



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP02-04

To: All State Agencies and Political Subdivisions

From: Denise Lea
Director of State Purchasing

Date: August 20, 2001

Re: New Internet Contract Search Tool

I am pleased to announce the implementation of a "New & Improved" contract search tool accessible from our website www.state.la.us/osp. The enhancements are the result of a user group meeting at last year's agency seminar to discuss the likes and dislikes of the old application and to develop a "wish list" of features for the new one.

The Office of Information Services has rewritten the program, incorporating many of the desired features including the following:

- **Ability to view and print an entire contract**
- **Contract description is more concise and meaningful**
- **If distributor vendors exist, a link is provided for address, contacts, and phone #**
- **Indicates if contract is usable by political subdivisions**
- **All lines of vendor name and address are displayed**
- **If there are notes associated with the contract, a link is provided to the notes**
- **Mandatory use contracts are identified**
- **Geographic region serviced by contract holder and distributors are displayed**
- **Search by "similar to" descriptions (lamp, bulb, fluorescent)**
- **More search choices (contract title, vendor name, commodity #, brand/model, etc)**
- **User friendly search criteria with drop down windows**

Thank you for help in redesigning this tool. I trust you will find the new application more beneficial and user friendly. Please let us know if you have any comments or questions.