## State of Louisiana



DIVISION OF ADMINISTRATION

## OFFICE OF STATE PURCHASING

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

## **MEMORANDUM OSP02-04**

To: All State Agencies and Political Subdivisions

From: Denise Lea

**Director of State Purchasing** 

Date: August 20, 2001

Re: New Internet Contract Search Tool

I am pleased to announce the implementation of a "New & Improved" contract search tool accessible from our website <a href="www.state.la.us/osp">www.state.la.us/osp</a> The enhancements are the result of a user group meeting at last year's agency seminar to discuss the likes and dislikes of the old application and to develop a "wish list" of features for the new one.

The Office of Information Services has rewritten the program, incorporating many of the desired features including the following:

- Ability to view and print an entire contract
- Contract description is more concise and meaningful
- If distributor vendors exist, a link is provided for address, contacts, and phone #
- Indicates if contract is usable by political subdivisions
- All lines of vendor name and address are displayed
- If there are notes associated with the contract, a link is provided to the notes
- Mandatory use contracts are identified
- Geographic region serviced by contract holder and distributors are displayed
- Search by "similar to" descriptions (lamp, bulb, fluorescent)
- More search choices (contract title, vendor name, commodity #, brand/model, etc)
- User friendly search criteria with drop down windows

Thank you for help in redesigning this tool. I trust you will find the new application more beneficial and user friendly. Please let us know if you have any comments or questions.



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