

**BOBBY JINDAL**  
GOVERNOR




**PAUL W. RAINWATER**  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Purchasing**

**MEMORANDUM 12-02**

**TO:** All State Agencies and Political Subdivisions; Purchasing Departments; Purchasing Directors; Business Managers; Colleges and Universities; Boards and Commissions

**FROM:** Denise Lea   
Assistant Commissioner

**DATE:** August 26, 2011

**RE:** Change to Microcomputer & Peripheral Contract Limits

The Office of State Purchasing is increasing the individual line item unit cost and the total release/purchase order amount on the Microcomputer & Peripheral Contracts. The individual line item unit cost is being increased from \$25,000 to \$50,000 and the total release/purchase order amount that can be issued against these contracts is being increased from \$500,000 to a limit of \$1,000,000. The \$1,000,000 is a "per release/purchase order" limit and is not a limit on the annual amount that can be purchased from the contract. Procurements shall not be artificially divided to circumvent either threshold.

These contracts continue to be designated as a Louisiana Pricing Schedule ("LAPS") contract and LAC 34.I.1709 must be followed.

The Office of State Purchasing will continue to monitor these contracts to insure that the limits imposed are adhered to. Any violations found, could result in the contract being placed on a probational status, pending possible debarment. Any agency that does not comply with the limits imposed may be required to secure advanced approval from the Office of State Purchasing to utilize the contracts.

Please contact the Office of State Purchasing if you have any questions concerning this communication. My office staff will be happy to discuss this with you. Please circulate this memorandum to all parties in your agency that utilize these state contracts.

Thank you for your cooperation in this matter.