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*State of Louisiana*  
DIVISION OF ADMINISTRATION  
**OFFICE OF STATE PURCHASING**

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

**MEMORANDUM OSP 03-11**

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

FROM: Denise Lea, Director

DATE: February 19, 2003

RE: LaMAS (Louisiana Multiple Award Schedules)

State Purchasing has issued rules and procedures for a new program called LaMAS (Louisiana Multiple Award Schedules). LaMAS is a program allowed by the Louisiana Legislature to establish Louisiana contracts based on pricing negotiated by the Federal Government in their General Service Administration (GSA) contracts. The new LaMAS contract rules and procedures that permit the establishment of contracts based on GSA pricing are posted on our website at <http://www.doa.la.gov/osp/contracts/lamas/lamas.htm>. Since this is a new procedure, we will try to keep you informed on the developments surrounding this new procedure.

LaMAS contract procedures are incorporated into our old brand name contract procedures with slight differences. Any Public Agency that recognizes a need to consider this type of contract, should contact the State Purchasing Officer for the commodity. State Purchasing will review the commodity and determine if the commodity should be open for consideration of this type of contract. We will compare products and prices on GSA schedules with open market prices and existing contract prices (when available). Other considerations will be:

- There is no existing statewide competitive contract for the commodity being considered.
- Competitive specifications cannot be developed to satisfy the state's needs.
- A competitive bid would likely produce better prices or value.

If the commodity is open for consideration, the commodity will be posted on our website and procedures should be followed. Inquiring vendors should be directed to State Purchasing.

The following information is provided to help you when in discussions with vendors and/or colleagues:

- Public entities may not buy directly from a GSA schedule.
- State Purchasing will develop LaMAS contracts based on GSA prices.
- Not all GSA contracts will be converted to LaMAS contracts.
- All items on a GSA pricing schedule may not be on a LaMAS contract.
- Some LaMAS contracts will be line itemed and others may be a single line item catalog contract. Each contract will include instructions when appropriate.
- LaMAS contracts are established for convenience.
- Use is not mandatory.

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- General procedures that agencies will follow to use LaMAS contracts will be to analyze and compare like item(s) of at least 3 contracts when multiple contracts exist for the commodity.
- Agencies should consider factors important to their specific needs such as special features, probable life, warranty, maintenance availability, delivery, past performance, compatibility, environmental and energy efficiency.
- Agencies should document their business decision for the selection made.

Your patience is appreciated as we develop these new contracts.