

## Procedures for Requesting a Brand Name or LaMAS Contract

These are the general procedures for requesting brand name or LaMAS (Louisiana Multiple Award Schedule) contracts issued by the Division of Administration, Office of State Purchasing. Other procedures might apply to specific commodities. Please contact State Purchasing to ensure that you have the latest procedures for your specific commodity.

LaMAS contracts are based on prices no higher than GSA and will only be considered when the Office of State Purchasing determines that the commodity is open for consideration. State Purchasing will consider the commodity when there are no existing Louisiana statewide competitive contracts for the commodity or there is a valid business case. State Purchasing will post commodities on their website that are open for LaMAS contract consideration.

1. Please submit the following when requesting establishment of a brand name or LaMAS contract:
  - a. Letterhead request for the establishment of a contract with all pertinent information included from:
    - i. Manufacturer or his authorized representative for brand name contracts, or
    - ii. GSA contractor that includes consent to extend prices no higher than GSA to the state for LaMAS contracts.
  - b. Detailed specifications of the item(s) requested by the agencies to be placed on contract, including packaging, model numbers, product literature and MSDSs (when applicable). Items requested should be separated into like commodity categories such as Janitorial Chemicals, Water Treatment Chemicals, Laboratory Reagents, Catheters, Office Equipment, etc.
  - c. A minimum of three (3) letters from three (3) separate agencies as defined below is necessary to designate their intent to purchase or rent the items if placed on contract. Only one letter is required when submitted by agencies that are responsible for numerous agencies such as Department of Social Services. The only acceptable letters for brand name contracts will be from state agencies. Acceptable letters for LaMAS contracts may be from state agencies and/or political subdivisions or quasi-public agencies.

Letters must include items that the agency intends to purchase or rent, correct packaging (where applicable), and the anticipated annual usage per item. ***Letters must be signed by an agency representative authorized to obligate funds for the agency and must certify their agency's full intent to purchase from the contract once established.*** Failure to submit accurate and complete information will cause your request to be delayed.

In order to expedite your request, it is best to submit all of the above information as one complete package at the same time. The request for a brand name or LaMAS contract is subject to approval after all information is received in proper order. Feasibility questionnaires may be needed to clarify information.

2. When approval is granted, a solicitation will be prepared by State Purchasing including those items in specific packaging as requested in the agency letters.
3. Vendors must submit with bid the most recent, published, manufacturer's printed price list or a signed and notarized typed listing of manufacturer's prices covering all items requested for brand name contracts. Vendors must submit the most recent GSA price schedule for LaMAS contracts.
4. All vendors seeking to establish a brand name or LaMAS contract should submit a W-9 (form is available on our website).
5. Each brand name and LaMAS contract will be reviewed annually by the Office of State Purchasing, approximately four (4) months prior to expiration of contract. Contracts are expected to have at least \$20,000 usage for the previous twelve months. This usage amount may be waived in whole or in part due to extenuating circumstances in the state's best interest. Contract purchases from both state agencies and political subdivisions will be considered. Prime contractors are required to furnish a contract usage report reflecting governmental sales within the most recent twelve- month period, inclusive of sales by any authorized distributors. The report should show the names of the purchasing entities, their order numbers, and vendor corresponding invoice numbers. It should also include a summary of the total order quantities and dollars by individual contract line numbers. We reserve the right to require copies of orders and invoices to substantiate vendor usage reports for audit purposes. The inability or failure to timely produce usage reports evidencing adequate sales volumes may result in cancellation of brand name and LaMAS contracts without consideration for reestablishment for a period of two (2) years. Also, individual items with no usage may be deleted unless copies of purchase orders from agencies can substantiate these.

#### **Procedures for Requesting Changes to an Existing Brand Name or LaMAS Contract**

1. The following procedures should be followed when requesting the addition of item(s) to an existing brand name or LaMAS contract:
  - a. Letterhead request from the contract holder requesting the addition of the item(s) with all pertinent information included.
  - b. Detailed specifications of the item(s) requested to be placed on contract are necessary, including model numbers, product name, product codes, packaging information, description and literature, and price to State of Louisiana.
  - c. Prime vendor must submit with the request for item(s) the most recent, published, manufacturer's printed price list or a signed and notarized typed listing of manufacturer's prices covering all items requested for brand name contracts. LaMAS contractors must submit their most recent GSA price schedule or proof that item(s) has been added to their GSA contract.

- d. A minimum of one (1) letter from an agency is necessary to designate their intent to purchase or rent the specific item(s) if placed on contract. The only acceptable letters for brand name contracts will be from state agencies. Letters from political subdivisions or quasi-public agencies will be considered for LaMAS contracts only. Letters must include those items that the agency intends to purchase or rent, the correct packaging (where applicable), including the anticipated annual usage per item. ***Letters must be signed by an agency representative authorized to obligate funds for the agency and must certify their agency's full intent to purchase the item(s) once established.*** Failure to submit accurate and complete information will cause your request to be delayed. In order to expedite your request, it is best to submit all of the above at the same time. The request for the addition of item(s) is subject to approval after all information is received and in proper order.
  - e. Item(s) requested to be added to a contract at the time of award will be expected to comply with all of the above.
2. Additions to brand name or LaMAS contracts will be made only twice during the contract period, other than amendments made at the time of bid or renewal.
  3. Distributor vendor changes, price reductions and item deletions may be made at any time during the contract period. The prime vendor must submit a written request for these changes
  4. Price increases will be considered only when provided for in the state's contract terms and conditions and must be authorized by GSA or tied to a recognized index.

## **Waivers**

Only the Director of State Purchasing can approve waivers to procedures. All requests for exceptions must be submitted in writing.