



Office of State Procurement

Statewide Contracts

Agency Training Seminar

June 20, 2018



Agenda: Statewide Contracts

1. Who?
2. What?
3. When?
4. Where?
5. How?
6. How Much?



1a. **What** are Statewide Contracts?

Purchasing contracts established by OSP, available statewide, typically for a year⁺ period, to address needs common across State agencies.



2a. Who can use SW Contracts?

- All state agencies & departments
- All political subdivisions of the State
- Authorized "quasi" agencies
 - Performing a public function, using public funding
 - *Eg.: Charter schools, some non-profits, Indian Tribes*



2b. Who manages SW Contracts?

- **OSP “Commodity” Teams 1 & 2**
 1. “Durable Goods” - Deborah Rock, Manager
 2. “Supplies, Services, IT” - Lillie Christopher, Manager
- **OSP ADs / SMEs**
- **End Users**
 - Contractor performance accountability needed





2c. Who benefits?

- **Agencies** – bundled buying power; lower prices
- **Vendors** – economies of scale; Poli Subs in pool
- **Taxpayers** – lower cost of providing public svcs.
- **Auditors** – consolidated usage; fewer risks; data
- **OSP** – fewer contracts to manage; more competent and professional vendors



3a. **How** are SW Contracts created?

- **Variety of Methods:**
 - Competitive Sealed Bid (ITB)
 - Request for Proposals (RFP)
 - "Brand Name" Solicitation
 - Reverse Auction
 - GSA / LaMAS
 - Cooperative Purchasing
 - NASPO ValuePoint, US Communities, MMCAP, NJPA...



3a. **How** are SW Contracts created?

- Which is the best method to use?





3a. How are SW Contracts created?

- Which is the best method to use?
- It Depends.





3a. How are SW Contracts created?

○ Considerations:

- **Best Price?** *(ITB, Reverse Auction?)*
- **Best Value?** *(RFP, cooperative purchasing?)*
- **Best Fit?** *(Brand Name?, GSA / LaMas?)*

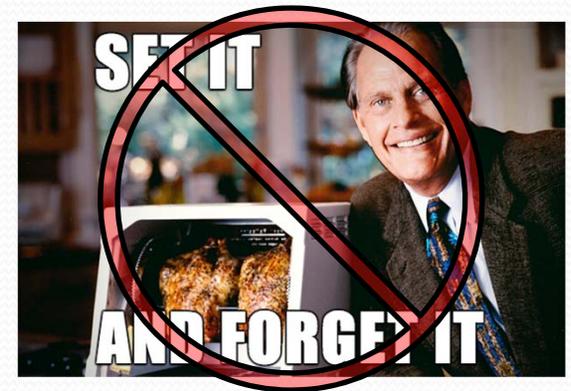
- **Buying Power?** *(Coop. vs. other method)*
- **Exact need known?** *(RFP vs. other method)*
- **Time/staff available?** *(RFP vs. other method)*
- **Vendor capacities?** *Single/Multi Award(s)*

Some elements of strategic sourcing



3a. How are SW Contracts created?

- Considerations (cont'd):
 - Does a true "statewide" contract make sense, or should we use regional awards here?
 - Dairy, Aggregates, etc.
 - Can we get sufficient buy-in?
 - Strategic Sourcing is not a "set it and forget it" process





3a. How do we manage SW's?

- **OSP is the contract-holder**
 - OSP handles solicitation, negotiation, award
 - OSP meets with contractors regularly to discuss status, usage, issues with contract
 - OSP will handle contractor problems and ensure compliance with contract terms
 - Agency should submit a Deficiency Complaint form to OSP for contractors who are not providing good service, after initial remedies fail.

procurement.la.gov
-> Agency Center
-> Agency Forms



4a. Why use Statewide Contracts?

- **Price**
 - Economies of scale; bundled buying power
 - Bigger total spend = more competition
 - Mutual benefits for agencies of all size
- **Selection**
 - Bigger contract = more line items available
- **Vendor customer service, resources**
- **Effort carried by OSP**
- **Compliance**



5a. **When** to use SW Contracts?

- **Agency's needs similar to other agencies'**
 - **Universal: office supplies; computers**
 - **Majority: janitorial; copiers; cell phones**
 - **50-50: vehicles; security guards;**
 - **Minority: ammunition; herbicides;**
 - **Rare: tobacco tax stamps; school buses**

- **Agency is willing to partner with other agencies to achieve mutual benefits**



5a. **When** does OSP create SW's?

- Continuously.
- OSP constantly re-examines statewide purchasing patterns to see if its existing contracts portfolio should be adjusted:
 - P-Card Transactions, especially rogue spend
 - Repetitive one-time buys
 - Agency-Term Contracts
 - Statewide Contracts, including E/C contracts



6a. How much can I spend on SWs?

- ... As much as you need.
 - No bid required if on SW contract
 - No cap amount for total contract spend
 - Ultimately limited by agency's budget
 - P-Card cap rules only other limitation
 - Refer to agency's internal LaCarte policy



6a. How much can I spend on SWs?

- ... Also, as little as you can.
- Statewide contract pricing is the *maximum* (NTE) price; agencies are encouraged to ask for volume discounts and promotions.
 - Example: bulk order of hard hats and other PPE from Grainger by DOTD
- Option to bid vs. using state contracts if a significant price savings is possible.



6b. How much remains to be done?

- A lot.
 - OSP believes in continuous improvement, in the administration of SWs, and generally.
 - Need to improve vendor / agency comms., performance monitoring and accountability.
 - We welcome candid, constructive feedback.
 - Potential conversions of agency-terms to SW
 - Strategic sourcing – specs, sourcing, co-ops



2c. Who are the SW contractors?

- **Over 650 statewide contracts**
 - Too many to list / discuss here
 - Large, representative SWs by category...

- **MRO** – Fastenal; Grainger; MSC; etc.
- **Office Supplies** – Staples; Veritiv; etc.
- **Wireless** – AT&T; Sprint; T-Mobile; Verizon; etc.
- **Microcomputers** – Dell; Lenovo; IBM; Howard; etc...
- **IT** – SHI; Cisco; HP; CarahSoft; Promethean; etc.
- **Copiers** – Kyocera; Xerox; Sharp; Toshiba; etc.
- **Heavy/Ag. Equip.** – John Deere; CAT; Doosan; etc.



2c. Who are the SW contractors?

- **Food** – US Foods; PON Foods; Bimbo; McKee; etc.
- **Dairy** – Borden; Kleinpeter; Brown's Velvet; etc.
- **Jan. Supp.** – Economical; Berry Plastics; etc.
- **Jan. Chems.** – AutoChlor; EcoLab; P&G; SupplyWorks; Staples; Diversey; WeChem; Steris;
- **Furniture** – HON; Virco; LA School Equip.; etc.
- **Vehicle Acq.** – Gerry Lane; Hixson; Courtesy; etc.
- **Vehicle Parts** – NAPA; Safelite; Goodyear; Bridgestone; etc.
- **Vehicle Svcs.** – FuelTrac; GPS Insight; AssetWorks; etc.
- **Specialty Vehicles** – Farber; Creative Bus; Ferrara Fire; etc.
- **Lab/Pharma** – Fisher; VWR; Morris Dickson; etc.
- **Herbicides** – Dauterive; Houston; ChemSpray; Helena; etc.



3b. How to access SW contracts?

- LA eCat

eCat Training Available!

- Search by contract description, vendor, contract #, line item description, etc.
- procurement.la.gov > [Agency Center](#) > [LA eCat - Louisiana's Electronic Catalog](#)
- Email the Purchasing Helpdesk (DOA-OSPhelpdesk@la.gov)



3b. How to access SW contracts?

DIVISION OF ADMINISTRATION
STATE OF LOUISIANA

Office of State Procurement

Contract Detail

Contract #	4400005875	T-number	92871 - SECURE DOCUMENT DESTRUCTION
Description	Statewide Secure Document Destruction		
LAPS Contract	No	Prime Vendor Name	TIGER SHREDDING & RECYCLING LLC
SEBD Vendor	No	SE/HI Vendor	Yes
VSE Vendor	No	DVSE Vendor	No
Effective From-To	01/01/2015 - 12/31/2018	Coop Procure	Yes
Delivery Days ARO	0		
P-card Accepted	Yes		
Discounts Apply	No		

Locations

Statewide

Buyer Information

Buyer Code	90001004	Purchasing Agency	Office of State Purchasing
Buyer Name	NIYOKI ELZY	Contact Email	NYOKI.ELZY@LA.GOV
Contact Phone	225-342-5524		

3b. How to access SW contracts?

Buyer Information			
Buyer Code	90001004	Purchasing Agency	Office of State Purchasing
Buyer Name	NIYOKI ELZY	Contact Email	NYOKI.ELZY@LA.GOV
Contact Phone	225-342-5524		

Vendor Distributor						
Vendor Name	SEBD	SE/HI	VSE	DVSE	Order/General Address	
TIGER SHREDDING & RECYCLING LLC	NO	YES	NO	NO	6307 QUINN DR BATON ROUGE , LA 70817 Contact: Ramona Hebert Email: rhebert@tigershreddingla.com Phone: 225-303-0125 FAX: 225-291-4767 Contact: Cal Madere Email: cmadere@tigershreddingla.com Phone: 225-303-0125 FAX: 225-291-4767 Contact: Josh Goodson Email: jgoodson@tigershreddingla.com Phone: 225-303-0125 FAX: 225-291-4767 Contact: Ramona Hebert Email: rhebert@tigershreddingla.com Phone: 225-303-0125 FAX: 225-291-4767	

Contract Items						
Line #	Product Category	Material/Part Number	Line Item Description	No. of Catalog Items	UOM	Gross Price
<u>1</u>	76122300		Secure Document Destruction	39		\$0.00



3b. **How** to access SW contracts?

eCat link:

https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/eCat/dsp_eCatSearchLagov.cfm



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