

**BOBBY JINDAL**  
GOVERNOR



**PAUL W. RAINWATER**  
COMMISSIONER OF ADMINISTRATION

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

**MEMORANDUM V12-01**

**TO:** All State of Louisiana Microcomputer & Peripheral Contract Holders

**FROM:** Denise Lea *Denise Lea*  
Assistant Commissioner

**DATE:** August 26, 2011

**RE:** Changes to Microcomputer & Peripheral Contract Limits

The Office of State Purchasing is increasing the individual line item unit cost and the total release/purchase order amount on the Microcomputer & Peripheral Contracts. The individual line item unit cost is being increased from \$25,000 to \$50,000 and the total release/purchase order amount that can be issued against these contracts is being increased from \$500,000 to a limit of \$1,000,000. The \$1,000,000 is a "per release/purchase order" limit and is not a limit on the annual amount that can be purchased from the contract. Procurements shall not be artificially divided to circumvent either threshold.

These contracts continue to be designated as a Louisiana Pricing Schedule ("LAPS") contract and LAC 34.I.1709 must be followed.

The Office of State Purchasing will continue to monitor these contracts to insure that the limits imposed are adhered to. Any violations found, could result in the contract being placed on a probational status, pending possible debarment. Any agency that does comply with the limits imposed may be required to secure advanced approval from the Office of State Purchasing to utilize the contracts.

Please contact the Office of State Purchasing if you have any questions concerning this communication. My office staff will be happy to discuss this with you.

Thank you for your cooperation in this matter.

**State of Louisiana Brand Name Microcomputer & Peripherals  
Contractors**

**ACKNOWLEDGEMENT FORM OF MEMORANDUM OSP V12-01**

Contractors must signify below their receipt of Memorandum OSP V12-01 and their willingness to adhere to the new limits. This form must be returned to the Office of State Purchasing, Attention: Mary Coppage, either by fax to (225) 342-8688; email to mary.coppage@la.gov; or by mail to Office of State Purchasing, P. O. Box 94095, Baton Rouge, LA 70804-9095, Attention: Mary Coppage.

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**I hereby agree to adhere to the new limits outlined in Memorandum  
OSP V12-01.**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Authorized Signature/Date

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
State Contract Number

\_\_\_\_\_  
Contract Title