

Appendix A

Catalog Contract

Required Information

Rev: 12/05/00

The following information will be required in all catalogs. If a catalog URL is submitted and does not include all the information below, the URL will **not** be approved until all information is included. The required information must include:

1. Brand Name of Products authorized to be sold or identifiable contract name (i.e. ABC Brand Microcomputer Contract)
2. Supplier's name
3. Supplier's Fein Number
4. Supplier's ordering address
5. Supplier's remit-to address
6. Supplier's Louisiana's contract support team including state marketing representatives, technical staff, customer service representatives, etc. with contact information (email address/fax/toll-free telephone number, etc.)
7. Website must clearly identify this as a Louisiana catalog contract; including, the applicable contract and commodity number
8. List and contact information for contract distributors with their Fein numbers, if applicable
9. Supplier's delivery, maintenance, warranty, and support plans
10. Printable list of items selected by entity detailing items, sku numbers, prices, and unique quote number. The electronic quote must be valid and retrievable for a minimum of 30 days.
11. E-mail icon to supplier
12. A configurator will be required in all cases where the manufacturer is marketing items that require custom configuration and manufacturer's marketing strategy provides for custom configuration (i.e. microcomputers).
13. A link to a page maintained by OSP for general ordering instructions

Optional Information

The following information is optional to the supplier. These enhancements are suggested to enhance the 'user friendliness' of the supplier site.

1. Various link options: Supplier "general public" home page, questions and answers, order status, etc.
2. Various query options: order, stock levels, manufacturer specs, product compatibility and comparative charts
3. Internal search engine
4. On-line capabilities: reporting, ordering (with a warning statement that use of this capability is currently not approved for AGPS users and requires legislative auditor approval through the OSP for all others), electronic funds transfer (EFT), etc.
5. Delivery and other special terms of the contract between the State and the Supplier

Prohibited Information

The following information will not be associated with or allowed in a supplier's catalog URL site. If the URL site is found to have any of the these features or any others that from time-to-time may be identified by OSP as not acceptable, the URL will be suspended until such time the reason for the suspension has been resolved.

1. Files for download
2. Drawings for prizes
3. Free give-aways
4. Inappropriate advertising including advertising of products not approved for sale through this catalog contract
5. Customer information **cannot** be sold to outside interests.
6. Terms and conditions that are in conflict with the Laws of the State of Louisiana