

How to Use Statewide Contracts



OFFICE OF STATE PROCUREMENT

Agenda

- Who?
- What?
- When?
- Where?
- How?
- How Much?



(but not in this order)



What are Statewide Contracts?

Purchasing contracts established by OSP

- Available Statewide
- Typically for a year+ period
- Address needs common across State Agencies and Local Governments



Who can use Statewide Contracts?

All state agencies and departments

All political subdivisions of the State

- Parish governments, cities, towns, etc.

Authorized "quasi" agencies

- Performing a public function, using public funding (i.e., charter schools, Indian tribes, some non-profits)



Who benefits from Statewide Contracts?

- **End Users**
bundled buying power; lower prices; administrative ease – fewer bids; procurement/audit compliance; instant ordering capability
- **Vendors**
economies of scale; Poli-subs in pool of customers; fewer bids to track and respond to
- **Taxpayers**
lower cost of providing public services
- **Auditors**
consolidated usage and tracking
- **OSP**
fewer bids to manage



How are Statewide Contracts created?

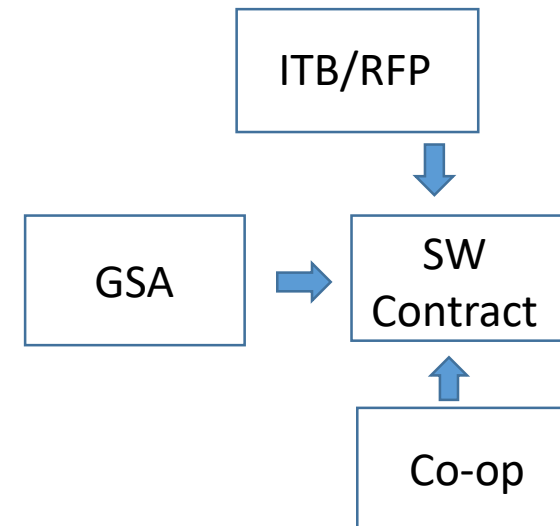
Competitive Sealed
Bids (ITB)

GSA / LaMAS

Request for
Proposals (RFP)

Cooperative Purchasing
(NASPO ValuePoint, MMCAP,
Sourcewell, Omnia, etc.)

"Brand Name"
Solicitation



How do we manage Statewide Contracts?

- OSP is the contract holder
 - OSP handles solicitation, negotiation, award and monitoring
 - OSP corresponds with contractors regularly to discuss status, usage, and any issues with the contract
 - OSP will handle any contractor problems and ensure compliance with contract terms
 - Agency should submit a deficiency complaint form to OSP for contractors who are not providing good service, after initial remedies fail

OSP Website:

- > Agency Resources
- > Purchasing
- > Agency Forms



When does OSP create Statewide Contracts?

OSP is continuously re-examining statewide purchasing patterns to see if the existing contracts portfolio should be adjusted:

- P-Card Transactions (especially non-contract spend)
- Repetitive One-Time Buys
- Agency-Term Contracts
- Emergency-Contingency Contracts
- Agency Input
- Vendor Input



How much can I spend on Statewide Contracts?

.... AS MUCH AS YOU NEED

- No bid is required if on Statewide contract
- Title 38 exemption for Title 39 contracts
- No cap amount for total contract spend
- Ultimately limited by agency's budget and vendor's capabilities
- P-Card cap rules is the only other limitation
 - Refer to agency's internal P-Card policy



How much can I spend on Statewide Contracts?

.... OR AS LITTLE AS NEEDED

- Statewide contract pricing is the *maximum*, not-to-exceed price; agencies are encouraged to ask for volume discounts & promotions
 - Example – bulk order of computers
- Compare contracts if there are multiple awards
 - MRO: Fastenal vs Grainger vs MSC
- Some contracts have a minimum order for certain items



Who are the Statewide Contractors?

OVER 650 STATEWIDE CONTRACTS

Large, representative Statewide Contracts by category:

- **MRO** (Fastenal, Grainger, MSC/Sid Tool, etc.)
- **Office Supplies** (Office Depot, Staples, etc.)
- **Wireless Services** (AT&T, Sprint, Verizon, T-Mobile, etc.)
- **Microcomputers** (HP, Dell, Lenova, Detel, Howard, etc.)
- **IT** (SHI, Cisco, HP, Promethean, CarahSoft, etc.)
- **Copiers** (Kyocera, Xerox, Sharp, Toshiba, etc.)
- **Industrial/Agriculture Equipment** (John Deere, Caterpillar, BushHog, Bobcat, New Holland, Case, etc.)



Who are the Statewide Contractors?

Large, representative Statewide Contracts by category:

- **Food** (US Foods, PON Foods, Bimbo, McKee, etc.)
- **Dairy** (Borden, Lamm, etc.)
- **Janitorial Supplies** (Economical, Berry Plastics, etc.)
- **Janitorial Chemicals** (AutoChlor, EcoLab, Proctor & Gamble, Diversey, WeChem, Hillyard, etc.)
- **Furniture** (HON, Virco, Norix, Herman Miller, Steelcase, Haworth, LA School Equipment, etc.)
- **New Vehicles** (Gerry Lane, Premier, Courtesy, etc.)
- **Vehicle Parts** (NAPA, Safelite, Goodyear, Bridgestone, etc.)
- **Specialty Vehicles** (John Deere, Caterpillar, BushHog, Bobcat, New Holland, Case, etc.)
- **Lab/Pharmaceuticals** (Fisher, VWR, Morris Dickson, etc.)
- **Herbicides** (Helena, Red River, etc.)



How to find Statewide Contracts?

Louisiana's Electronic Catalog (LA eCat)

Search by contract description, vendor, contract number, line item description, etc.

procurement.la.gov > Quick Links > eCat-Current State Contracts

Email the Purchasing Helpdesk
DOA-OSPhelpdesk@la.gov





AGENCY RESOURCES



VENDOR RESOURCES



TRAINING RESOURCES

OFFICE OF STATE PROCUREMENT

The Office of State Procurement serves the people of Louisiana by ensuring that the state's contracting and purchasing activities are conducted legally, fairly and efficiently. OSP procures, or administers the procurement of, the equipment, goods, supplies and services needed by state agencies. As a result, the office has a joint role of regulatory compliance and customer service. OSP ensures that competition is full, fair and forthright, and that both contractors and agencies fulfill their contractual duties.

We welcome your interest in learning more about the state of Louisiana's procurement processes, and we invite you to do business with the state. If we can assist you in finding the information you need, please do not hesitate to contact us.

QUICK LINKS

[OSP Overview and Staff Directory](#)

[LaPac - Vendor Registration](#)

[LaPac - Current Bid Opportunities](#)

[LESA - Current RFP Opportunities](#)

[LESA - Login for State Users](#)


[eCat - Current State Contracts](#)


[LA Checkbook - Transparency Resources](#)

CONTACT US

Tom Ketterer, Director

 225.342.8010

 P. O. Box 94095
Baton Rouge, LA 70804

 1201 N. Third St., Suite 2-160
Baton Rouge, LA 70802

[Procurement Help Desks](#)

[New Information and Announcements](#)



Office of State Procurement

Louisiana's Electronic Catalog (LA eCat)

Search tool for items on state contracts.

Help

LaGov

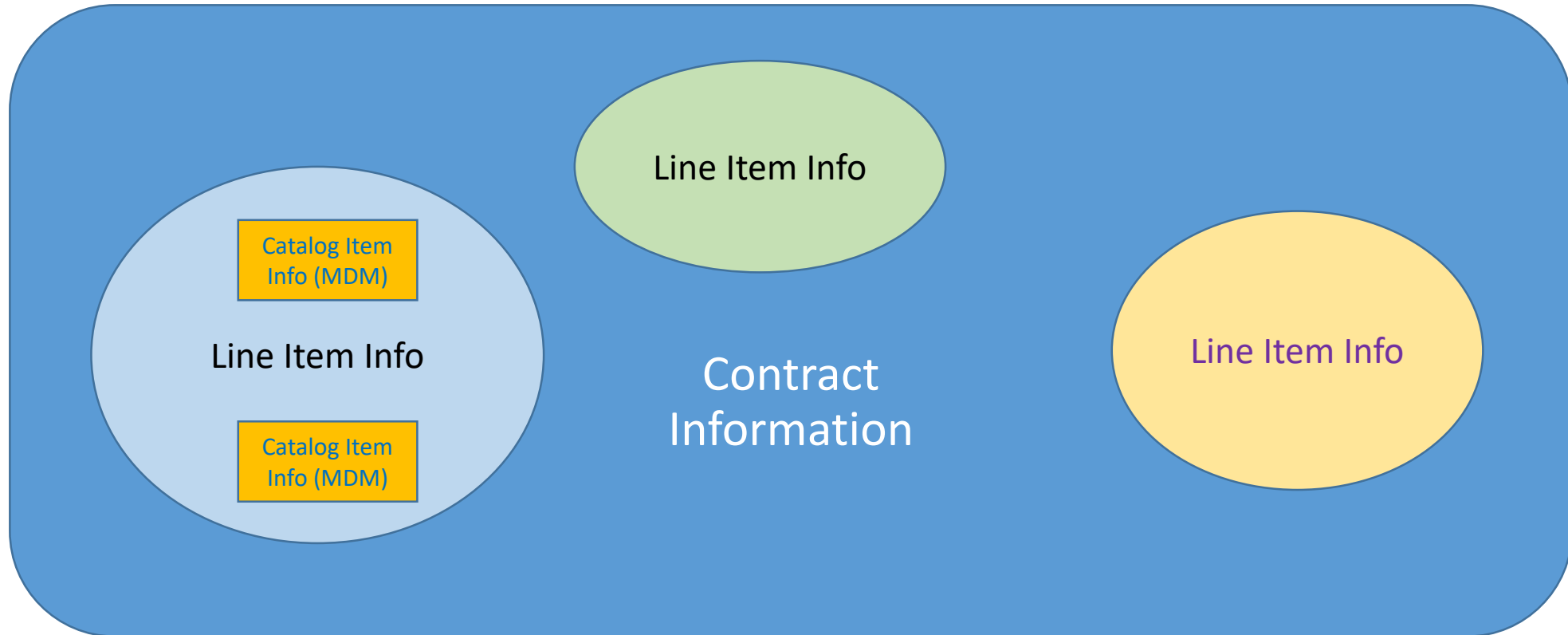
Contract		Vendor		Contract Line Item:		Catalog Items:	
Contract #	<input type="text"/>	Name	<input type="text"/>	Line #	<input type="text"/>	MDM Catalog Reference #	<input type="text"/>
Contract Desc.	<input type="text"/>	SEBD	<input type="text" value="Any"/>	VSE	<input type="text" value="Any"/>	Supplier Part #	<input type="text"/>
T-Number Desc	<input type="text"/>	SE/HI	<input type="text" value="Any"/>	DVSE	<input type="text" value="Any"/>	Region	<input type="text"/>
T-number	<input type="text"/>	<input type="button" value="Lookup"/>		Product Category/Line Item Description	<input type="text"/>	Catalog Item Long Description	<input type="text"/>
Coop?	<input type="text" value="Any"/>					Emergency	<input type="text" value="Any"/>

- Search using singular word forms only.
- Words separated by a space searches for items containing all words in any order.
- Enclose a phrase in quotes to search for the exact phrase.
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Search for: Contracts Contract Line Items Catalog Items

eCat Search Features

Nested Hierarchy of Detail Levels





Office of State Procurement

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LaGov

<i>Contract</i>	<i>Vendor</i>	<i>Contract Line Item:</i>	<i>Catalog Items:</i>
Contract # <input type="text"/>	Name <input type="text"/>	Line # <input type="text"/>	MDM Catalog Reference # <input type="text"/>
Contract Desc. <input type="text" value="copier"/>	SEBD <input type="text" value="Any"/> VSE <input type="text" value="Any"/>	Product Category <input type="text"/>	Supplier Part # <input type="text"/>
T-Number Desc <input type="text"/>	SE/HI <input type="text" value="Any"/> DVSE <input type="text" value="Any"/>	Material # <input type="text"/>	Region <input type="text"/>
T-number <input type="text"/> <input type="button" value="Lookup"/>		Product Category/Line Item Description <input type="text"/>	Catalog Item <input type="text"/>
Coop? <input type="text" value="Any"/>			Long Description <input type="text"/>
			Emergency <input type="text" value="Any"/>

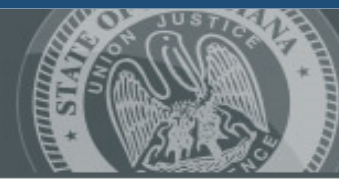
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Search for: Contracts Contract Line Items Catalog Items

1-25 of 27

1 2

Contract #	Contract Description	Vendor Name	T-number	Effective From - To	P-card
4400011611	Kyocera Monochrome Purchase Copier	KYOCERA DOCUMENT SOLUTIONS AMERICA.	91729	07/01/2017 - 06/30/2021	No
4400011612	Dick Roundtree Mono Copier Purchase	DICK ROUNDTREE COPIERS INC	91729	07/01/2017 - 06/30/2021	Yes
4400011613	Toshiba Monochrome Copier Bundled Rental	TOSHIBA AMERICA BUSINESS SOLUTIONS	91729	07/01/2017 - 06/30/2022	No
4400011614	Sharp Monochrome Purchase Copier	SHARP ELECTRONICS CORP	91729	07/01/2017 - 06/30/2021	Yes
4400011615	Xerox Monochrome Purchase Copier	XEROX CORP	91729	07/01/2017 - 06/30/2021	No
4400011616	Canon Monochrome Purchase Copier	CANON USA INC	91729	07/01/2017 - 06/30/2021	No
4400011618	Kyocera Mono Copier Bundled Maintenance	KYOCERA DOCUMENT SOLUTIONS AMERICA.	91729	07/01/2017 - 06/30/2022	No
4400011619	Kyocera Color Purchase Copier	KYOCERA DOCUMENT SOLUTIONS AMERICA.	91729	07/01/2017 - 06/30/2021	No
4400011630	Kyocera Color Copier Bundled Maintenance	KYOCERA DOCUMENT SOLUTIONS AMERICA.	91729	07/01/2017 - 06/30/2022	No
4400011631	Kyocera Monochrome Copier Bundled Rental	KYOCERA DOCUMENT SOLUTIONS AMERICA.	91729	07/01/2017 - 06/30/2022	No
4400011632	Kyocera Color Bundled Rental Copier	KYOCERA DOCUMENT SOLUTIONS AMERICA.	91729	07/01/2017 - 06/30/2022	No



Office of State Procurement

Louisiana's Electronic Catalog (LA eCat)

Search tool for items on state contracts.

Help

LaGov

<p><i>Contract</i></p> <p>Contract # <input type="text"/></p> <p>Contract Desc. <input type="text"/></p> <p>T-Number Desc <input type="text"/></p> <p>T-number <input type="text"/> <input type="button" value="Lookup"/></p> <p>Coop? <input type="text" value="Any"/></p>	<p><i>Vendor</i></p> <p>Name <input type="text" value="xerox"/></p> <p>SEBD <input type="text" value="Any"/> VSE <input type="text" value="Any"/></p> <p>SE/HI <input type="text" value="Any"/> DVSE <input type="text" value="Any"/></p>	<p><i>Contract Line Item:</i></p> <p>Line # <input type="text"/></p> <p>Product Category <input type="text"/></p> <p>Material # <input type="text"/></p> <p>Product Category/Line Item Description <input type="text"/></p>	<p><i>Catalog Items:</i></p> <p>MDM Catalog Reference # <input type="text"/></p> <p>Supplier Part # <input type="text"/></p> <p>Region <input type="text"/></p> <p>Catalog Item Long Description <input type="text"/></p> <p>Emergency <input type="text" value="Any"/></p>
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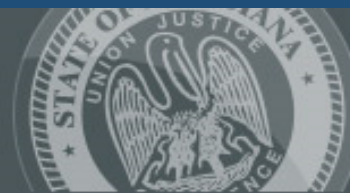
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Search for: **Contracts** **Contract Line Items** **Catalog Items**

1-5 of 5						
1						
Contract #	Contract Description	Vendor Name	T-number	Effective From - To	P-card	
4400011615	Xerox Monochrome Purchase Copier	XEROX CORP	91729	07/01/2017 - 06/30/2021	No	
4400011640	Xerox Mono Copier Bundled Maintenance	XEROX CORP	91729	07/01/2017 - 06/30/2022	No	
4400011641	Xerox Monochrome Copier Bundled Rental	XEROX CORP	91729	07/01/2017 - 06/30/2022	No	
4400011642	Xerox Color Bundled Rental Copier	XEROX CORP	91729	07/01/2017 - 06/30/2022	No	
4400019303	Copier Services	XEROX CORP	91729	07/01/2020 - 12/31/2021	No	

1-5 of 5
1





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Help

LaGov

Contract	Vendor	Contract Line Item:	Catalog Items:
Contract # <input type="text"/>	Name <input type="text" value="john deere"/>	Line # <input type="text"/>	MDM Catalog Reference # <input type="text"/>
Contract Desc. <input type="text"/>	SEBD <input type="text" value="Any"/> VSE <input type="text" value="Any"/>	Product Category <input type="text"/>	Supplier Part # <input type="text"/>
T-Number Desc <input type="text"/>	SE/HI <input type="text" value="Any"/> DVSE <input type="text" value="Any"/>	Material # <input type="text"/>	Region <input type="text"/>
T-number <input type="text"/> <input type="button" value="Lookup"/>		Product Category/Line Item Description <input type="text"/>	Catalog Item Long Description <input type="text" value="gator"/>
Coop? <input type="text" value="Any"/>			Emergency <input type="text" value="Any"/>

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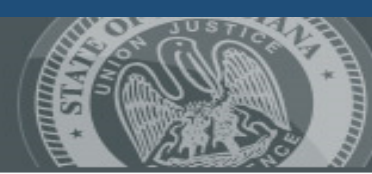
Search for: **Contracts** **Contract Line Items** **Catalog Items**

1-1 of 1
1

Contract #	Contract Description	Vendor Name	T-number	Effective From - To	P-card
4400017193	GOLF CART & UTILITY VEHICLES, STATEWIDE	JOHN DEERE COMPANY	92266	05/29/2019 - 05/28/2022	Yes

1-1 of 1
1





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[Help](#)

LaGov

Contract	Vendor	Contract Line Item:	Catalog Items:
Contract # <input type="text"/>	Name <input type="text"/>	Line # <input type="text"/>	MDM Catalog Reference # <input type="text"/>
Contract Desc. <input type="text"/>	SEBD <input type="text" value="Any"/> VSE <input type="text" value="Any"/>	Product Category <input type="text"/>	Supplier Part # <input type="text"/>
T-Number Desc <input type="text"/>	SE/HI <input type="text" value="Any"/> DVSE <input type="text" value="Any"/>	Material # <input type="text"/>	Region <input type="text"/>
T-number <input type="text"/> <input type="button" value="Lookup"/>		Product Category/Line Item Description <input type="text" value="copier"/>	Catalog Item Long Description <input type="text"/>
Coop? <input type="text" value="Any"/>			Emergency <input type="text" value="Any"/>

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Search for: **Contracts** **Contract Line Items** **Catalog Items**

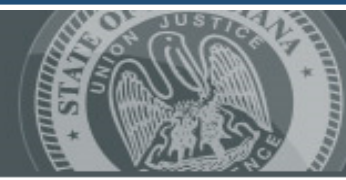
1-15 of 15

1

Contract #	Contract Description	Vendor Name	T-number	Effective From - To	P-card
4400011611	Kyocera Monochrome Purchase Copier	KYOCERA DOCUMENT SOLUTIONS AMERICA.	91729	07/01/2017 - 06/30/2021	No
4400011612	Dick Roundtree Mono Copier Purchase	DICK ROUNDTREE COPIERS INC	91729	07/01/2017 - 06/30/2021	Yes
4400011613	Toshiba Monochrome Copier Bundled Rental	TOSHIBA AMERICA BUSINESS SOLUTIONS	91729	07/01/2017 - 06/30/2022	No
4400011614	Sharp Monochrome Purchase Copier	SHARP ELECTRONICS CORP	91729	07/01/2017 - 06/30/2021	Yes
4400011615	Xerox Monochrome Purchase Copier	XEROX CORP	91729	07/01/2017 - 06/30/2021	No
4400011616	Canon Monochrome Purchase Copier	CANON USA INC	91729	07/01/2017 - 06/30/2021	No
4400011619	Kyocera Color Purchase Copier	KYOCERA DOCUMENT SOLUTIONS AMERICA.	91729	07/01/2017 - 06/30/2021	No
4400011631	Kyocera Monochrome Copier Bundled Rental	KYOCERA DOCUMENT SOLUTIONS AMERICA.	91729	07/01/2017 - 06/30/2022	No
4400011632	Kyocera Color Bundled Rental Copier	KYOCERA DOCUMENT SOLUTIONS AMERICA.	91729	07/01/2017 - 06/30/2022	No
4400011636	Dick Roundtree Color Purchase Copier	DICK ROUNDTREE COPIERS INC	91729	07/01/2017 - 06/30/2021	Yes
4400011638	Sharp Monochrome Copier Bundled Rental	SHARP ELECTRONICS CORP	91729	07/01/2017 - 06/30/2022	Yes
4400011639	Sharp Color Bundled Rental Copier	SHARP ELECTRONICS CORP	91729	07/01/2017 - 06/30/2022	Yes
4400011641	Xerox Monochrome Copier Bundled Rental	XEROX CORP	91729	07/01/2017 - 06/30/2022	No
4400011642	Xerox Color Bundled Rental Copier	XEROX CORP	91729	07/01/2017 - 06/30/2022	No
4400019234	MULTIFUNCTION DUPLO LAMAS	DUPLO USA CORPORATION	92406	07/01/2020 - 08/21/2021	Yes

1-15 of 15





Office of State Procurement

Louisiana's Electronic Catalog (LA eCat)

Search tool for items on state contracts.

Help

LaGov

<i>Contract</i>	<i>Vendor</i>	<i>Contract Line Item:</i>	<i>Catalog Items:</i>
Contract # <input type="text"/>	Name <input type="text"/>	Line # <input type="text"/>	MDM Catalog Reference # <input type="text"/>
Contract Desc. <input type="text"/>	SEBD <input type="text" value="Any"/> VSE <input type="text" value="Any"/>	Product Category <input type="text"/>	Supplier Part # <input type="text"/>
T-Number Desc <input type="text"/>	SE/HI <input type="text" value="Any"/> DVSE <input type="text" value="Any"/>	Material # <input type="text"/>	Region <input type="text"/>
T-number <input type="text"/> <input type="button" value="Lookup"/>		Product Category/Line Item Description <input type="text" value="copier"/>	Catalog Item Long Description <input type="text" value="high capacity"/>
Coop? <input type="text" value="Any"/>			Emergency <input type="text" value="Any"/>

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Search for: **Contracts** **Contract Line Items** **Catalog Items**

1-6 of 6
1

Contract #	Contract Description	Vendor Name	T-number	Effective From - To	P-card
4400011614	Sharp Monochrome Purchase Copier	SHARP ELECTRONICS CORP	91729	07/01/2017 - 06/30/2021	Yes
4400011615	Xerox Monochrome Purchase Copier	XEROX CORP	91729	07/01/2017 - 06/30/2021	No
4400011616	Canon Monochrome Purchase Copier	CANON USA INC	91729	07/01/2017 - 06/30/2021	No
4400011638	Sharp Monochrome Copier Bundled Rental	SHARP ELECTRONICS CORP	91729	07/01/2017 - 06/30/2022	Yes
4400011641	Xerox Monochrome Copier Bundled Rental	XEROX CORP	91729	07/01/2017 - 06/30/2022	No
4400011642	Xerox Color Bundled Rental Copier	XEROX CORP	91729	07/01/2017 - 06/30/2022	No

1-6 of 6
1



eCat Search Features

- Recommend start broad, then zoom in
- Contract page contains all of the details

1-5 of 5
1

Contract #	Contract Description	Vendor Name	T-number	Effective From - To	P-card
4400011640	Xerox Mono Copier Bundled Maintenance	XEROX CORP	91729	07/01/2017 - 06/30/2022	No

Contract Items

Line #	Product Category	Material/ Part Number	Line Item Description	No. of Catalog Items	UOM	Gross Price
1	44101501		Maintenance	38		\$0.00

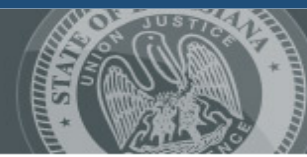
Catalog Items

1-25 of 38
1 2

MDM Catalog Ref. #	Supplier Part #	Catalog Item Long Description	UOM	Gross Price	Discount	Per Qty.
1035979	Veralink B405DN	Maintenance for Segment 1 with MCA of 2,100	Month	\$10.00	0.00%	1
1035980	Veralink B405DN	Maintenance for Segment 1 with MCA of 3,500	Month	\$10.00	0.00%	1
1035981	Cost Per Copy	Cost per copy for excess copies over MCA 2,100 for Segment 1	Each	\$0.00 (per 100)	0.00%	1
1035982	Cost Per Copy	Cost per copy for excess copies over MCA 3,500 for Segment 1	Each	\$0.00 (per 100)	0.00%	1

****Effective 5/15/2019: Item removed from contract - This line should be used for PAYMENT





Office of State Procurement

Contract Detail

Contract #	4400011640	T-number	91729 - COPIERS
Description	Xerox Mono Copier Bundled Maintenance		
LAPS Contract	No	Prime Vendor Name	XEROX CORP
SEBD Vendor	No	SE/HI Vendor	No
VSE Vendor	No	DVSE Vendor	No
Effective From-To	07/01/2017 - 12/31/2022	Coop Procure	Yes
Delivery Days ARO	30		
P-card Accepted	No		
Discounts Apply	No		

Locations

Statewide

Buyer Information

Buyer Code	90001004	Purchasing Agency	Office of State Purchasing
Buyer Name	PARIS KING	Contact Email	PARIS.KING2@LA.GOV
Contact Phone	225-342-8019		

Vendor Distributor

Vendor Name	SEBD	SE/HI	VSE	DVSE	Order/General Address
XEROX CORP	NO	NO	NO	NO	9131 INTERLINE AVE STE 4A BATON ROUGE , LA 70809 Contact: Charles Merritt Email: charles.merritt@xerox.com Phone: 225-405-9491 FAX: 866-275-8317 Contact: John Howe Email: John.Howe@xerox.com Phone: 585 231 2467 FAX: Contact: Gerald Britt Email: Gerald.Britt@xerox.com Phone: 804-677-1921 FAX:

Contract Items

Line #	Product Category	Material/Part Number	Line Item Description	No. of Catalog Items	UOM	Gross Price
1	44101501		Maintenance	38		\$0.00

- [View Contract](#)
- [View Notes](#)
- [Return](#)
- [New Search](#)
- [Export Catalog Items to Excel](#)
- [Show Additional Attachments](#)



eCat Search Features

RARELY USED FEATURES:

- Search by T-Number
- Filter by Cooperative contract type (yes/no)
- Filter by Hudson/Vet vendor certification (yes/no)
- Filter by Emergency (yes/no)

Contract	Vendor	Contract Line Item:	Catalog Items:
Contract # <input type="text"/>	Name <input type="text"/>	Line # <input type="text"/>	MDM Catalog Reference # <input type="text"/>
Contract Desc. <input type="text"/>	SEBD <input type="text" value="Any"/> VSE <input type="text" value="Any"/>	Product Category <input type="text"/>	Supplier Part # <input type="text"/>
T-Number Desc <input type="text"/>	SE/HI <input type="text" value="Any"/> DVSE <input type="text" value="Any"/>	Material # <input type="text"/>	Region <input type="text"/>
T-number <input type="text"/> <input type="button" value="Lookup"/>		Product Category/Line Item Description <input type="text"/>	Catalog Item Long Description <input type="text"/>
Coop? <input type="text" value="Any"/>			Emergency <input type="text" value="Any"/>

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eCat Tips and Tricks

Try searches in different ways

Singular/Plural

Variations in contract naming

Use a combination of different fields to narrow results

Always View: Contract, Notes, Show Additional Attachments

If all else fails, contact OSP



Questions?



OFFICE OF STATE PROCUREMENT

OSP Contact Information

OSP Website: procurement.la.gov

OSP Help Desk - Purchasing: DOA-OSPhelpdesk@la.gov

OSP Help Desk – Professional Contracts: DOA-PChelpdesk@la.gov

OSP Main Desk: (225) 342-8010



How to Use Statewide Contracts



OFFICE OF STATE PROCUREMENT