



Office of State Procurement

Statewide Contracts and eCat

Agency Training



What are Statewide Contracts?

Purchasing contracts established by OSP, available statewide, typically for a year⁺ period, to address needs common across State agencies and local governments.





Who can use SW Contracts?

- All state agencies & departments
- All political subdivisions of the State
- Authorized "quasi" agencies
 - Performing a public function, using public funding
 - *Eg.: Charter schools, some non-profits, Indian Tribes*



Who benefits?

- **End Users** – bundled buying power; lower prices
- **Vendors** – economies of scale; Poli Subs in pool
- **Taxpayers** – lower cost of providing public svcs.
- **Auditors** – consolidated usage; fewer risks; data
- **OSP** – fewer contracts to manage; more competent and professional vendors



How are SW Contracts created?

- **Variety of Methods:**
 - Competitive Sealed Bid (ITB)
 - Request for Proposals (RFP)
 - "Brand Name" Solicitation
 - Reverse Auction
 - GSA / LaMAS
 - Cooperative Purchasing
 - NASPO VP, MMCAP, US Communities, Sourcwell...



How do we manage SW's?

- **OSP is the contract-holder**
 - OSP handles solicitation, negotiation, award
 - OSP meets with contractors regularly to discuss status, usage, issues with contract
 - OSP will handle contractor problems and ensure compliance with contract terms
 - Agency should submit a Deficiency Complaint form to OSP for Contractors who are not providing good service, after initial remedies fail.

procurement.la.gov

-> Agency Center

-> Agency Forms



Why use Statewide Contracts?

- **Price**
 - Economies of scale; bundled buying power
 - Bigger total spend = more competition
 - Mutual benefits for agencies of all size
- **Selection**
 - Bigger contract = more line items available
- **Vendor customer service, resources**
- **Effort carried by OSP**
- **Compliance**



When to use SW Contracts?

- **Agency's needs similar to other agencies'**
 - Universal: office supplies; computers
 - Majority: janitorial; copiers; cell phones
 - 50-50: vehicles; security guards;
 - Minority: ammunition; herbicides;
 - Rare: tobacco tax stamps; school buses
- **Agency is willing to partner with other agencies to achieve mutual benefits**



When does OSP create SW's?

- Continuously.
- OSP constantly re-examines statewide purchasing patterns to see if its existing contracts portfolio should be adjusted:
 - P-Card Transactions, especially rogue spend
 - Repetitive one-time buys
 - Agency-Term Contracts
 - Statewide Contracts, including E/C contracts



How much can I spend on SWs?

- ... As much as you need.
 - No bid required if on SW contract
 - Title 38 exemption for Title 39 contracts
 - No cap amount for total contract spend
 - Ultimately limited by agency's budget
 - P-Card cap rules only other limitation
 - Refer to agency's internal LaCarte policy



How much can I spend on SWs?

- ... Also, as little as you can.
- Statewide contract pricing is the *maximum* (NTE) price; agencies are encouraged to ask for volume discounts and promotions.
 - Example: bulk order of hard hats and other PPE from Grainger by DOTD
- Option to bid vs. using state contracts if a significant price savings is possible.



Who are the SW contractors?

- **Over 650 statewide contracts**
 - Too many to list / discuss here
 - Large, representative SWs by category...
- **MRO** – Fastenal; Grainger; MSC; etc.
- **Office Supplies** – Staples; Veritiv; etc.
- **Wireless** – AT&T; Sprint; T-Mobile; Verizon; etc.
- **Microcomputers** – Dell; Lenovo; IBM; Howard; etc...
- **IT** – SHI; Cisco; HP; CarahSoft; Promethean; etc.
- **Copiers** – Kyocera; Xerox; Sharp; Toshiba; etc.
- **Heavy/Ag. Equip.** – John Deere; CAT; Doosan; etc.



Who are the SW contractors?

- **Food** – US Foods; PON Foods; Bimbo; McKee; etc.
- **Dairy** – Borden; Kleinpeter; Brown's Velvet; etc.
- **Jan. Supp.** – Economical; Berry Plastics; etc.
- **Jan. Chems.** – AutoChlor; EcoLab; P&G; SupplyWorks; Staples; Diversey; WeChem; Steris;
- **Furniture** – HON; Virco; LA School Equip.; etc.
- **Vehicle Acq.** – Gerry Lane; Hixson; Courtesy; etc.
- **Vehicle Parts** – NAPA; Safelite; Goodyear; Bridgestone; etc.
- **Vehicle Svcs.** – FuelTrac; GPS Insight; AssetWorks; etc.
- **Specialty Vehicles** – Farber; Creative Bus; Ferrara Fire; etc.
- **Lab/Pharma** – Fisher; VWR; Morris Dickson; etc.
- **Herbicides** – Dauterive; Houston; ChemSpray; Helena; etc.



How to access SW contracts?

- LA eCat
 - Search by contract description, vendor, contract #, line item description, etc.
 - procurement.la.gov > [Agency Center](#) > [LA eCat - Louisiana's Electronic Catalog](#)
 - Email the Purchasing Helpdesk (DOA-OSPhelpdesk@la.gov)

Director:

Paula Tregre, MBA
Phone: 225-342-8010
FAX: (225) 342-9756
Email: Paula.Tregre@la.gov

Mailing Address:

P.O. Box 94095
Baton Rouge, LA 70804-9095

Help Desk Email Addresses:

Purchasing:
[DOA-OSP HELP DESK](#)
Professional Contracts:
[DOA-PC HELP DESK](#)
Vendor Inquiries: [VENDR_INQ](#)

The Office of State Procurement (OSP) serves the agencies and people of Louisiana by ensuring that the state's contracting and purchasing activities are conducted legally, fairly, and efficiently.

OSP is responsible for maintaining standards, and for conducting the review and technical approval of professional, personal, consulting and social services contracts needed by state agencies. The office verifies that the competition process for each contract is fair, that funding has been appropriated to pay for services, and that the proposed services are reasonable and advisable in relation to the agency's mission and the state's priorities.

OSP also manages the purchasing of equipment, goods, supplies and operating services needed by state agencies. The office researches, develops and issues both statewide and agency-specific contracts and competitively bids items not covered under annual contracts. In all of its purchasing activities the office strives to reduce costs to the state by harnessing the purchasing power of the entire state to obtain the best pricing for all agencies, large and small.

OSP strives to ensure a fair, competitive bidding environment for all vendors, while also ensuring that vendors have performed well in their contractual duties to state agencies and the public. It also manages the Hudson and Veterans Initiatives for Small Entrepreneurships to ensure that agencies give due consideration to contracting with local small businesses.

New Information



Purchasing - Agency Center

Contact Information

New Information

Agency Forms

Agency Questions

Employee Purchase Program

Excluded Parties List System

Featured Contracts

LaCarte Procurement Card

LA eCat - Louisiana's Electronic Catalog

LaPAC - Online Solicitations & Award Information

UNSPSC Product Categories (Commodity Codes)

Legal Information

Louisiana's Hudson (Small Entrepreneurship) and Veteran Initiatives

Hudson Initiative (SE) Certified Vendors from LaPAC - Quick List

Veteran Initiative (LaVet) Certified Vendors from LaPAC - Quick List

OSP Help Desk

OSP Memos

ProAct - Procurement

Procurement Links

Procurement Support Team (PST)

Publications

Purchasing Complex Services - Request for Proposals (RFPs)

Training Center

State Agency Retail Discount Program

State by State Reciprocal Preference



Office of State Procurement

Louisiana's Electronic Catalog (LA eCat)

Search tool for items on state contracts.

[Help](#)

LaGov

Contract	Vendor	Contract Line Item:	Catalog Items:
Contract # <input type="text"/>	Name <input type="text"/>	Line # <input type="text"/>	MDM Catalog Reference # <input type="text"/>
Contract Desc. <input type="text"/>	SEBD <input type="text" value="Any"/> VSE <input type="text" value="Any"/>	Product Category <input type="text"/>	Supplier Part # <input type="text"/>
T-Number Desc <input type="text"/>	SE/HI <input type="text" value="Any"/> DVSE <input type="text" value="Any"/>	Material # <input type="text"/>	Region <input type="text"/>
T-number <input type="text"/> <input type="button" value="Lookup"/>		Product Category/Line Item Description <input type="text"/>	Catalog Item Long Description <input type="text"/>
Coop? <input type="text" value="Any"/>			Emergency <input type="text" value="Any"/>

- 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](#)



Office of State Procurement

Louisiana's Electronic Catalog (LA eCat)

Search tool for items on state contracts.

Help

LaGov

Contract	Vendor	Contract Line Item:	Catalog Items:
Contract # <input type="text"/>	Name <input type="text"/>	Line # <input type="text"/>	MDM Catalog Reference # <input type="text"/>
Contract Desc. <input type="text"/>	SEBD <input type="text" value="Any"/> ▼ VSE <input type="text" value="Any"/> ▼	Product Category <input type="text"/>	Supplier Part # <input type="text"/>
T-Number Desc <input type="text"/>	SE/HI <input type="text" value="Any"/> ▼ DVSE <input type="text" value="Any"/> ▼	Material # <input type="text"/>	Region <input type="text"/>
T-number <input type="text"/> <input type="button" value="Lookup"/>		Product Category/Line Item Description <input type="text"/>	Catalog Item Long Description <input type="text"/>
Coop? <input type="text" value="Any"/> ▼			Emergency <input type="text" value="Any"/> ▼

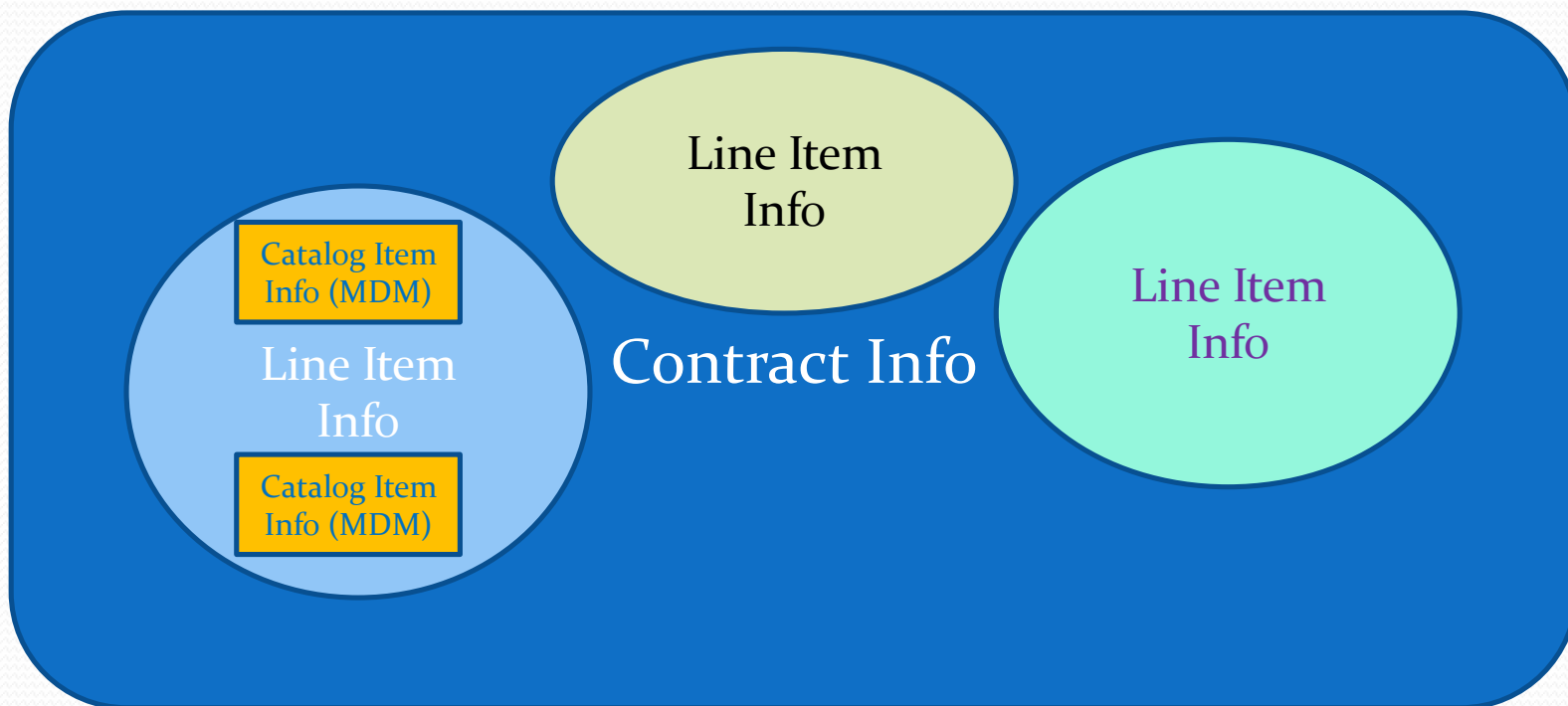
- Search using singular word forms only.
- Words separated by a space searches for items containing all words in any order.
- Enclose a phrase in quotes to search for the exact phrase.
- Words separated with OR searches for any of the words.
- % can be used as a wildcard when searching

Search for: Contracts Contract Line Items Catalog Items



eCat Search Features

- Nested Hierarchy of Detail Levels





eCat Search Features

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

Contract #	Contract Description	Vendor Name	T-number	Effective From - To	P-card
4400005224	Xerox Copier Mono Maintenance	XEROX CORP	91729	06/25/2014 - 06/30/2019	No



Contract Items						
Line #	Product Category	Material/Part Number	Line Item Description	No. of Catalog Items	UOM	Gross Price
<u>1</u>	44101501		Xerox Mono Maintenanc 07/14-06/19	24		\$0.00



Catalog Items						
1-24 of 24						
1						
MDM Catalog Ref. #	Supplier Part #	Catalog Item Long Description			UOM	Gross Price
948027	WC3615DN	MAINTENANCE FOR SEGMENT 1 COPIER WITH MCA OF 2,100 BRANDNAME:XEROX			Month	\$23.00
948028	WC3615DN	MAINTENANCE FOR SEGMENT 1 COPIER WITH AN MCA OF 3,500 BRANDNAME:XEROX			Month	\$24.00
948029	WC3615DN	COST PER COPY FOR EXCESS COPIES; SEG. 1 OVER MCA OF 2,100 & 3,500 ** THERE IS NO CHARGE FOR EXCESS COPIES BRANDNAME:XEROX			Each	\$0.10 (per 100)



Office of State Procurement

Louisiana's Electronic Catalog (LA eCat)

Search tool for items on state contracts.

Help

LaGov

<i>Contract</i>		<i>Vendor</i>		<i>Contract Line Item:</i>		<i>Catalog Items:</i>	
Contract #	<input type="text"/>	Name	<input type="text" value="XEROX"/>	Line #	<input type="text"/>	MDM Catalog Reference #	<input type="text"/>
Contract Desc.	<input type="text"/>	SEBD	<input type="text" value="Any"/>	VSE	<input type="text" value="Any"/>	Supplier Part #	<input type="text"/>
T-Number Desc	<input type="text"/>	SE/HI	<input type="text" value="Any"/>	DVSE	<input type="text" value="Any"/>	Region	<input type="text"/>
T-number	<input type="text"/>	<input type="button" value="Lookup"/>		Product Category/Line Item Description	<input type="text"/>	Catalog Item Long Description	<input type="text"/>
Coop?	<input type="text" value="Yes"/>					Emergency	<input type="text" value="Any"/>

- 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

1-8 of 8

1

Contract #	Contract Description	Vendor Name	T-number	Effective From - To	P-card
4400005224	Xerox Copier Mono Maintenance	XEROX CORP	91729	06/25/2014 - 06/30/2019	No
4400005237	Xerox Copier Color Maintenance	XEROX CORP	91729	06/25/2014 - 06/30/2019	No
4400005240	Xerox Copier Mono Rental	XEROX CORP	91729	06/25/2014 - 06/30/2019	No
4400005243	Xerox Copier Color Rental	XEROX CORP	91729	06/25/2014 - 06/30/2019	No
4400011615	Xerox Monochrome Purchase Copier	XEROX CORP	91729	07/01/2017 - 06/30/2020	No
4400011640	Xerox Mono Copier Bundled Maintenance	XEROX CORP	91729	07/01/2017 - 06/30/2022	No
4400011641	Xerox Monochrome Copier Bundled Rental	XEROX CORP	91729	07/01/2017 - 06/30/2022	No
4400011642	Xerox Color Bundled Rental Copier	XEROX CORP	91729	07/01/2017 - 06/30/2022	No

1-8 of 8

1



Office of State Procurement

Louisiana's Electronic Catalog (LA eCat)

Search tool for items on state contracts.

Help

LaGov

Contract		Vendor		Contract Line Item:		Catalog Items:	
Contract #	<input type="text"/>	Name	<input type="text"/>	Line #	<input type="text"/>	MDM Catalog Reference #	<input type="text"/>
Contract Desc.	<input type="text" value="copier"/>	SEBD	<input type="text" value="Any"/>	VSE	<input type="text" value="Any"/>	Supplier Part #	<input type="text"/>
T-Number Desc	<input type="text"/>	SE/HI	<input type="text" value="Any"/>	DVSE	<input type="text" value="Any"/>	Region	<input type="text"/>
T-number	<input type="text"/>	<input type="button" value="Lookup"/>		Product Category/Line Item Description	<input type="text"/>	Catalog Item Long Description	<input type="text"/>
Coop?	<input type="text" value="Any"/>					Emergency	<input type="text" value="Any"/>

- 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

1-25 of 31

1 2

Contract #	Contract Description	Vendor Name	T-number	Effective From - To	P-card
4400005224	Xerox Copier Mono Maintenance	XEROX CORP	91729	06/25/2014 - 06/30/2019	No
4400005236	Kyocera Copier Color Maintenance	KYOCERA DOCUMENT SOLUTIONS AMERICA,	91729	06/25/2014 - 06/30/2019	Yes
4400005237	Xerox Copier Color Maintenance	XEROX CORP	91729	06/25/2014 - 06/30/2019	No
4400005238	Kyocera Copier Mono Rental	KYOCERA DOCUMENT SOLUTIONS AMERICA,	91729	06/25/2014 - 06/30/2019	Yes
4400005239	Toshiba Copier Mono Rental	TOSHIBA AMERICA BUSINESS	91729	06/25/2014 - 06/30/2019	No
4400005240	Xerox Copier Mono Rental	XEROX CORP	91729	06/25/2014 - 06/30/2019	No
4400005241	Kyocera Copier Color Rental	KYOCERA DOCUMENT SOLUTIONS AMERICA,	91729	06/25/2014 - 06/30/2019	Yes
4400005242	Toshiba Copier Color Rental	TOSHIBA AMERICA BUSINESS	91729	06/25/2014 - 06/30/2019	No
4400005243	Xerox Copier Color Rental	XEROX CORP	91729	06/25/2014 - 06/30/2019	No
4400005244



Office of State Procurement

Louisiana's Electronic Catalog (LA eCat)

Search tool for items on state contracts.

Help

LaGov

Contract	Vendor	Contract Line Item:	Catalog Items:
Contract # <input type="text"/>	Name <input type="text"/>	Line # <input type="text"/>	MDM Catalog Reference # <input type="text"/>
Contract Desc. <input type="text"/>	SEBD <input type="text" value="Any"/> VSE <input type="text" value="Any"/>	Product Category <input type="text"/>	Supplier Part # <input type="text"/>
T-Number Desc <input type="text"/>	SE/HI <input type="text" value="Any"/> DVSE <input type="text" value="Any"/>	Material # <input type="text"/>	Region <input type="text"/>
T-number <input type="text"/> <input type="button" value="Lookup"/>		Product Category/Line Item Description <input type="text" value="copier"/>	Catalog Item Long Description <input type="text"/>
Coop? <input type="text" value="Any"/>			Emergency <input type="text" value="Any"/>

- 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**

1-15 of 15

1

Contract #	Contract Description	Vendor Name	T-number	Effective From - To	P-card
4400006919	MULTIFUNCTION DUPLO LAMAS	DUPLO USA CORPORATION	92406	07/09/2015 - 06/30/2019	Yes
4400011611	Kyocera Monochrome Purchase Copier	KYOCERA DOCUMENT SOLUTIONS AMERICA.	91729	07/01/2017 - 06/30/2020	No
4400011612	Dick Roundtree Mono Copier Purchase	DICK ROUNDTREE COPIERS INC	91729	07/01/2017 - 06/30/2020	Yes
4400011613	Toshiba Monochrome Copier Bundled Rental	TOSHIBA AMERICA BUSINESS SOLUTIONS	91729	07/01/2017 - 06/30/2022	No
4400011614	Sharp Monochrome Purchase Copier	SHARP ELECTRONICS CORP	91729	07/01/2017 - 06/30/2020	Yes
4400011615	Xerox Monochrome Purchase Copier	XEROX CORP	91729	07/01/2017 - 06/30/2020	No
4400011616	Canon Monochrome Purchase Copier	CANON USA INC	91729	07/01/2017 - 06/30/2020	No
4400011619	Kyocera Color Purchase Copier	KYOCERA DOCUMENT SOLUTIONS AMERICA.	91729	07/01/2017 - 06/30/2020	No



Office of State Procurement

Louisiana's Electronic Catalog (LA eCat)

Search tool for items on state contracts.

Help

LaGov

<p><i>Contract</i></p> <p>Contract # <input type="text"/></p> <p>Contract Desc. <input type="text"/></p> <p>T-Number Desc <input type="text"/></p> <p>T-number <input type="text"/> <input type="button" value="Lookup"/></p> <p>Coop? <input type="text"/> Any ▼</p>	<p><i>Vendor</i></p> <p>Name <input type="text"/></p> <p>SEBD <input type="text"/> Any ▼ VSE <input type="text"/> Any ▼</p> <p>SE/HI <input type="text"/> Any ▼ DVSE <input type="text"/> Any ▼</p>	<p><i>Contract Line Item:</i></p> <p>Line # <input type="text"/></p> <p>Product Category <input type="text"/></p> <p>Material # <input type="text"/></p> <p>Product Category/Line Item Description <input type="text" value="copier"/></p>	<p><i>Catalog Items:</i></p> <p>MDM Catalog Reference # <input type="text"/></p> <p>Supplier Part # <input type="text"/></p> <p>Region <input type="text"/></p> <p>Catalog Item Long Description <input type="text" value="high capacity"/></p> <p>Emergency <input type="text"/> Any ▼</p>
---	---	---	--

- 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**

1-6 of 6

1

Contract #	Contract Description	Vendor Name	T-number	Effective From - To	P-card
4400011614	Sharp Monochrome Purchase Copier	SHARP ELECTRONICS CORP	91729	07/01/2017 - 06/30/2020	Yes
4400011615	Xerox Monochrome Purchase Copier	XEROX CORP	91729	07/01/2017 - 06/30/2020	No
4400011616	Canon Monochrome Purchase Copier	CANON USA INC	91729	07/01/2017 - 06/30/2020	No
4400011638	Sharp Monochrome Copier Bundled Rental	SHARP ELECTRONICS CORP	91729	07/01/2017 - 06/30/2022	Yes
4400011641	Xerox Monochrome Copier Bundled Rental	XEROX CORP	91729	07/01/2017 - 06/30/2022	No
4400011642	Xerox Color Bundled Rental Copier	XEROX CORP	91729	07/01/2017 - 06/30/2022	No

1-6 of 6



eCat Search Features

- Recommend using combination of different fields to narrow results
- Recommend to always “View Contract” and view “Additional Attachments”



Office of State Procurement

Louisiana's Electronic Catalog (LA eCat)

Search tool for items on state contracts.

Help

LaGov

Contract		Vendor		Contract Line Item:		Catalog Items:	
Contract #	<input type="text"/>	Name	<input type="text" value="staples"/>	Line #	<input type="text"/>	MDM Catalog Reference #	<input type="text"/>
Contract Desc.	<input type="text"/>	SEBD	<input type="text" value="Any"/>	Product Category	<input type="text"/>	Supplier Part #	<input type="text"/>
T-Number Desc	<input type="text"/>	VSE	<input type="text" value="Any"/>	Material #	<input type="text"/>	Region	<input type="text"/>
T-number	<input type="text"/>	SE/HI	<input type="text" value="Any"/>	Product Category/Line Item Description	<input type="text"/>	Catalog Item Long Description	<input type="text"/>
Coop?	<input type="text" value="Any"/>	DVSE	<input type="text" value="Any"/>			Emergency	<input type="text" value="Any"/>
	<input type="button" value="Lookup"/>						

- 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**

1-11 of 11

1

Contract #	Contract Description	Vendor Name	T-number	Effective From - To	P-card
4400000947	LENOVO INC. COMPUTER EQUIPMENT- NASPO VP	LENOVO (UNITED STATES) INC	92455	10/01/2015 - 03/31/2020	Yes
4400004459	DATA COMMUNICATIONS PROD & SVC WSCA	HP INC	92534	09/18/2014 - 05/31/2019	Yes
4400006569	Office Supplies for State of Louisiana	STAPLES CONTRACT & COMMERCIAL INC	91265	05/16/2015 - 06/30/2019	Yes
4400007559	HEWLETT PACKARD COMPANY - NASPO VP	HP INC	91528	10/01/2015 - 03/31/2020	Yes
4400008316	TRIPP LITE BN COMPUTER PERIPHERALS	TRIPPE MFG CO	92154	01/06/2016 - 01/05/2019	Yes
4400010056	Diversey BN Janitorial Chemicals	DIVERSEY INC	90157	11/02/2016 - 11/01/2019	No
4400010525	FURNITURE: WOOD SEATING & WOOD TABLES	KNU LLC	91312	02/01/2017 - 01/31/2019	No
4400011786	SHREDDERS AND SUPPLIES SW CONTRACT	STAPLES CONTRACT & COMMERCIAL INC	91879	07/01/2017 - 06/30/2019	Yes
4400013588	OFFICE FURNITURE-ALLSTEEL	ALLSTEEL INC	92933	01/19/2018 - 01/21/2023	No
4400014362	CHEMICALS, JANITORIAL, PROCTER & GAMBLE	PROCTER & GAMBLE DISTRIBUTING	92417	04/05/2018 - 04/04/2019	Yes
4400014370	Staples Janitorial Chemicals & Supplies	STAPLES CONTRACT & COMMERCIAL INC	92939	05/02/2018 - 02/01/2020	Yes

1-11 of 11



Office of State Procurement

Louisiana's Electronic Catalog (LA eCat)

Search tool for items on state contracts.

Help

LaGov

<i>Contract</i>		<i>Vendor</i>		<i>Contract Line Item:</i>		<i>Catalog Items:</i>	
Contract #	<input type="text"/>	Name	<input type="text" value="staples"/>	Line #	<input type="text"/>	MDM Catalog Reference #	<input type="text"/>
Contract Desc.	<input type="text" value="office supplies"/>	SEBD	<input type="text" value="Any"/>	VSE	<input type="text" value="Any"/>	Supplier Part #	<input type="text"/>
T-Number	<input type="text"/>	SE/HI	<input type="text" value="Any"/>	DVSE	<input type="text" value="Any"/>	Region	<input type="text"/>
Desc	<input type="text"/>			Product Category	<input type="text"/>	Catalog Item Long Description	<input type="text"/>
T-number	<input type="text"/>			Material #	<input type="text"/>	Emergency	<input type="text" value="Any"/>
Coop?	<input type="text" value="Any"/>			Product Category/Line Item Description	<input type="text"/>		
	<input type="button" value="Lookup"/>						

- 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

1-1 of 1

1

Contract #	Contract Description	Vendor Name	T-number	Effective From - To	P-card
4400006569	Office Supplies for State of Louisiana	STAPLES CONTRACT & COMMERCIAL INC	91265	05/16/2015 - 06/30/2019	Yes

1-1 of 1

1



Office of State Procurement

Contract Detail

Contract #	4400006569	T-number	91265 - OFFICE SUPPLIES
Description	Office Supplies for State of Louisiana		
LAPS Contract	No	Prime Vendor Name	STAPLES CONTRACT & COMMERCIAL INC
SEBD Vendor	No	SE/HI Vendor	No
VSE Vendor	No	DVSE Vendor	No
Effective From-To	05/16/2015 - 06/30/2019	Coop Procure	Yes
Delivery Days ARO	0		
P-card Accepted	Yes		
Discounts Apply	No		

Locations

Statewide

Buyer Information

Buyer Code	90003402	Purchasing Agency	Office of State Purchasing
Buyer Name	SARAH RHODY	Contact Email	SARAH.RHODY@LA.GOV
Contact Phone	225-342-5465		

Vendor Distributor

Vendor Name	SEBD	SE/HI	VSE	DVSE	Order/General Address
STAPLES CONTRACT & COMMERCIAL INC	NO	NO	NO	NO	4324 S SHERWOOD FOREST BLVD STE 170 BATON ROUGE , LA 70816 Contact: Sara McCann Email: sara.mccann@staples.com Phone: 225-274-3681 FAX:

Contract Items

Line #	Product Category	Material/ Part Number	Line Item Description	No. of Catalog Items	UOM	Gross Price
2	44121600		Office Supplies	1		\$0.00



[\[View Contract\]](#)

STATE OF LOUISIANA Competitive Contract

Vendor: 310020003
Company
STAPLES CONTRACT & COMMERCIAL INC
STAPLES ADVANTAGE
4324 S SHERWOOD FOREST BLVD STE 170
BATON ROUGE LA 70816
Phone : 225-274-3681
Fax : 225-274-3669

T Number: 91265
Version: 16
LAPS Contract: No
Fiscal Year: 2015
Min.Ord.Value: 0.00
Distributor Contract: No
PCard:Yes
Co-op Agreement:Yes

Contract number: 4400006569
Description: Office Supplies for State of Louisiana

Buyer Information

Name: SARAH RHODY
Tel Number: 225-342-5465
Email: sarah.rhody@la.gov

SEBD Vendor: No
SEHI Vendor: No
VSE Vendor: No
DVSE Vendor: No
Contract Valid Dates:
05/16/2015 - 06/30/2019

Supplier Text: MANDATORY USE BY STATE AGENCIES: Unless exempted by R.S. 39:1554 or R.S. 39:1572, state executive branch agencies are required to purchase from this contract.
(See Additional Information.)

PLEASE GO TO THE OFFICE OF STATE PROCUREMENT WEBSITE FOR DETAIL INFORMATION:

[HTTP://WWW.DOA.LOUISIANA.GOV/OSP/CONTRACTS/APPROVEDCATALOG/CATALOGS.HTM](http://www.doa.louisiana.gov/osp/contracts/approvedcatalog/catalogs.htm)

AGENCIES MUST ESTABLISH A LOG IN ID TO USE THE CONTRACT.

<http://www.doa.la.gov/pages/osp/contracts/approvedcatalogs/officesupplies/oscc.aspx>



eCat Search Features

- Rarely-used features:
 - Search by T-Number
 - Filter by Cooperative contract type
 - Filter by Hudson/Vet vendor certification
 - Filter by Emergency

Contract	Vendor	Contract Line Item:	Catalog Items:
Contract # <input type="text"/>	Name <input type="text"/>	Line # <input type="text"/>	MDM Catalog Reference # <input type="text"/>
Contract Desc. <input type="text"/>	SEBD <input type="text"/> Any ▼ VSE <input type="text"/> Any ▼	Product Category <input type="text"/>	Supplier Part # <input type="text"/>
T-Number Desc <input type="text"/>	SE/HI <input type="text"/> Any ▼ DVSE <input type="text"/> Any ▼	Material # <input type="text"/>	Region <input type="text"/>
T-number <input type="text"/> <input type="button" value="Lookup"/>		Product Category/Line Item Description <input type="text"/>	Catalog Item Long Description <input type="text"/>
Coop? <input type="text"/> Any ▼			Emergency <input type="text"/> Any ▼

- 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.

Search for: **Contracts** **Contract Line Items** **Catalog Items**



eCat Quirks

- Singular/Plural
 - "Copier" = 31 results; "Copiers" = 0 results
- Inconsistent Contract Naming

Contract #	Contract Description	Vendor Name
4400005777	ELECTRONIC MONITORING OF OFFENDERS	SENTINEL OFFENDER SERVICES LLC
4400009179	ELECTRONIC MONITORING OF OFFENDERS	ATTENTI US INC
4400012337	Electronic Offender Monitors	BI INCORPORATED

[Contract Desc.] "Shredding" = 0 results

[Vendor] "Shredding" = 1 result (Tiger Shredding Doc. Destr.)



eCat Quirks

- eCat is useful, but very particular (legacy AFS system patched to LaGov)
- Try searches a few different ways
- Worst case scenario, just call OSP. We'll help you find the right contract(s).



Office of State Procurement

OSP Main Phone Number:
225-342-8010

Professional Contracts Help Desk:
DOA-PChelpdesk@la.gov

Purchasing Helpdesk:
DOA-OSPhelpdesk@la.gov