

Saving Money Through State Contracts

Session Objectives

This session provides guidance for directors of learning centers to access cost savings by using state contracts.

Participants in this session will:

- understand how to use the state contracts platform to save money on everyday items and big purchases,
- complete the necessary forms to be eligible to access state contracts,
- gain a better understanding of state procurement laws,
- understand resources and guidance for using state contracts.

State Contracts and Early Learning Centers

Statewide contracts are purchasing contracts established by the Office of State Procurement (OSP).

These are:

- companies who want to do business with the State of Louisiana who have registered as vendors to determine eligibility,
- available to vendors statewide, typically for a year+ period, to address needs common across State agencies,
- companies who offer steep discounts because of the high volume of sales

Eligible users of the vendors include:

- All state agencies & departments;
- All political subdivisions of the State
- Authorized “quasi” agencies including early learning centers

Eligibility

Laws that govern state contracts for early learning centers:

- La. Revised Statutes 39: 1551 – 1755 also known as the Louisiana Procurement Code
- *La. R.S. 39:1556(39) which defines a “private procurement unit” for purposes of purchasing off of state contracts as “any regionally accredited independent college or university in the state that is a member of the Louisiana Association of Independent Colleges and Universities or any early childhood learning center as defined in R.S. 46:1403(A)(6).”*

Benefits of State Contracts

State Contracts benefit early learning centers in many ways

- **Price** due to economies of scale and bundled buying, prices are lower (think Sam's or Costco)
- **Scale** as users make bigger purchases, there is more competition and incentive to provide the best prices
- **Selection** because of the high volume of sales and benefits to vendors
- **Vendor customer service** and resources help support a positive buying experience
- **Effort** for creating and maintaining the contract is carried by the Office of State Procurement
- **Compliance** is required of participating vendors

Variety of State Contracts

- There are over 650 statewide contracts covering many categories:
 - Food – US Foods; PON Foods; Bimbo; McKee; etc.
 - Dairy – Borden; Kleinpeter; Brown's Velvet; etc.
 - Janitorial Supplies – Economical; Berry Plastics; etc.
 - Janitorial Chemicals – AutoChlor; EcoLab; P&G; SupplyWorks; Staples; Diversey; WeChem; Steris
 - Furniture – HON; Virco; LA School Equip.; etc.
 - Vehicle Acq. – Gerry Lane; Hixson; Courtesy; etc.
 - 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
 - Vehicle Parts – NAPA; Safelite; Goodyear; Bridgestone; etc.
 - Vehicle Services – FuelTrac; GPS Insight; AssetWorks; etc.
 - Specialty Vehicles – Farber; Creative Bus; Ferrara Fire; etc.
 - Lab/Pharma – Fisher; VWR; Morris Dickson; etc.
 - Louisiana Herbicides – Dauterive; Houston; ChemSpray; Helena; etc

How do I get started?

1. New users (all early learning centers) must first complete the [State Contract Questionnaire Form](#) and mail the completed form to the Office of State Procurement to be added to the list of eligible agencies allowed to purchase off state contracts.
2. You will receive confirmation from OSP before you can use the vendors and discounts.
3. Go to the [Saving Money through State Contracts](#) page on the Louisiana Department of Education's website to access links to the most commonly used contracts **OR** Access all state contracts via [LA eCat](#) if you do not find what you need. Search by contract description, vendor, contract #, line item description, etc.
4. Contact vendors to get pricing. A script can be found here.

Step One: State Contract Questionnaire Form

Complete the questionnaire to be eligible.

Question A:

- Enter your identifying information

*Question B:

- *R.S. 17:470.33, R.S. 39:1556(39) and R.S. 46:1403(A)(6)*

*Question C:

- Varies by Early Learning Center - N/A - See R.S. 39:1556(39) and 39:1702(B)

*Question D:

- N/A

*Question E:


- N/A

If approved, do you wish to receive procurement email notifications?

Yes / No

*Prefilled for your convenience

Office of State Procurement
State of Louisiana
Division of Administration



JOHN BEL EDWARDS
Governor

JAY DARDENNE
Commissioner of Administration

STATE CONTRACT QUESTIONNAIRE

A. Name of Organization: _____
Address: _____
Telephone: _____ Fax: _____
E-Mail: _____

B. Please cite the enabling legislation, if any that set up your organization.
R.S. 17:470.33, R.S. 39:1556 (39) and R.S. 46:1403(A)(6).

C. List the source and percentage of your organization funding that is derived from public (city, parish, state or federal) sources.
Varies by Early Learning Center - N/A - See R.S. 39:1556(39) and 39:1702(B)

D. If your answer to (C) is 100%, stop. If your answer to (C) is less than 100%, proceed to question (E).
N/A

E. List any programs operated by your organization that are themselves 100% publicly funded programs?
N/A

If approved, do you wish to receive procurement email notifications? Yes No

Note: Louisiana state contracts may be viewed on the Internet at:
http://www.prd1.doa.louisiana.gov/OSP/LaPAC/eCat/dsp_eCatSearch.cfm

<p>_____ Signature of Authorized Person (Date)</p> <p>_____ (Print - Name & Title of Authorized Person)</p>	<p>FOR OFFICE USE ONLY</p> <p>By: _____</p> <p>Date: _____</p>
---	---

1201 N. Third Street, Suite 2-160 • P.O. Box 94095 • Baton Rouge, Louisiana 70804-9095 • (225) 342-8010
Fax (225) 342-9758
OSP Help Desk Email: DOA-OSP-Helpdesk@LA.Gov
DOA-Professional Contracts Helpdesk Email: DOA-PC-Helpdesk@LA.Gov
Vendor Inquiry Email: Vendor_Inq@LA.Gov
An Equal Opportunity Employer

Step Two: Confirmation from OSP

- Once the [State Contract Questionnaire Form](#) is completed, mail or fax the form to the Office of State Procurement (OSP) at:
 - Office of State Procurement
 - Attn: OSP Quasi-Agency Approval
 - P.O. Box 94095
 - Baton Rouge, Louisiana 70804-9095
 - Fax (225) 342-9756
- It typically takes 2-3 days to process the form.
- A decision letter will be mailed to the contact on the form.
- Approved Early Learning Centers will also be added to the list of approved state purchasing agencies located on OSP's [Approved Quasi Units webpage](#). Vendors will use this list to confirm an Early Learning Center (ELC) is eligible for the state discounted rates.

Step Three: Vendor Selection and Procurement

- Once approved, Early Learning Centers can proceed with selecting vendors and services from over 650 contracts available to state and quasi-agencies.
- The list of contract and vendors can be obtained in two methods:
 - [The Early Learning Learning Center webpage](#)
 - [LA eCat - Louisiana's Electronic Catalog](#)
- Contact the vendor(s) to set up your account and to get a quote on the quantity of items you would like to purchase. For a multi-vendor contract, you will want to get quotes from several of the vendors to ensure you are getting the lowest price as some vendors offer additional discounts.
- The contract with notate if there is a phone number and/or website where you can order as well as the payment terms.
- If you have problems or questions, the vendor sales representative will be able to assist you or you can email or call the Office of State Purchasing help desk at DOA-OSPhelpdesk@la.gov or (225) 342-8010.

Step Three: Early Learning Center Page

The Early Learning Center Page provides users with information, guidance, and training links for navigating the state contract procurement process. The page also contains links to list of vendors who provide state discounted pricing on the most commonly used services by early learning centers, including:

Consumables	Equipment
- Milk	- Cleaning
- Groceries	- Vehicles
- Food	- Tires
- Janitorial	- Computers
- Paper	- Copiers
- Office Supplies	- Furniture
	- Kitchen

Step Three: Early Learning Center Page

Let's look at the Early

The screenshot shows the Louisiana Department of Education website. At the top, the logo reads 'DEPARTMENT of EDUCATION Louisiana Believes'. Navigation links include HOME, ABOUT US, BESE, NEWSROOM, LIBRARY, and CONTACT US. A search bar is located on the right. Below the navigation is a dark banner with categories: EDUCATORS, EARLY CHILDHOOD, TEACHING + LEARNING, MEASURING RESULTS, GRADUATION PATHWAYS, SCHOOL CHOICES, and FUNDING.

The main content area is divided into three columns. The left column is a dark teal sidebar with a list of menu items: ACADEMIC APPROVAL, ADMINISTRATIVE SUPPORT, CHILD CARE ASSISTANCE PROGRAM, CHILD CARE FACILITY LICENSING INFORMATION, CLASS OBSERVATIONS, CLASSROOM RESOURCES AND INITIATIVES, CONTINUING PROFESSIONAL DEVELOPMENT, COORDINATED ENROLLMENT AND FUNDING, PERFORMANCE PROFILES, PUBLICLY-FUNDED PROVIDERS, PREPARING AND CERTIFYING TEACHERS, PRESCHOOL EXPANSION GRANT, UNDERSTANDING REVOKED LICENSES AND UNLICENSED CENTERS, and 'SAVING MONEY THROUGH STATE CONTRACTS' (highlighted in yellow). At the bottom of the sidebar is a 'Select Language' dropdown.

The middle column features the article 'SAVING MONEY THROUGH STATE CONTRACTS FOR EARLY LEARNING CENTER DIRECTORS'. The text explains that under Louisiana Revised Statutes 39:1551-1775, early learning centers can use state contracts for services and equipment. It states that these contracts, managed by the Office of State Procurement (OSP), offer discounts on over 650 contracts for categories like food, janitorial supplies, office supplies, computers, telecommunications, and vehicles. Below the text are sections for 'BENEFITS OF STATE CONTRACTS' (listing lower pricing, quantity discounts, variety of items, dedicated customer service, and support from OSP), 'HOW DO I ACCESS STATE CONTRACTS?' (describing the process of completing a questionnaire and mail-in), 'WHERE CAN I FIND CURRENT STATE CONTRACTS?' (listing links to consumables, equipment, and fleet contracts, and mentioning the LA eCAT), 'TRAINING' (listing a summit presentation), and 'RESOURCES' (listing help desks, procurement contacts, and purchasing processes).

The right column is a white box titled 'HOT TOPICS FOR YOUR INFORMATION YOU MIGHT ALSO LIKE'.

At the bottom of the page, there is a dark footer with the Louisiana Department of Education address (1201 North Third Street, Baton Rouge, LA 70802-5243, toll-free 1-877-453-2721), the 'EMPLOYEE CENTER' logo, an 'ASK LDOE' chat button, and social media icons for YouTube, Twitter, Facebook, Instagram, and Email.

Category not listed?

If you cannot find your category listed, there may be a few reasons why:

1. Challenge: The terms you used to search are not listed in the contract.

Solutions: Like a google search, get creative and try different search terms.

For example: "Milk" might be listed as dairy.

2. Challenge: A vendor for that product may not exist.

Solutions: Contact Purchasing Help Desk. They will develop a Request for Information and begin soliciting vendors for the product you desire. While this takes time and planning, it could result in big savings for your center.

For assistance and help, email the Purchasing Help Desk (DOA-OSPhelpdesk@la.gov)

- Provides assistance in locating a contract,
- Sets up training on LA eCat
- Provides assistance with new and expiring contracts

Step Four: LA eCat

The second option for locating state contracts is found via the Office of State Procurement's LA eCat system.

- Located at: procurement.la.gov > Agency Center > [LA eCat - Louisiana's Electronic Catalog](#)
- Search by contract description, vendor, contract #, line item description, etc.

DIVISION OF ADMINISTRATION
STATE OF LOUISIANA

Office of State Procurement

Louisiana's Electronic Catalog (LA eCat) [Help](#)
Search tool for items on state contracts.

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"/> Any ▼	Product Category <input type="text"/>	Supplier Part # <input type="text"/>
T-Number Desc <input type="text"/>	SE/HI <input type="text"/> Any ▼	Material # <input type="text"/>	Region <input type="text"/>
T-number <input type="text"/> <input type="button" value="Lookup"/>	DVSE <input type="text"/> Any ▼	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.
- % can be used as a wildcard when searching

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

Step Four: LA eCat

For this example we searched under contract description for “formula”

Office of State Procurement

Louisiana's Electronic Catalog (LA eCat)

Search tool for items on state contracts. [Help](#)

LaGov

Contract: Contract # Contract Desc. T-Number Desc T-number Coop?

Vendor: Name SEBD SE/HI VSE DVSE

Contract Line Item: Line # Product Category Material # Product Category/Line Item Description

Catalog Items: MDM Catalog Reference # Supplier Part # Region Catalog Item Long Description Emergency

- 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
4400012795	WIC Infant Formula Rebate	ABBOTT LABORATORIES INC	91905	01/01/2018 - 12/31/2020	No
4400014176	MMCAP- Abbott Infant Formula	ABBOTT LABORATORIES INC	92938	03/12/2018 - 06/30/2020	No
4400014176	MMCAP -Mead Johnson Infant Formula	MEAD JOHNSON & COMPANY LLC	92938	03/12/2018 - 06/30/2020	No
4400014177	MMCAP-Gerber DBA Nestle Infant Formula	NESTLE' HEALTHCARE NUTRITION INC	92938	03/12/2018 - 06/30/2019	No
4400014178	MMCAP-Nutricia Infant Formula	NUTRICIA NORTH AMERICA INC	92938	03/12/2018 - 10/31/2019	No
4400014640	Emergency Infant Formula	ABBOTT LABORATORIES INC	92665	05/01/2018 - 04/30/2020	Yes

1-6 of 6
1

Click on the contract number you are interested in purchasing from



Step Four: LA eCat

Effective From-To Date

Note the buyer in OSP who can assist you with questions

Vendor's address and contract contact information

View contract and additional notes

Office of State Procurement

Contract Detail

Contract #	4400014176	T-number	92938 -
Description	MMCAP -Mead Johnson Infant Formula		
LAPS Contract	No	Prime Vendor Name	MEAD JOHNSON & COMPANY LLC
SEBD Vendor	No	SE/HI Vendor	No
VSE Vendor	No	DVSE Vendor	No
Effective From-To	03/12/2018 - 06/30/2020	Coop Procure	No
Delivery Days ARO	0		
P-card Accepted	No		
Discounts Apply	No		

Locations

Statewide

Buyer Information

Buyer Code	90003327	Purchasing Agency	Office of State Purchasing
Buyer Name	INGRID FIELDS	Contact Email	INGRID.FIELDS@LA.GOV
Contact Phone	225-342-8015		

Vendor Distributor

Vendor Name	SEBD	SE/HI	VSE	DVSE	Order/General Address
MEAD JOHNSON & COMPANY LLC	NO	NO	NO	NO	2701 PATRIOT BLVD 4TH FL GLENVIEW , IL 60026 Contact: BRENDA JENKINS Email: DUMMY@LA.GOV Phone: (847) 832-2420 FAX:

Contract Items

Line #	Product Category	Material/Part Number	Line Item Description	No. of Catalog Items	UOM	Gross Price
1	42231800		Nutritional Products	1		\$0.00

[View Contract](#) [View Notes](#) [Return](#) [New Search](#)

For this particular contract, specific ordering information is provided in the "View Note" section

Contract Notes - Contract #4400014176
This is a MMAP Member Contract for the State of Louisiana to furnish Nutrition Products March 12, 2018 through June 30, 2020.
All orders should be directed to the Mead Johnson Institutional Customer Order Center, email MG-MJN-INST-ORDERS@mjn.com, phone (800-457-3550), or fax (800-828-9119).
Hours:
Monday - Friday
7:00 am to 5:00 pm, CST/CDT

How much can I spend on a state contract?

- As much as you need.
 - No bid required if on state contract
 - No cap amount for total contract spend
 - Ultimately limited by agency's/user's budget
- And as little as you can.
 - Statewide contract pricing is the maximum not to exceed (NTE) pricing; agencies/users are encouraged to ask for additional volume discounts and promotions from vendors.
 - Example: bulk order of milk from Kleinpeter

**You always have the option to bid versus using a state contract
if a significant price savings is possible.**

Special Circumstances: Multi-Vendor Contracts

Multi-Vendor Contracts--A large number of state contracts provide a choice of vendors to purchase similar items. Multi-vendor contracts require a different set of steps.

When using the catalog, you will see vendors marked as either a

- Louisiana Multiple Award Schedule (LaMAS)
- Multistate/Cooperative Purchasing Agreement, or
- Louisiana Pricing Schedule (LaPS).

When a vendor is marked as such, you must contact each company listed to solicit a quote to ensure you are getting the best price for what you need. You will get a better price because there is more competition.

- **Informational Requests-** If one or more Early Learning Center(s) are interested in purchasing an item that is not currently included within a state contract, the Center(s) can work with the Office of State Procurement to either add the item to a current state contract, solicit a contract bid, request for quote, or request for information.
 - Request for Quote (RFQ)
 - Request for Information (RFI)

Creating statewide contracts

The Office of State Procurement (OSP) creates contracts:

- On a continuous cycle
- OSP constantly re-examines statewide purchasing patterns to see if its existing contracts portfolio should be adjusted:
 - Repetitive one-time buys
 - Agency-Term Contracts
 - Statewide Contracts
- Upon request by an agency, when it will serve multiple entities and provide better pricing and/or selection, OSP will
 - release a bid (RFP, ITB) to award a contract for new services or equipment
 - release an informational request to gather information and pricing (RFI, RFQ) .

Creating statewide contracts

- **Informational Requests-** If one or more Early Learning Center(s) are interested in purchasing an item that is not currently included within a state contract, the Center(s) can work with the Office of State Procurement to either add the item to a current state contract, solicit a contract bid, request for quote, or request for information.
- **Types of bidding handled through the Office of State Procurement**
 - Request for Proposal (RFP) - Used when seeking to procure services or equipment which requires consideration of additional evaluation criteria beyond solely cost. Contract award(s) are made to the most responsive and advantageous bidder.
 - Invitation to Bid (ITB) - used to purchase a specific service or equipment where a contract will be awarded to the lowest responsive and responsible bidder.
 - Request for Quote (RFQ) - used to seek the lowest the responsive pricing on a specific item. A contract is not generated via this mechanism.
 - Request for Information (RFI) - used to seek information about a service or equipment in order to gain more information and details, but not necessarily purchase an item.

Feedback on State Contracts

End Users (you) support OSP by sharing information on contractor performance accountability needed. OSP will handle contractor problems and ensure compliance with contract terms.

- User should submit a [Deficiency Complaint Form](#) to OSP for contractors who are not providing good service, after initial remedies fail.

State Contract Managers

The Louisiana Department of Education does not manage state contracts. We are supporting early learning centers to access these tools.

The Office of State Procurement manages state contracts and

- provides assistance in locating a contract,
- handle solicitation, negotiation, award,
- regularly discuss status, usage, and issues with contractors
- setting up training on LA eCat

For assistance and help email the Purchasing Helpdesk (DOA-OSPhelpdesk@la.gov)

Fleet Vehicle, Maintenance and Fuel Purchasing

Early Learning Centers can also access discounts on transportation-related expenses:

These include:

- fleet vehicles,
- vehicle maintenance,
- and fuel

The Louisiana Fleet Vehicle Webpage details these opportunities .

Additional websites and/or forms are required to access these discounts.

Fuel Card Discounts

- Discounted fuel can be purchase through [FuelTrac](#) program managed by Mansfield Oil Company (Contract #4400008141).
 - It provides retail fuel at over 98% of retail gas stations where Voyager is accepted
 - If you are tax exempt, taxes (18.4 & 24.4 center per gallon) are automatically removed from the cost of gas at the pump
 - Valuable monthly rebates of up to 3 cents per gallon
 - Driver ID and Odometer required at time of purchase for security
 - Detailed daily, weekly, and monthly reporting
 - No set-up fees or card fees
 - Bulk fuel incentives
 - Each Early Learning Center can define their own restrictions on the use of the Fuel card
 - Fuel Only
 - Fuel and Other – allows maintenance and anything else sold at locations accepting Voyager
 - Monthly Spend Limit
 - Daily Transaction Limit
 - Monthly Transaction Limit
 - Hard or Soft Limits
- Restrictions can be placed at card or account level

Fuel Card Maintenance Services

Maintenance using FuelTrac Fuel Card

- Maintenance services can be provided at any locations accepting Voyager
 - Oil Change
 - Tire Repair
 - Tire Rotation
 - etc...
- Charges will be billed to the agency's FuelTrac account
- Must follow small purchase executive order, not considered a contract purchase
- Agency can set restriction on use, just like for fuel

To take advantage of the State of Louisiana Fleet Card Program, call 1-800-906-4550 or visit www.fueltrac.com

Statewide Fleet Vehicle Contracts

Where to find information and begin the process?

[Louisiana Fleet Contract Webpage \(http://fleet.la.gov\)](http://fleet.la.gov)

What vehicles are on state contract?

- Sedans
- Sport Utility Vehicles (SUVs)
- Cargo & Passenger Vans
- ½ Ton Pickup Trucks
- Heavy Duty Trucks
- FTA Modified Vans & Buses
- School Buses
- And more!

Who can assist if you have questions?

Office of State Procurement, Sonya Thomas (sonya.thomas@la.gov)

Statewide Fleet Vehicle Contracts

Vehicle purchasing process for early learning centers (aka political subdivisions):

1. Click on the type of vehicle you are interested in purchasing from the [fleet webpage](#).
2. A page will display containing all of the make, model and types of vehicles available for purchasing, along with the vendor offering the vehicle.
3. Click on the “See Order Sheet” link for pricing, options, and vendor contact information.
4. Only the configurations and options listed on the order sheet are available; however, additional configurations and/or options may be added by OSP upon request. To request an addition, contact OSP or the Dealer.
5. Contact Dealer for delivery information. Any delivery charges must be negotiated and are not part of the contract.
6. Submit a purchase order directly to the Dealer. It is strongly recommended for ELCs to submit a order sheet along with the purchase order as well as obtain a confirmation/acknowledgement from the Dealer.
7. Payment must be presented at pickup or delivery. Dealer is not required to release vehicle prior to receiving payment.

Small Purchases Executive Order

(only applies to Fuel Card Maintenance)

Fuel Card Maintenance purchases less than \$25,000 must also abide by the following rules:

Purchases not exceeding \$1,000

- No bidding required

Purchases > \$1,000 but ≤ \$5,000

- Solicit 3 or more quotes
- At least 1 Small Enterprise Bidder(SEB) or Small Enterprise(SE) as defined by the Hudson Initiative (R.S. 39:2001-2008) or the Veterans Initiative (R.S. 39:2171-2179), if possible
- May be via fax or phone

Purchases > \$5,000 but ≤ \$25,000

- Solicit 5 or more quotes
- At least 2 SEB or SE, if possible
- Must be a written response via fax, email, or mail
- Minimum of 3 days allowed for receipt of quote

Additional Maintenance, Tires and Parts Contracts

The State of Louisiana also provides access to a number of multi-vendor contracts which provide parts, labor, tires, emergency roadside assistance and other services. Not all vendors offer the exact same product but may offer a similar product. Contract users should get quotes and choose the best product, at the best price for their needs.

- **Tires, Tubes and Services** are offered through Goodyear Tire and Rubber Co. which contracts with multiple locations across the state.
- **Automotive Glass Replacement and Repair**
- **Aftermarket Auto Parts**

Resources and Contacts

Office of State Procurement Help Desk

- Email: DOA-OSPhelpdesk@la.gov
- Phone: (225) 342-8010
- Fax: (225) 342-8369

Office of State Procurement

- State Contract Deficiency Complaint Form
<https://www.doa.la.gov/osp/agencycenter/forms/submit/deficiencycomplaint.pdf>

State of Louisiana Fleet Card Program, call 1-800-906-4550 or visit www.fueltrac.com

Fleet Vehicles and Contracts: Sonya.Thomas@la.gov

LDOE Early Learning Center Support:

- Email: Emmy.odwyer@la.gov