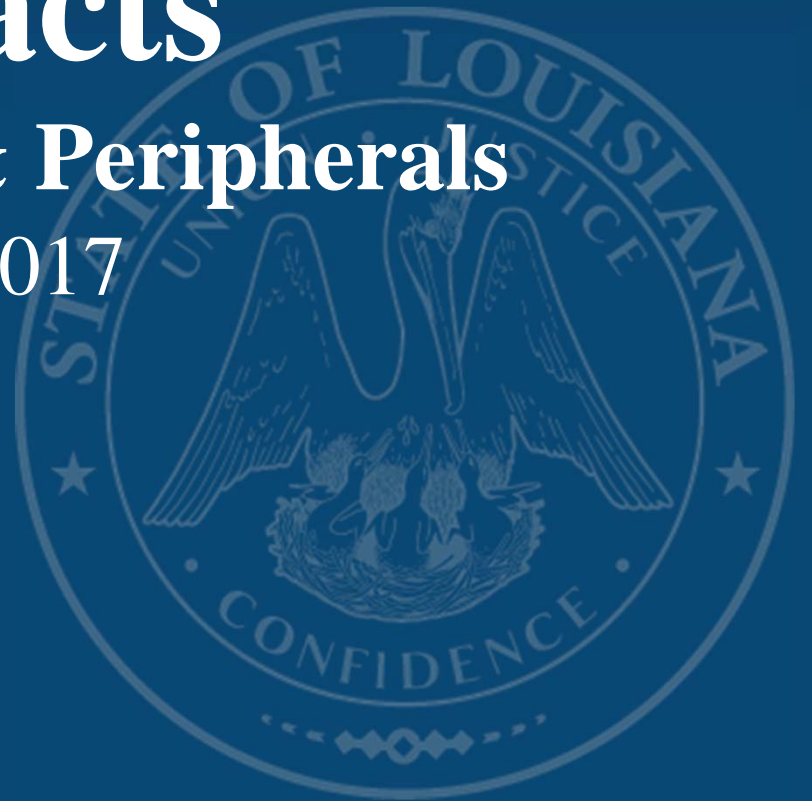


Brand Name and LaPS Contracts

Microcomputer & Peripherals

LaNIGP 2017

State of Louisiana
Office of State Purchasing



Statewide Contracts



- Statewide contracts are developed to group the needs of several agencies, to standardize, to combine usage for lower prices, and to ease the purchase process of commonly used items. There are 2 types of statewide contracts: competitive and brand name.
- Statewide contracts are usually in effect for an initial 12 month period and may have two additional 12 month renewal options, which may be exercised if proven to be in the best interest of the state.
- Term contracts and multi-year contracts up to five (5) years are possible with written justification and approval of the Director of State Procurement.
- Most contracts have a minimum order requirement. Check in LaGov or e-Cat to determine the minimum order requirement
- Statewide contracts are processed at State Purchasing.

Brand Name/Competitive Contracts



There are two basic types of Statewide Contracts

- Competitive
- Brand Name

What is the Difference?

- **Brand name: contracts allow only the specified brand to be bid.** (Dell, Apple, HP, etc.)
 - Multiple brand name contracts may exist for like items, but different brands. Such as janitorial chemicals, water treatment chemicals, microcomputer, peripherals, networking, etc.
 - Brand name contracts are usually developed because item(s) cannot be competitively bid and meet the need of the agencies, item(s) cannot be objectively evaluated using a competitive specification, or expertise is not available to develop a competitive specification.
 - Brand Name contracts fall under the Louisiana Pricing Schedule (LaPS) procurement rules and LAC (Louisiana Administrative Code) 34.I.1701 which can be found on this website: <http://www.doa.la.gov/osp/legalinfo/rulesregs.pdf>
- **Competitive: obtaining of bids from (2) two or more suppliers when requested goods or services exceed the threshold.**

Brand Name Contracts

Useful OSP websites for Brand Name contracts:

Louisiana Electronic Catalog (LA eCat) (search tool):

https://wwcfprd.doa.louisiana.gov/osp/lapac/ecat/dsp_eCatSearchLagov.cfm

Purchasing Rules and Regulations

<http://www.doa.la.gov/osp/legalinfo/rulesregs.pdf>

Policy and Procedure Memoranda 57- can be found on the following OSP Website:

<http://www.doa.la.gov/osr/PPM/PPM%2057.pdf>





LaPS



What is LaPS? 🤔

Louisiana Pricing Schedule Contracts

Where same or similar items appear on more than one (1) contract

- ✓ Where LaPS exist for same or similar item(s), i.e. routers, fire trucks, microcomputers, and the total procurement exceed \$25,000.00, all eligible users of these contracts are to comply with the rules L.A.C. 34:V.1709
- ✓ Prepare Request for Response and submit to at least three (3) LaPS contract holders.
- ✓ Shop and compare products on these contracts

The top banner features a dark background with the text 'LaPS' in white. On the left, there is an illustration of a 'CONTRACT' document with a fountain pen. On the right, there is an illustration of a 'PURCHASE ORDER' document with a pencil and a coffee cup.

LaPS

Authority: La. Administrative Code Title 34 Chapter 17 §1709

Where Louisiana Price Schedules (“LaPS”) exist for same or similar item(s) and the procurement is above \$25,000, all eligible users of these contracts will utilize following procedures.

1. Prepare a request for responses that may include, if applicable the following: (A request for response is an informal process used to make a best value determination)
 - a. a performance-based statement of work that includes things such as:
 - i. the work to be performed;
 - ii. location of work;
 - iii. period of performance
 - iv. deliverable schedule
 - v. applicable performance standards
 - vi. acceptance criteria;
 - vii. any special requirements (e.g., security clearances, special knowledge, etc.);
 - viii. the products required using a generic description of products and functions whenever possible;
 - b. if necessary or applicable, a request for submittal of a project plan for performing the task and information on the contractor’s experience and/or past performance performing similar tasks;



LaPS



- c. a best value determination is one that considers, in addition to underlying contract pricing, such factors as:
 - i. probable life of the item selected;
 - ii. environmental and energy efficiency considerations;
 - iii. technical qualifications;
 - iv. delivery terms
 - v. warranty;
 - vi. maintenance availability;
 - vii. administrative costs;
 - viii. compatibility of an item within the user's environment; and
 - ix. user's familiarity with the item or service;
 - d. a request for submittal of a firm-fixed total price for labor and/or products which are no higher than prices in the LaPS contract.
2. Submit the request for response to at least three LaPs contract holders, whenever available, offering functionally equivalent products and/or services that will meet the agency's needs.
 3. Evaluate responses and select the contractor to receive the order.
 - a. After responses have been evaluated, the order shall be placed with the contractor that represents the best value that meets the agency's needs. The ordering agency should give preference to small-entrepreneurships or small and emerging businesses when two or more contractors can provide the services and/or products at the same firm-fixed total price.
 - b. The ordering agency shall document in the procurement file the evaluation of the contracts' responses that formed the basis for the selection. The documentation shall identify the contractor from which the services and/or products purchased, and the cost of the resulting purchase order.



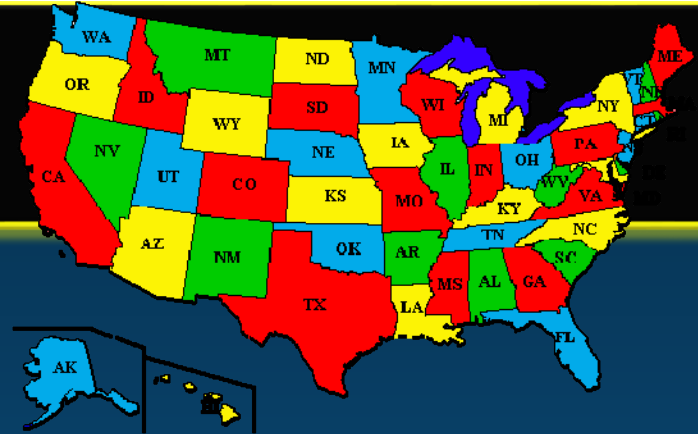
LaPS



- c. Purchases shall not be artificially divided to avoid the requirements of this this section when recurring requirements for same products are known
- d. Nothing herein relieves a state agency from following Office of Information Technology requirements for submission of IT 10 requests, for annual IT budget requests, or mid-year budget adjustment requests.
- e. A listing of all contracts applicable to this Section will be maintained on the Office of State Purchasing's website

<http://www.doa.la.gov/osp/contracts/LaPScontracts.pdf>

NASPO



Since 1993 NASPO ValuePoint has been the cooperative purchasing arm of NASPO (the National Association of State Procurement Officials) encouraging, fostering and guiding the nation's most significant public contract cooperative.

1. Manage the **NATIONAL COOPERATIVE PURCHASING PROGRAM**.
2. Guide members in an effort to create **TRUE PROCUREMENT COOPERATIVES**.
3. Jump Start **INNOVATION AND COMPETITION** in the marketplace.

➤ The **NASPO** organization allows participation from all 50 states, the District of Columbia and the organized US territories, their political subdivisions and other eligible entities.

NASPO

Process:

- I. One state leads the procurement; Issues the RFP and recommends for approval the awards. After Award, “**Master Price Agreements**” are executed by the lead state with the Awarded Contractors.
- II. States enter into negotiations with the awarded contractor(s) , adds any pertinent language required by the State and signs a “**Participating Addendum**”. The signed **PA** gives local units of Government and their Eligible Political Subdivisions access to these contracts.

A. State of Louisiana Participating Addendum:

- Only the **Director of State Purchasing** has the authority to enter into a **PA**.
- The Awarded Contractors have their Catalog Contract on the Internet linked from the Office of State Purchasing website listed under **Approved Catalog Contracts**.
- Quotes, orders and invoices should contain both the **NASPO Master Price Agreement Number** and the **State Contract Number**.
- Certain products which may include **third party items** may be allowed.
- Products **restrictions** should be listed on the **contract’s website**.
- Keep in mind **NASPO Contracts are LaPS Contracts**



OSP Help

Title 38

Political Subs and Quasi Agencies
Contact Attorney General's Office
John Morris morrisj@ag.louisiana.gov
(225) 326-6003



Didn't find what you need?

Help Desk 225-342-8010

Purchasing:

DOA-OSPhelpdesk@la.gov

Professional Contracts:

DOA-PChelpdesk@la.gov



QUESTIONS??

The End



THANKS FOR
ATTENDING!!!!

ENJOY
THE REMAINDER OF THE
CONFERENCE!!!!