



BOBBY JINDAL  
GOVERNOR

PAUL W. RAINWATER  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Purchasing**

**MEMORANDUM OSP 12-04**

TO: All State Agencies and Political Subdivisions; Purchasing  
Departments; Purchasing Directors; Business Managers;  
Colleges and Universities; Boards and Commissions

FROM: Denise Lea  
*Denise Lea*  
Assistant Commissioner

DATE: June 25, 2012

RE: Dell Master Terms and Conditions Agreement

The Office of State Purchasing has recently negotiated a Master Terms and Conditions Agreement with Dell Marketing, L.P.

The main purpose of the master agreement is to eliminate the need to negotiate terms and conditions. Master terms and conditions do not eliminate the requirement of a competitive process. Therefore, unless the purchase is made from an already established statewide contract, competition is required.

If you have any questions or require a copy of the agreement, please contact Felicia Sonnier at 225-342-8029 or [felicia.sonnier@la.gov](mailto:felicia.sonnier@la.gov).