



BOBBY JINDAL
GOVERNOR

ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Purchasing

MEMORANDUM V10-04

TO: All State of Louisiana Microcomputer & Peripheral Contract Holders

FROM: Denise Leà *Denise Leà*
Assistant Commissioner of Administration

DATE: June 16, 2010

RE: Change to Microcomputer & Peripheral Contracts

The Office of State Purchasing is increasing the limit on the total release/purchase order amount that can be issued against these contracts from \$250,000 to a limit of \$500,000. Procurements shall not be artificially divided to circumvent the \$500,000 threshold. The \$500,000 is a per release/purchase order limit and is not a limit on the annual amount that can be purchased from the contract. After consideration of comments from the vendor community and contract users, we believe this move is necessary to enhance the effectiveness of these contracts.

The individual contract line item limit remains set at a unit cost of \$25,000. These contracts continue to be designated as a Louisiana Pricing Schedule ("LAPS") contract and LAC 34.I.1709 must be followed.

We will continue to monitor these contracts to insure that the limits imposed are adhered to. Any violations found, could result in the contract being placed on a probational status, pending possible debarment. Any agency that does not comply with the limits imposed, may be required to secure advanced approval from the Office of State Purchasing to utilize the contracts.

Please contact my office if you have any questions concerning this communication. My office staff and I will be happy to discuss this with you.

Thank you for your cooperation.

State of Louisiana Brand Name Microcomputer & Peripheral Contractors

ACKNOWLEDGEMENT FORM OF MEMORANDUM OSP V10-04

Contractors must signify below their receipt of Memorandum OSP V10-04 and their willingness to accept the new procedures. This form must be returned to the Office of State Purchasing, Attention: Felicia Sonnier, 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 new procedures may result in the cancellation of your contract.

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**I hereby accept the new procedures outlined in Memorandum OSP V10-04.**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Authorized Signature/Date

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
State Contract Number

\_\_\_\_\_  
Contract Title