

PROCEDURES FOR REQUESTING A LAMAS (LOUISIANA MULTIPLE AWARD SCHEDULE) CONTRACT

These are the general procedures for requesting a LaMAS (Louisiana Multiple Award Schedule) Contract issued by the Division of Administration, Office of State Procurement (OSP). Other procedures might apply to specific commodities. Please contact OSP to ensure that you have the latest procedures for your specific commodity.

LaMAS contracts are based on prices no higher than GSA (General Service Administration) and will only be considered when the Office of State Procurement determines that the commodity is open for consideration. The Office of State Procurement will consider the commodity when there are no existing Louisiana statewide competitive contracts for the commodity or there is a valid business case. The Office of State Procurement will post the commodities on their website that are open for LaMAS contract consideration.

- A. The Prospective Contractor is to submit the following when requesting establishment of a LaMAS contract:
 1. Letterhead request for the establishment of a LaMAS contract with all pertinent information included from GSA contractor that includes consent to extend prices no higher than GSA to the State for LaMAS contracts.
 2. Name and contact information of the Louisiana licensed dealer or distributor who will be participating in the contract. Louisiana licensed dealer or distributor must meet the requirement of a resident business as defined in La. R.S. 39:1556(47).
 3. Current GSA Price Schedule
 4. A minimum of three (3) letters from three (3) separate departments is necessary to designate their intent to purchase the items if placed on contract. Acceptable letters to be from authorized Louisiana departments in either of the following categories:
 - a. State Agency
 - b. Quasi-Public Agency
 - c. Political Subdivision

At a minimum, one (1) of the letters should be from a State Agency.

Letters must include items that the department intends to purchase, correct packaging (where applicable), and the anticipated annual usage per item. **Letters must be signed by a department representative authorized to obligate funds for the department and must certify their department's full intent to purchase from the contract once established.** Failure to submit accurate and complete information will cause the request to be delayed.

In order to expedite the request, it is best to submit all of the above information as one (1) complete package at the same time. The request for a LaMAS contract is subject to approval after all information is received in proper order. Feasibility questionnaires may be needed to clarify information.

- B. When approval is granted, an agreement with the State of Louisiana terms and conditions will be negotiated between the State and the Contractor.
- C. All vendors seeking to establish a LaMAS contract must be registered in the LaGov Vendor Portal. Registration is intuitive at the following link: https://lagoverpvendor.doa.louisiana.gov/iri/portal/anonymous?guest_user=self_reg

Help scripts are available on the Office of State Procurement website under Vendor Resources at: <https://www.doa.la.gov/oa/osp/vendor-resources/>

Newly registered vendors must submit a completed W-9 form. The form is available on the Office of State Procurement website at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

- D. All vendors seeking to establish a LaMAS contract must be registered and in good standing with the Louisiana Secretary of State Office.
- E. Each LaMAS contract will be reviewed annually by the Office of State Procurement, approximately four (4) months prior to the expiration date of the contract. LaMAS Contracts are expected to meet the usage requirements as indicated below for the previous twelve (12) month period:

COMMODITY	ANNUAL USAGE
Access & Security Systems	\$50,000
Air Purifier Systems	\$50,000
Automotive Shop Equipment & Supplies	\$50,000
Breast Pumps	\$50,000
Carpet	\$50,000
Digital Court Reporting Equipment & Software	\$50,000
Fire Trucks	\$250,000
Fixed Seating	\$50,000
Floor Maintenance Machines	\$50,000
Folding Tables and Chairs	\$50,000
Hand Tools	\$50,000
Light Bars and Sirens	\$50,000
Machinery and Hardware, Industrial	\$50,000
Office Furniture	\$50,000
Specialty Vehicles for Homeland Defense	\$250,000

This usage amount may be waived in whole or in part due to extenuating circumstances in the State's best interest. Contract purchases from State Agencies, Quasi-Public Agencies and/or Political Subdivisions will be considered. Prime contractors are required to submit detailed contract usage reports quarterly to the State Procurement Analyst (SPA) for the contract reflecting governmental sales, inclusive of sales by any authorized distributors.

The specific usage report content scope and format requirements are available on the Office of State Procurement website under Vendor Resources/Vendor Forms:

<https://www.doa.la.gov/oa/osp/vendor-resources/>. In addition, the person's name who compiled the report and their contact information shall be provided. The Office of State Procurement reserve the right to request copies of any purchase orders and/or invoices issued against the contract to substantiate vendor usage reports for audit purposes.

The usage report shall be submitted utilizing this format or an equivalent format that has been approved by the Office of State Procurement.

The due dates of each quarterly report are as follows:

QUARTER	REPORTING PERIOD	DUE DATE
First	July 1 through September 30	October 31
Second	October 1 through December 31	January 31
Third	January 1 through March 31	April 30
Fourth	April 1 through June 30	July 31

Initiation and submission of the quarterly reports to the State Procurement Analyst (SPA) is the responsibility of the Contractor without prompting or notification by the SPA. If these reports are not submitted in a timely manner evidencing adequate sales volumes the Office of State Procurement shall have the right to terminate the contract, without consideration for reestablishment for a period of two (2) years. Also, individual items with no usage may be deleted unless copies of purchase orders from agencies can substantiate usage.

- G. Each LaMAS contract holder will be responsible for paying an Administrative Fee or Rebate to the Office of State Procurement in exchange for the management and facilitation of the contract. The Administrative Fee or Rebate will be .75%.

The administrative fee or rebate shall be submitted quarterly and shall be based on the total net (gross sales minus returns, credits and deductions) sales made to entities located in the State of Louisiana under the contract. Initiation and submission of the administrative fee or rebate to OSP is the responsibility of the Contractor without prompting or notification by the State Procurement Analyst (SPA). If these administrative fees or rebates are not submitted in a timely manner, OSP shall have the right to terminate the contract.

The check is to be made payable to: Louisiana DOA - Office of State Procurement. The check is to be mailed or delivered by courier service to the following address: Office of State Procurement, Attn: OSP Receivables Specialist, 1201 North 3rd Street, Claiborne Building - Suite 2-160, Baton Rouge, LA 70802. The calculation of the administrative fee or rebate shall begin immediately upon execution of the contract and payment shall be made in accordance with the following schedule:

QUARTER	PAYMENT PERIOD	DUE DATE
First	July 1 through September 30	October 31
Second	October 1 through December 31	January 31
Third	January 1 through March 31	April 30
Fourth	April 1 through June 30	July 31

**PROCEDURES FOR REQUESTING CHANGES
TO AN EXISTING LaMAS CONTRACT**

The following procedures should be followed when requesting the addition of item(s) to an existing LaMAS contract:

- A. The contract holder is to submit the following:
 - 1. Letterhead request from the contract holder requesting the addition of the item(s) with all pertinent information included.
 - 2. Detailed specifications of the item(s) requested to be placed on contract are necessary, including model numbers, product name, product codes, packaging information, description and literature, and the price to the State of Louisiana.
 - 3. The most recent GSA price schedule or proof that item(s) has been added to the GSA contract.
 - 4. A minimum of one (1) letter from a department is necessary to designate their intent to purchase the specific item(s) if placed on contract. Acceptable Letters may be from a State Agency; Political Subdivision; or Quasi-Public Agency. Letters must include those items that the department intends to purchase, the correct packaging (where applicable), including the anticipated annual usage per item. ***Letters must be signed by a department representative authorized to obligate funds for the department and must certify their department's full intent to purchase the item(s) once the item has been added to the contract.*** Failure to submit accurate and complete information will cause the request to be delayed. In order to expedite the request, it is best to submit all of the above at the same time. The request for the addition of item(s) is subject to approval after all information is received and in proper order.
- B. Additions to LaMAS contracts will be allowed only four (4) times within a twelve (12) month period, other than amendments made at the time of renewal.
- C. Distributor vendor changes, price reductions and item deletions may be made at any time during the contract period. The contract holder must submit a written request for these changes
- D. Price increases will be considered only when provided for in the State's contract terms and conditions and must be authorized by GSA.

Waivers

Only the Director of the Office of State Procurement can approve waivers to procedures. All requests for exceptions must be submitted in writing