



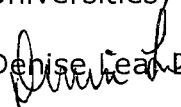
State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING

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GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 07-03

TO: All Department Secretaries; Undersecretaries; Information Technology Directors; State Departments, Agencies and Facilities; Colleges and Universities; Boards and Commissions

FROM: Denise Jean Director 

DATE: November 21, 2006

RE: Brand Name Microcomputer and Peripherals

This memo is to provide clarification regarding the type of equipment available on the state contracts for brand name microcomputer and peripherals and the type of installation that is available on the state contract.

At this time, we find it necessary to clarify that 'peripherals' is defined as the hardware connected to a computer; the parts of the computer outside the CPU and working memory. Some examples of peripherals are keyboards, mice, monitors, printers, scanners, disk and tape drives, microphones, speakers, joysticks, plotters, and desktop cameras. It has recently been brought to our attention that items including but not necessarily limited to LAN/WAN switches, network routers, network hubs, network bridges, wireless access points, firewalls, wiring and cabling may have inadvertently been added to some of the contracts. At the time such a contract item of this kind is brought to our attention, the line item will be inactivated until such time the contract holder can provide information to this office verifying that the item is a microcomputer peripheral.

Installation is limited to the initial set-up and initial diagnostics of microcomputers and peripherals purchased from the contract. Installation should be used only at the time of the purchase of the component(s) from the state contract. Installation is not to be used for configuration or reconfiguration of network equipment, installation or rearrangement of in-building or outside wiring/cabling nor any other fashion.

If we find that a company is not assuring that his contract is being used in accordance with the terms and conditions of the contract, the contract will be placed in a probational status. This means that any public entity will be required to secure advance approval from this office prior to utilizing the contract.

If you have any questions, please contact my office for further discussion.

