



State of Louisiana

Division of Administration
Office of State Purchasing

MEMORANDUM OSP V10-03

TO: All State of Louisiana Brand Name Networking Products Contractors

FROM: Denise Leal
Assistant Commissioner of Administration

DATE: February 23, 2010

RE: Brand Name Networking Contracts

The purpose of this memorandum is to notify all Brand Name Networking Contractors that changes are being made to the following specifications/requirements of the brand name networking contracts:

- Section 1 – Scope of Products and Services
- Section 2 – Definitions
- Section 24 – Usage Report
- Section 26 – IT/Telecom Networking Product Categories

Contractors will be given the opportunity to choose to agree to the changes to their existing contract or to rebid their contract with the revised specifications. Contractors are to indicate their choice on the attached form and return the form to the Office of State Purchasing. The Office of State Purchasing intends on extending the term of the contractor's contract to expire on its original expiration date, if the contract had been extended in 12 month increments, for those contractors who choose to agree to allow the changes to their existing contract.

The Scope of Products and Services that will be allowed to be purchased on these contracts will be limited to switching and routing equipment, telephony equipment, network security equipment and manufacturer-maintenance plans. These products include but are not necessarily limited to Local Area Network (LAN), Metropolitan Area Network (MAN), Wide Area Network (WAN) routers, switches, internal operating system software, telephony

application software, telephony application servers, telephony cards/modules/blades/interfaces, telephony station equipment, security firewalls components, intrusion detection components, and wireless LAN access points produced by the manufacturer or provided through OEM agreements with the original manufacturer and included on the bidder's most recent published price list/catalog.

The definitions for Equipment Installation and Initial Software Configuration have been further defined as follows:

- Equipment Installation – The unpacking, inventory, assembly of components, rack mounting of chassis, patch cord/cross connects and powering up of equipment. Vertical and horizontal wiring and cabling materials, equipment room patch panels/frames/racks etc. and labor charges are specifically excluded from this contract.
- Initial Software Configuration – The configuring of software to support the routing, switching, feature/function assignments and/or security parameters required on the initial turn up of the equipment and software to deliver a functioning network product to the customer. Consulting services of any type to include, but not limited to, system design, capacity analysis, network performance evaluation as well as any ongoing technical support are specifically excluded.

Contractors will be required to submit to the Office of State Purchasing monthly usage reports, which will be due by the tenth day of the month for the preceding month's activity, meeting the minimally acceptable requirements outlined in the attachment.

The categories that will be allowed on these contracts will be limited to the following:

- Category One: Local Area Network Switching/Routing/Bridging Devices
- Category Two: Metropolitan Area and Wide Area Switching/Routing/Bridging Devices
- Category Three: Basic IP Telephony and VoIP functionality – software, high availability services, station equipment, soft phone clients, etc.
- Category Four: Advanced IP Telephony/VoIP functionality – Contact Center, Unified Messaging, Multi-Media Conferencing, Presence
- Category Five: Network Security Products – Firewalls, Intrusion Detection, Intrusion Protection/Prevention
- Category Eleven: Manufacturer Maintenance Plans

These contracts will be monitored on a regular basis and in the event that these changes are not adhered to by the contract holders and/or their distributors, the contract will be placed in a probational status, pending possible debarment. Any agency that does not comply with these changes will be required to secure advanced approval from the Office of State Purchasing to utilize the contract.

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

REPORTING REQUIREMENTS

The following is the minimally acceptable reporting requirement for the contract. These elements are NOT negotiable. The field size of certain elements may be adjusted, with authorization from the State to accommodate differences in the Vendor Contract Number size.

Lead zeros should be avoided if possible. Fields should be right justified. Field with no data should be left blank.

Reports should be submitted in Microsoft Excel 97-03 format or an equivalent approved by the State.

Field Name	Field Description	Data Type	Field Size
VENDOR CONTRACT NUMBER	State assigned contract number	Alpha Numeric	6
STATE	State postal abbreviation code (Louisiana = LA)	Alpha Numeric	2
CUSTOMER TYPE (SEGMENT)	State Gov't, Education-K12, Education-HED, Local Gov't, Medical, Other - are acceptable segments. [determined by industrial practice for each contract - uniform for each contract]	Alpha Numeric	45
BILL TO NAME	Customer (agency) Bill to name	Alpha Numeric	60
BILL TO ADDRESS	Customer (agency) Bill to address	Alpha Numeric	40
BILL TO CITY	Customer (agency) Bill to city	Alpha Numeric	40
BILL TO ZIPCODE	Zip code in standard 5-4 format [standard 5 digits is acceptable, formatted as a zip code]	Alpha Numeric	9
SHIP TO NAME	Customer (agency) Ship to name	Alpha Numeric	60
SHIP TO ADDRESS	Customer (agency) Ship to address	Alpha Numeric	40
SHIP TO CITY	Customer (agency) Ship to city	Alpha Numeric	40
SHIP TO ZIPCODE	Zip code in standard 5-4 format [standard 5 digits is acceptable, formatted as a zip code]	Alpha Numeric	9
ORDER NUMBER	Vendor assigned order number	Alpha Numeric	20
CUSTOMER PO NUMBER	Customer provided Purchase Order Number	Alpha Numeric	20
CUSTOMER NUMBER	Vendor assigned account number for the purchasing entity	Alpha Numeric	20
ORDER TYPE	Sales order, Credit/Return, Upgrade/Downgrade, etc. [determined by industrial practice for each contract - uniform for each contract]	Alpha Numeric	35
PO DATE (ORDER DATE)	(mm/dd/ccyy)	Numeric	8
SHIP DATE	(mm/dd/ccyy)	Numeric	8

Field Name	Field Description	Data Type	Field Size
INVOICE DATE	(mm/dd/ccyy)	Numeric	8
INVOICE NUMBER	Vendor assigned Invoice Number	Alpha Numeric	20
PRODUCT NUMBER	Product number of purchased product	Alpha Numeric	25
PRODUCT DESCRIPTION	Product description of purchased product	Alpha Numeric	60
LIST PRICE/MSRP/ CATALOG PRICE	List Price - US Currency (\$99999.999) [determined by industrial practice for each contract - uniform for each contract]	Numeric	10
UNIT PRICE	Unit Price - US Currency (\$99999.999)	Numeric	10
QUANTITY	Quantity Invoiced (99999.999)	Numeric	11
TOTAL PRICE	Extended Price (unit price multiplied by the quantity invoiced) - US Currency (\$999999999.999)	Numeric	13
Optional - Category Description	LAN/WAN switch, router, etc - if Product Description above is not descriptive	Alpha Numeric	60
Optional - Class Description	More information about Category Description if required	Alpha Numeric	60

State of Louisiana Brand Name Networking Contractors

ACKNOWLEDGEMENT FORM OF MEMORANDUM OSP V10-03

Contractors must signify below their receipt of Memorandum OSP V10-03 and their willingness to accept the changes to their brand name networking contract. This form must be returned to the Office of State Purchasing, Attention: Glenn Overfield, either by fax to (225) 342-8688 or by mail to P. O. Box 94095, Baton Rouge, LA 70804-9095. Failure to acknowledge your willingness to accept the changes will result in the cancellation and rebidding of your contract.

I hereby accept the changes outlined in Memorandum OSP V10-03.

Name of Company

Authorized Signature/Date

Printed Name/Title

State Contract Number

Contract Title