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BOBBY JINDAL
GOVERNOR

ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration
Office of State Purchasing

MEMORANDUM 10-10

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

FROM: Denise Lea, Assistant Commissioner of Administration

DATE: June 16, 2010

RE: Change to Microcomputer & Peripheral Contracts

The Office of State Purchasing is increasing the limit on the total release/purchase order amount that can be issued against these contracts from \$250,000 to a limit of \$500,000. Procurements shall not be artificially divided to circumvent the \$500,000 threshold. The \$500,000 is a per release/purchase order limit and is not a limit on the annual amount that can be purchased from the contract. After consideration of comments from the vendor community and contract users, we believe this move is necessary to enhance the effectiveness of these contracts.

The individual contract line item limit remains set at a unit cost of \$25,000. These contracts continue to be designated as a Louisiana Pricing Schedule ("LAPS") contract and LAC 34.I.1709 must be followed.

We will continue to monitor these contracts to insure that the limits imposed are adhered to. Any violations found, could result in the contract being placed on a probational status, pending possible debarment. Any agency that does not comply with the limits imposed, may be required to secure advanced approval from the Office of State Purchasing to utilize the contracts.

Please contact my office if you have any questions concerning this communication. My office staff and I will be happy to discuss this with you. Please circulate this memorandum to all parties in your agency that utilize these state contracts.

Thank you for your cooperation.