



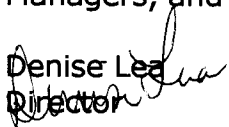
KATHLEEN BABINEAUX BLANCO
GOVERNOR

State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 04-07

TO: All Department Undersecretaries, Agency Heads, Business Managers, and Purchasing Personnel

FROM: Denise Lea 
Director

DATE: April 15, 2004

RE: Use of Statewide Contracts

Most statewide contracts are created for your convenience and we hope that you will make a wise business decision when determining your use of the contracts. It is our desire to create user friendly contracts that meet your needs and incorporate your expressed desires.

Other companies may offer equal or better prices for the same products. However, these companies do not have the same contractual requirements imposed upon them such as:

- maintenance of a website to facilitate electronic ordering
- warehousing of product due to unknown quantity requests and statewide delivery points
- firm prices for the duration of the contract
- staffing to manage the contract

If your agency chooses not to use the non-mandatory statewide contracts, I am reminding you that all procurements must be in compliance with the Louisiana Procurement Code and the Governor's Small Purchase Executive Order. Non-contract repetitive purchases may be considered split purchasing and in direct violation of the Governor's Small Purchase Executive Order. Your ordering patterns for frequently ordered items within the same commodity should be reviewed and competitively processed to avoid split purchasing when required.

You are encouraged to compare prices on contract prior to making your purchases by another method. I also encourage you to shop and compare products on contract where same or similar items appear on more than one contract, and make a best value decision when making your selection.

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

