



Office of State Procurement

*Sourcing & Utilizing
Statewide Contracts*



Agenda: Statewide contracts

- Where can I find them?
- How do I use the contracts?
- Demonstration on sourcing contracts.



How to find SW contracts?

- LA eCat – Louisiana's Electronic Catalog
 - Search by contract description, vendor, contract #, line item description, etc.
 - Procurement.la.gov > Quick Links > eCat – Current State Contracts



Division Offices ▾ State Employees ▾ Vendors ▾ Resources ▾ 

Office of State Procurement Quick Links

Home / Division Offices / Office of State Procurement / Quick Links

- OSP Staff Directory
- Agency Resources ▾
- Quick Links
- Training Resources
- Vendor Resources ▾
- Archives

eCat - Current State Contracts
LA Checkbook - Transparency Resources
LaPAC - Current Bid Opportunities
LaPAC - Vendor Registration
LESA - Login for State Users
Procured - Supplier Feedback Program
Small Purchase Executive Order - JML 25-104



eCat Search Features

- Recommend using contract description or vendor fields to start.
- May use a combination of different fields to narrow results



DIVISION OF ADMINISTRATION

STATE OF LOUISIANA



Office of State Procurement

Louisiana's Electronic Catalog (LA eCat)

Search tool for items on state contracts.

Help

LaGov

Contract

Contract #

Contract Desc.

T-Number
Desc

T-number

Coop?

Vendor

Name

SEBD VSE

SE/HI DVSE

Contract Line Item:

Line #

Product Category

Material #

Product Category/
Line Item
Description

Catalog Items:

MDM Catalog Reference #

Supplier Part #

Region

Catalog Item
Long Description

Emergency

- Search using singular word forms only.
- Words separated by a space searches for items containing all words in any order.
- Enclose a phrase in quotes to search for the exact phrase.
- Words separated with OR searches for any of the words.
- % can be used as a wildcard when searching

Search for: ☒ Contracts ☐ Contract Line Items ☐ Catalog Items

LaPAC Public Menu



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Long Description

Emergency

Search for: ☒ Contracts ☐ Contract Line Items ☐ Catalog Items

1-3 of 3
1

Contract #	Contract Description	Vendor Name	T-number	Effective From - To	P-card
4400033183	Kubota BN Lawn/Golf/Turf - Statewide	KUBOTA TRACTOR CORPORATION	92713	08/05/2025 - 08/04/2026	No
4400033930	Kubota BN Agricultural Equipment - SW	KUBOTA TRACTOR CORPORATION	92397	10/10/2025 - 10/09/2026	No
4400034371	Kubota BN Industrial Equipment - SW	KUBOTA TRACTOR CORPORATION	92717	12/09/2025 - 12/08/2026	No

1-3 of 3
1

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[Export Results to Excel](#)



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Search tool for items on state contracts.

Help

LaGov

Contract

Contract #

Contract Desc. computers

T-Number

Desc

T-number

Lookup

Coop?

Vendor

Name

SEBD

VSE

SE/HI

DVSE

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Line #

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Product Category/
Line Item
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Search for: ☒ Contracts ☐ Contract Line Items ☐ Catalog Items

Find It

Clear

1-5 of 5

1

Contract #	Contract Description	Vendor Name	T-number	Effective From - To	P-card
4400028311	Methods BN Microcomputers & Peripherals	METHODS INC	91506	12/13/2023 - 12/12/2026	Yes
4400028675	Detel BN Microcomputers & Peripherals SW	DETEL COMPUTER SOLUTIONS LLC	92313	02/01/2024 - 01/31/2027	No
4400029792	American ARC BN Computers & Peripherals	MODERN TECHNOLOGIES FOR ED INC	91638	09/01/2024 - 08/31/2026	No
4400031630	Getac BN Microcomputers & Peripherals SW	PCN STRATEGIES INC	92827	01/06/2025 - 01/05/2027	Yes
4400032924	Trafera BN Microcomputers & Peripherals	TRAFERA HOLDINGS LLC	93038	07/01/2025 - 06/30/2026	Yes

1-5 of 5

1

LaPAC Public Menu

Export Results to Excel



eCat Search Notes

- eCat is useful, but can be very particular regarding search terms
 - Plurals
 - Computer – 5 vs. Computers - 25
 - Variations in contract naming
- Try searches a few different ways
- Worst case scenario, just contact OSP.
 - Purchasing Helpdesk
DOAOSPhelpdesk@la.gov



eCat Search Features

- Recommend start broad, then zoom in
- Contract page contains all details

1-5 of 5 1					
Contract #	Contract Description	Vendor Name	T-number	Effective From - To	P-card
4400011640	Xerox Mono Copier Bundled Maintenance	XEROX CORP	91729	07/01/2017 - 06/30/2022	No



Contract Items						
Line #	Product Category	Material/ Part Number	Line Item Description	No. of Catalog Items	UOM	Gross Price
1	44101501		Maintenance	38		\$0.00



Catalog Items						
1-25 of 38 1 2						
MDM Catalog Ref. #	Supplier Part #	Catalog Item Long Description		UOM	Gross Price	Per Qty.
1035979	Veralink B405DN	Maintenance for Segment 1 with MCA of 2,100		Month	\$10.00	1
1035980	Veralink B405DN	Maintenance for Segment 1 with MCA of 3,500		Month	\$10.00	1
1035981	Cost Per Copy	Cost per copy for excess copies over MCA 2,100 for Segment 1		Each	\$0.00 (per 100)	1
1035982	Cost Per Copy	Cost per copy for excess copies over MCA 3,500 for Segment 1		Each	\$0.00 (per 100)	1

*****Effective 5/15/2019: Item removed from contract - This line should be used for PAYMENT



Office of State Procurement

Contract Detail

Contract #	4400028311	T-number	91506 - COMPUTERS, METHODS BN
Description	Methods BN Microcomputers & Peripherals		
LAPS Contract	Yes	Prime Vendor Name	METHODS INC
SEBD Vendor	No	SE/HI Vendor	No
VSE Vendor	No	DVSE Vendor	No
Effective From-To	12/13/2023 - 12/12/2026	Coop Procure	Yes
Delivery Days ARO	0		
P-card Accepted	Yes		
Discounts Apply	No		

Locations

Statewide

Buyer Information

Buyer Code	90003328	Purchasing Agency	Office of State Purchasing
Buyer Name	AFREEDA AZAD	Contact Email	AFREEDA.AZAD2@LA.GOV
Contact Phone	225-342-8015		

Vendor Distributor

Vendor Name	SEBD	SE/HI	VSE	DVSE	Order/General Address
METHODS INC	NO	NO	NO	NO	11410 CEDAR PARK AVE BATON ROUGE , LA 70809 Contact: Bentley Samrow Email: bentley@methods.com Phone: 2259283936 FAX:

Contract Items

Line #	Product Category	Material/ Part Number	Line Item Description	No. of Catalog Items	UOM	Gross Price
1	43211500		COMPUTERS	25		\$0.00
2	43211600		COMPUTER UPGRADES	31		\$0.00
3	43211900		COMPUTER DISPLAYS	6		\$0.00
4	81111800		INSTALLATION	1		\$0.00

View Contract

- First place to start
- Useful info about how to use the contract will often be found here.



STATE OF LOUISIANA Competitive Contract

Vendor: 310013206
Company
MANSFIELD OIL COMPANY
1025 AIRPORT PKWY SW
GAINESVILLE GA 30501-6833
Phone : 800-695-6626
Fax : 678-450-2242

T Number: 91693
Version: 11
LAPS Contract: No
Fiscal Year: 2023
Min.Ord.Value: 0.00
Distributor Contract: No
PCard:No
Co-op Agreement:Yes

Contract number: 4400026868
Description: Bulk Fuel - Transport Truck

SEBD Vendor: No
SEHI Vendor: No
VSE Vendor: No
DVSE Vendor: No
Contract Valid Dates:
04/01/2023 - 03/31/2027

Buyer Information
Name: TEDRUS PAUL
Tel Number: 225-342-8047
Email: tedrus.paul@la.gov

Supplier Text: Statewide Contract to furnish bulk fuel to the State of Louisiana, for a 12 month period of delivery beginning April 1, 2026 and ending March 31, 2027. At the option of the State of Louisiana and acceptance by the Contractor, this contract may be extended for one additional 12 month period at the same pricing structure, terms and conditions. Total contract time may not exceed 60 months.

Please reference all attachments to ensure complete documentation.

Contract Documents Include:
Attachment D - Regional Map - Page 1

For additional information regarding this contract, please contact the State Procurement Analyst responsible for this contract.

Fuel prices are updated on a weekly basis. For ordering instructions and to verify pricing for the current or previous weeks, visit <http://fuel.la.gov>. Pricing calculated through the website application will be inclusive of the base fuel price, all mark ups, and any taxes or fees that are applicable to your purchase. Additional charges may apply as noted in the allowable fees section of Attachment C – Contract Information Sheet.

Contract Coverage: This contract covers all parishes located in Regions B and I for transport truck deliveries (orders of 4000 gallons or more per order only) per Attachment D- Regional Map. For orders outside of these Regions or for deliveries involving ferries or vessels please visit <http://fuel.la.gov> to determine the proper contract to utilize for your order.



Show Additional Attachments

- This is where you can often find:
 - Items or services on the contract
 - Pricing
 - Specific T&C's and specifications

Contract - 4400020203

Additional Attachments

Attachment
Attachment A - Special Terms and Conditions - Pages 1-5
Attachment B - Specifications - Pages 1-7
Attachment C - Vehicle Information - Page 1

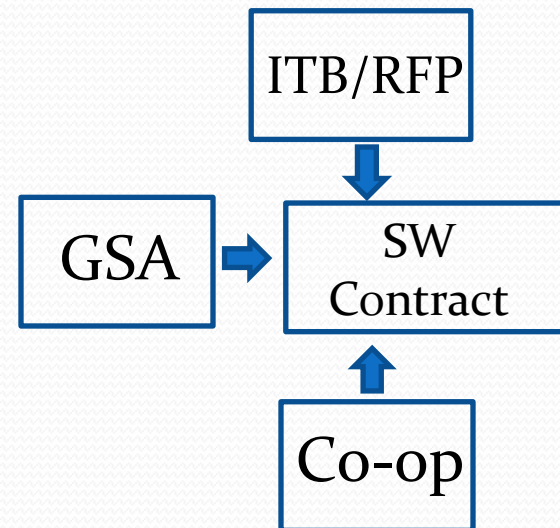
Close Window



What kinds of SW Contracts are there?

Variety of Methods:

- Competitive Sealed Bid (ITB)
- Request for Proposals (RFP)
- "Brand Name" Solicitation
- GSA / LaMAS
- Cooperative Purchasing
 - NASPO ValuePoint, MMCAP, Sourcwell, Omnia, ...





Key Takeaways

- Contracts are unique
 - Multiple Vendor options
 - Different Ordering Requirements
 - Different Price Structures
- Reseaching will help with creating and place orders



Sourcing State Contracts Demonstration



Office of State Procurement

OSP Phone Number:
225-342-8010

Website:
<https://www.doa.la.gov/doa/osp/>

Purchasing Helpdesk:
DOA-OSPhelpdesk@la.gov