the statewide brand name Microcomputer & Peripheral Contracts and Networking Contracts.

Installation on the Microcomputer & Peripheral contracts is limited to the initial set-up and initial diagnostics of microcomputers and peripherals purchased from the contract. Installation is to be used only at the time of the purchase of the component(s) from the state contract. Installation is not to be used for configuration or reconfiguration of network equipment, installation or rearrangement of in-building or outside wiring/cabling nor any other fashion.

Equipment Installation is defined in the Networking contracts as "The unpacking, inventory, assembly of components, rack mounting of chassis, patch cord/cross connects and powering up of equipment." Initial Software Configuration is defined as "The configuring of software to support the routing, switching, feature/function assignments and/or security parameters required on the initial turn up of the equipment and software to deliver a functioning network product to the customer."

If we become aware that any contractor that holds one of these contracts is not assuring that his contract is being used in accordance with the terms and conditions established for the contract, the contract will be placed in a

probational status, pending possible debarment. Contracts placed in a probational status will require any agency to secure advanced approval from this office to utilize the contract.

If you have any questions, please contact my office for further discussions.