



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING

M. J. AMIKE® FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP00-06

To: All State of Louisiana Brand Name Microcomputer & Peripheral Contractors
From: Denise Lea, Director
Date: February 28, 2000
Re: Change to Brand Name Microcomputer & Peripheral Contracts

The Office of State Purchasing is increasing the contract line item limit from \$15,000 to \$49,999. After consideration of the recommendation from the Counsel of Information Services Directors (CISD), comments from the vendor community and contract users, we believe this move is necessary to enhance the effectiveness of these contracts.

Due to the tremendous volume of activity associated with the Microcomputer and Peripheral Contracts and our limited staff resources, we ask that your requests for additional items be limited to only those required to satisfy the immediate need of an authorized user of these contracts. Utilizing the PCBN3 form for those contracts that are not yet approved as a Catalog Contract, requests will be processed in the usual manner. Approved Catalog Contract vendors may update their State Contract web site effective immediately.

At this time, we also find it necessary to clarify that with the exception of certain external peripherals commonly sold as part of a 'bundled system' (i.e. monitors, mouse, keyboard, speakers), the CPU and any external peripheral devices such as printers, scanners, and other items of significant cost must be legally labeled as the brand name specified in the contract. In certain cases, this would require that there be a legal agreement between the original equipment manufacturer and the private label distributor, allowing you to label and market the product as the brand specified. The Office of State Purchasing will be requesting OEM agreements from contractors for those contract items not manufactured by the contractor. At the time a contract item of this kind is brought to our attention, the line item will be inactivated until such time that the appropriate OEM agreement is submitted and approved by this office. To avoid this situation, contractors are encouraged to perform a thorough review of their contract and submit any OEM agreements that may not be currently on file with the Office of State Purchasing.

If you have any questions, please contact my office.

c: Edgar Jordan, Assistant Commissioner
State Purchasing Staff