

## CONTRACT SUGGESTIONS

The Office of State Purchasing welcomes suggestions for contract improvement or new contract development to effectively meet the needs of the state agencies we serve. All affected parties (accountants, end users, purchasing agents, etc.) may use this form to provide suggestions and comments at any time. State Purchasing can provide assistance when required. If you need to report deficient performance on a current contract, use a Deficiency/Complaint form for immediate action. All information reported on this form will be reviewed and considered prior to bidding or renewing the contract in addition to State Purchasing's random agency poll on contract performance.

*Email this form to [OSP\\_Webmaster@la.gov](mailto:OSP_Webmaster@la.gov) or the Purchasing Officer handling the contract if known (Email addresses are listed on our website under contacts), or mail to Division of Administration, Office of State Purchasing, P. O. Box 94095, Baton Rouge, LA 70804-9095 or fax to (225) 342-8688.*

\*Agency Name: \_\_\_\_\_ \*Your Name and Title: \_\_\_\_\_

\*Contract No.: \_\_\_\_\_ (N/A when requesting new contract) \*Your Telephone No.: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

	INDICATE YOUR SUGGESTIONS OR COMMENTS BELOW:
Create New Contract • indicate commodity, item(s), and quantity	
Revise Current Contract Terms, Conditions, Provisions or Clauses	
Add Contract Item(s) • indicate usage • use PCBN3 for microcomputers • review procedures if for other brand name contracts	
Revise Specifications for Item(s)	
Revise Delivery Requirements	
Add or Revise Customer Service Requirements	
Other	