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PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Purchasing

MEMORANDUM V13-01

TO: All State of Louisiana Microcomputer & Peripheral Contract Holders

FROM: Sandra G. Gillen, CPPB *Sandra G. Gillen*
Director of State Purchasing

DATE: September 6, 2012

RE: Purchase Limits on Microcomputer & Peripheral Contracts

The purchase limits on all Microcomputer & Peripheral contracts are being changed to the following limits:

- Servers and Storage (SANs, etc.) per unit/configuration costs should not exceed \$500,000 each
- Desktop per unit/configuration costs should not exceed \$100,000 each
- Printers, of all types, and Monitors per unit/configuration costs should not exceed \$50,000 each
- Peripherals per unit cost should not exceed \$50,000 each

For the purpose of these contracts, "Configuration" is defined as "a total system configuration. This may include more than one model or part number (or SKU), or a combination of hardware, software, and configuring of the system to make the system work."

The limit of \$1,000,000.00 on the total release/purchase order amount issued against these contracts remains in place. Procurements shall not be artificially divided to circumvent the \$1,000,000.00 threshold. Also, these contracts continue to be designated as a Louisiana Pricing Schedule ("LAPS") contract and LAC 34.I.1709 must be followed.

Agencies who have a need to exceed the \$1,000,000.00 threshold may request prior approval from the Office of State Purchasing. Blanket approval to exceed

the limit will not be granted. The approval will be granted on a case-by-case basis, based on the justification submitted.

We 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 not comply with the limits imposed, may be required to secure advance approval from the Office of State Purchasing to utilize the contracts.

Please contact my office if you have any questions concerning this communication. My office staff and I will be happy to discuss this with you.

Thank you for your cooperation.

State of Louisiana Brand Name Microcomputer & Peripheral Contractors

ACKNOWLEDGEMENT FORM OF MEMORANDUM OSP V13-01

Contractors must signify below their receipt of Memorandum OSP V13-01 and their willingness to accept the new procedures. This form must be returned to the Office of State Purchasing, Attention: Mary Coppage, either by fax to (225) 342-8688 or by mail to P. O. Box 94095, Baton Rouge, LA 70804-9095 or by email to mary.coppage@la.gov. Failure to acknowledge your willingness to accept the new procedures may result in the cancellation of your contract.

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**I hereby accept the new procedures outlined in Memorandum OSP V13-01.**

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

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

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

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

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