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ANGELE DAVIS  
COMMISSIONER OF ADMINISTRATION

## State of Louisiana

Division of Administration  
Office of State Purchasing

### MEMORANDUM OSP 10-09

TO: All Information Technology Directors; Purchasing Directors; State Departments, Agencies and Facilities, Colleges and Universities; Boards and Commissions; Political Subdivisions

FROM: Denise Lea  
*Denise Lea*  
Assistant Commissioner of Administration

DATE: February 23, 2010

RE: Brand Name Networking Contracts

The purpose of this memorandum is to notify all users of the Brand Name Networking Contractors that changes are being made to the following specifications/requirements of the brand name networking contracts:

- Scope of Products and Services
- Definitions
- IT/Telecom Networking Product Categories

The Scope of Products and Services that will be allowed to be purchased on these contracts will be limited to switching and routing equipment, telephony equipment, network security equipment and manufacturer-maintenance plans. These products include but are not necessarily limited to Local Area Network (LAN), Metropolitan Area Network (MAN), Wide Area Network (WAN) routers, switches, internal operating system software, telephony application software, telephony application servers, telephony cards/modules/blades/interfaces, telephony station equipment, security firewalls components, intrusion detection components, and wireless LAN access points produced by the manufacturer or provided through OEM agreements with the original manufacturer and included on the bidder's most recent published price list/catalog.

The definitions for Equipment Installation and Initial Software Configuration have been further defined as follows:

- Equipment Installation – The unpacking, inventory, assembly of components, rack mounting of chassis, patch cord/cross connects and powering up of equipment. Vertical and horizontal wiring and cabling materials, equipment room patch panels/frames/racks etc. and labor charges are specifically excluded from this contract.
- Initial Software Configuration – 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. Consulting services of any type to include, but not limited to, system design, capacity analysis, network performance evaluation as well as any ongoing technical support are specifically excluded.

The categories that will be allowed on these contracts will be limited to the following:

- Category One: Local Area Network Switching/Routing/Bridging Devices
- Category Two: Metropolitan Area and Wide Area Switching/Routing/Bridging Devices
- Category Three: Basic IP Telephony and VoIP functionality – software, high availability services, station equipment, soft phone clients, etc.
- Category Four: Advanced IP Telephony/VoIP functionality – Contact Center, Unified Messaging, Multi-Media Conferencing, Presence
- Category Five: Network Security Products – Firewalls, Intrusion Detection, Intrusion Protection/Prevention
- Category Eleven: Manufacturer Maintenance Plans

Contractors will be given the opportunity to choose to agree to the changes to their existing contract or to rebid their contract with the revised specifications. These contracts will be monitored on a regular basis and in the event that these changes are not adhered to by the contract holders and/or their distributors, the contract will be placed in a probational status, pending possible debarment. Any agency that does not comply with these changes will be required to secure advanced approval from the Office of State Purchasing to utilize the contract.

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