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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Purchasing

MEMORANDUM OSP 09-03

TO: All Department Secretaries; Undersecretaries; Information Technology Directors; Purchasing Directors; State Departments, Agencies and Facilities; Colleges and Universities; Boards and Commissions; Political Subdivisions

FROM: Denise Lea, Director of State Purchasing

DATE: December 10, 2008

SUBJECT: Installation on Statewide Brand Name Microcomputer & Peripheral Contracts and Networking Contracts

This memorandum is to reinforce the contract scope regarding the type of installation that is available on the statewide brand name Microcomputer & Peripheral Contracts and Networking Contracts.

Installation on the Microcomputer & Peripheral contracts is limited to the initial set-up and initial diagnostics of microcomputers and peripherals purchased from the contract. Installation is to be used only at the time of the purchase of the component(s) from the state contract. Installation is not to be used for configuration or reconfiguration of network equipment, installation or rearrangement of in-building or outside wiring/cabling nor any other fashion.

Equipment Installation is defined in the Networking contracts as "The unpacking, inventory, assembly of components, rack mounting of chassis, patch cord/cross connects and powering up of equipment." Initial Software Configuration is defined as "The configuring of software to support the routing, switching, feature/function assignments and/or security parameters required on the initial turn up of the equipment and software to deliver a functioning network product to the customer."

Agencies are to assure that these contracts are being utilized in accordance with the terms and conditions established for the contract. If we become aware that an agency is misusing the contracts, the agency will be required to secure advanced approval from this office to utilize the contract.

If you have any questions, please contact my office for further discussions.