MEMORANDUM 13-03

TO: All State Agencies and Political Subdivisions; Purchasing Departments; Purchasing Directors; Business Managers; Colleges and Universities; Boards and Commissions; IT Directors

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

DATE: December 26, 2012

RE: Cisco Data Communications ("Networking") Equipment and Associated OEM Maintenance and Training Statewide Contract

The Office of State Purchasing, with the assistance of the Office of Information Technology and the Office of Telecommunications Management, has successfully entered into a new contract with Cisco for Data Communications ("Networking") Equipment and Associated OEM Maintenance and Training. The new state contract number is 409349 and will replace contract number 407245 which expired on December 18, 2012.

The minimum pricing and discounts off the Cisco U.S. Global List Price is 35% for products; 10% for Cisco 1-year SmartNet maintenance; and 17% for Cisco 3-year SmartNet maintenance. However, additional discounts may be available from the Cisco authorized resellers which are listed on the contract. Please note that the additional discounts will vary among the authorized resellers.

Attached are the instructions to access the Cisco WSCA Louisiana Webpage which will provide information on:
- How to order through Cisco’s authorized resellers
- Pricing and discounts
- Related WSCA contracts with the State of Louisiana
In addition to the information on the webpage, users of the contract are encouraged to read the contract notes for product lines included for purchase under the contract; products lines which are excluded for purchase under the contract; as well as contract limits.

This contract is designated as a Louisiana Pricing Schedule ("LAPS") contract and LAC 34.1.1709 must be followed. In addition to the requirements of LAC 34.1.1709, the Request for Responses shall also be submitted to a minimum of three (3) Cisco authorized resellers listed on the contract.

The Office of State Purchasing encourages agencies to contact our office with any questions or concerns regarding this new contract. My office staff and I will be happy to discuss any questions or concerns with you.

Thank you for your cooperation and please circulate this memorandum to all parties in your agency that utilize these types of state contracts.

Attachment(s)
Instructions to Access
Cisco WSCA Louisiana Webpage

The Cisco WSCA Louisiana webpage at www.Cisco.com will provide you with information on:

- How to order through Cisco’s authorized resellers
- Pricing and discounts
- Related WSCA contracts with the State of Louisiana

Follow these simple steps to gain access:

**Step 1:**
A. Register at www.Cisco.com in order to create a “Log In” account (if you do not already have one).
B. Complete and submit the registration form. An email will be sent to you once your access has been granted. Follow any final instructions email to activate your account.

**Step 2:**
Request WSCA website access by sending an email to wsca-help@external.cisco.com with the following information (requests will be addressed within two business days):
A. First and Last Name
B. Email address
C. Job Title
D. Company
E. Cisco.com CCO UserID
F. Contract website requesting access to (Louisiana)

**Step 3:**
After receiving confirmation access has been granted, “Log In” to your new www.Cisco.com account. Once you are logged in, go directly to the WSCA Home Page at the following URL:

**Step 4:**
At the bottom of this WSCA Home Page under the “Login/Register” section, select “Louisiana” from the drop down menu. This will take you directly to the Cisco WSCA Louisiana Webpage.

Still Need Assistance?

Contact the WSCA Contract Compliance & Administration Manager:

Gigi Feril at (408) 424-0712 or aferil@cisco.com.
Instructions to Access Cisco WSCA Louisiana Website

U.S. Public Sector Contracts Management Office
Cisco WSCA Louisiana Website
Instructions to Access

Step 1b. Complete and submit the registration form. An email will be sent to you once your CCO ID has been registered.
Cisco WSCA Louisiana Website

Request Website Access

Step 2. To receive access, please send an email with the following information to wsca-help@external.cisco.com:

1. First and last name
2. Email address
3. Job title
4. Company
5. Cisco.com userid
6. Contract website requesting access to (Louisiana)

Await email confirmation within 2 business days that access has been granted before proceeding to the next step.

Requests submitted the week Sales Reports are due & during Cisco's quarter end may experience longer response times beyond 2 business days.
Cisco WSCA Louisiana Website
Instructions to Access

Step 3. “Log In” to your www.Cisco.com account. Once you are logged in, go directly to the WSCA Home Page
Cisco WSCA Louisiana Website
Instructions to Access

Step 4. At the bottom of this WSCA Main Page under the “Login/Register” section, select “Louisiana” from the drop down menu. This will take you directly to the Cisco WSCA Louisiana Website.
Cisco WSCA Louisiana Website
Successful Access

Congratulations! You have reached the Cisco WSCA Louisiana Website.

TIP: Bookmark this Website for easy access in the future.
Cisco WSCA Louisiana Website
Still Need Assistance?

Please contact Cisco’s WSCA Contract Compliance & Administration Manager:

Name: Gigi Feril
Phone: 408-424-0712
Email: aferil@cisco.com