

8.14 - Procedures for Requesting a LaMAS Contract

Visit our website for additional information and updates concerning this type of contract.

These are the general procedures for requesting a LaMAS (Louisiana Multiple Award Schedule) contract issued by the Division of Administration, Office of State Procurement. Other procedures might apply to specific commodities. Please contact the Office of State Procurement to ensure that you have the latest procedures for your specific commodity.

LaMAS contracts are based on prices no higher than GSA (General Service Administration) and will only be considered when the Office of State Procurement determines that the commodity is open for consideration. The Office of State Procurement will consider the commodity when there are no existing Louisiana statewide competitive contracts for the commodity or there is a valid business case. The Office of State Procurement will post the commodities on their website that are open for LaMAS contract consideration.

1. Please submit the following when requesting establishment of a LaMAS contract:
 - a. Letterhead request for the establishment of a LaMAS contract with all pertinent information included from the GSA contractor that includes consent to extend prices no higher than GSA to the state for LaMAS contracts.
 - b. Name and contact information of the Louisiana licensed dealer or distributor who will be participating in the contract. Louisiana licensed dealer or distributors must meet the requirement of a resident business as defined in La. R.S. 39:1556(47).
 - c. Current GSA Price Schedule.
 - d. A minimum of three (3) letters from three (3) separate departments is necessary to designate their intent to purchase the items if placed on contract. Acceptable letters to be from authorized Louisiana Departments in either of the following categories:
 - State Agency
 - Quasi-Public Agency
 - Political Subdivision

Letters must include items that the department intends to purchase, correct packaging (where applicable), and the anticipated annual usage per item. **Letters must be signed by a department representative authorized to obligate funds for the department and must certify their department's full intent to purchase from the contract once established.** Failure to submit accurate and complete information will cause the request to be delayed.

In order to expedite the request, it is best to submit all of the above information as one complete package at the same time. The request for a LaMAS contract is subject to approval after all information is received in proper order. Feasibility questionnaires may be needed to clarify information.

2. When approval is granted, an agreement with the State of Louisiana terms and conditions will be negotiated between the State and the Contractor.
3. All vendors seeking to establish a Brand Name contract must be registered in the LaGov Vendor Portal. Registration is intuitive at the following link: https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg

Help scripts are available on the Office of State Procurement website under Vendor Center at: <http://www.doa.la.gov/pages/osp/vendorcenter/regnhelp/index.aspx>

Newly registered vendors must submit a completed W-9 form. The form is available on the Office of State Procurement website at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

4. All vendors seeking to establish a LaMAS contract must be registered and in good standing with the Louisiana Secretary of State Office.
5. Each LaMAS contract will be reviewed annually by the Office of State Procurement, approximately four (4) months prior to the expiration date of the contract. LaMAS Contracts are expected to meet the usage requirements as indicated below for the previous twelve (12) month period:

COMMODITY	ANNUAL USAGE
Automotive Shop Equipment & Supplies	\$50,000
Carpet	\$50,000
Digital Court Reporting Equipment & Software	\$50,000
Fire Trucks	\$250,000
Fixed Seating	\$50,000
Floor Maintenance Machines	\$50,000
Hand Tools	\$50,000
Light Bars and Sirens	\$50,000
Machinery and Hardware, Industrial	\$50,000
Specialty Vehicles for Homeland Defense	\$250,000

This usage amount may be waived in whole or in part due to extenuating circumstances in the State's best interest. Contract purchases from State Agencies, Quasi-Public Agencies and/or Political Subdivisions will be considered. Prime contractors are required to submit detailed contract usage reports quarterly to the Office of State Procurement Contracts Manager for the contract reflecting governmental sales, inclusive of sales by any authorized distributors.

The specific usage report content scope and format requirements is available on the Office of State Procurement website under Purchasing/Online Forms/Vendor forms:

<http://www.doa.la.gov/pages/osp/vendorcenter/forms/index.aspx>. In addition, the person's name who compiles the report and their contact information shall be provided. The Office of State Procurement reserve the right to request copies of any purchase orders and/or invoices issued against the contract to substantiate vendor usage reports for audit purposes.

The usage report shall be submitted utilizing this format or an equivalent format that has been approved by the Office of State Procurement.

The due dates of each quarterly report are as follows:

QUARTER	REPORTING PERIOD	DUE DATE
First	July 1 through September 30	October 31
Second	October 1 through December 31	January 31
Third	January 1 through March 31	April 30
Fourth	April 1 through June 30	July 31

Initiation and submission of the quarterly reports to the Office of State Procurement is the responsibility of the Contractor without prompting or notification by the Office of State Procurement Contracts Manager. If these reports are not submitted in a timely manner evidencing adequate sales volumes the Office of State Procurement shall have the right to terminate the contract, without consideration for reestablishment for a period of two (2) years. Also, individual items with no usage may be deleted unless copies of purchase orders from agencies can substantiate usage.

8.15 - Procedures for Requesting Changes to an Existing LaMAS Contract

1. The following procedures should be followed when requesting the addition of item(s) to an existing LaMAS contract:
 - a. Letterhead request from the contract holder requesting the addition of the item(s) with all pertinent information included.
 - b. Detailed specifications of the item(s) requested to be placed on contract are necessary, including model numbers, product name, product codes, packaging information, description and literature, and price to the State of Louisiana.
 - c. The most recent GSA price schedule or proof that item(s) has been added to the GSA contract.
 - d. A minimum of one (1) letter from a department is necessary to designate their intent to purchase the specific item(s) if placed on contract. Acceptable letters may be from a state agency; political subdivision or quasi-public agency. Letters must include those items that the agency intends to purchase, the correct packaging (where applicable), including the anticipated annual usage per item. ***Letters must be signed by a department representative authorized to obligate funds for the department and must certify their department's full intent to purchase the item(s) once the item has been added to the contract.*** Failure to submit accurate and complete information will cause the request to be delayed. In order to expedite the request, it is best to submit all of the above at the same time. The request for the addition of item(s) is subject to approval after all information is received and in proper order.
2. Additions to LaMAS contracts will be allowed only two (2) times within a twelve (12) month period, other than amendments made at the time of renewal.
3. Distributor vendor changes, price reductions and item deletions may be made at any time during the contract period. The contract holder must submit a written request for these changes.

4. Price increases will be considered only when provided for in the state's contract terms and conditions and must be authorized by GSA.

Waivers

Only the Director of State Procurement can approve waivers to procedures. All requests for exceptions must be submitted in writing.