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KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Procurement

Memorandum OSP 15-09

Date: May 11, 2015

To: All Agency Heads, Department Undersecretaries, and Purchasing Personnel

From: Paul A. Holmes, Director *PAH*
Office of State Procurement & Travel

Subject: New Office Supply Contract Vendor

We are excited to announce that the Division of Administration, Office of State Procurement has chosen to Partner with Staples Advantage, the business-to-business division of Staples, Inc. as our official office products supplier. This relationship provides an opportunity for substantial cost saving to all our State agencies, quasi agencies and political subdivisions and easy online ordering through order.staplesadvantage.com

Staples Advantage is committed to “making it easy” for the State to buy a wide range of office products, including supplies.

Staples Advantage Program Features:

- Discount pricing on the entire full-line catalog
- Fast and easy online ordering
- Free next-day shipping on orders
- Easy, hassle-free returns
- Award –winning customer service

The Staples Advantage office supply program will kick off on May 16, 2015. Please look for more information to come.