

### 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.

# How do I get started?

- 1. New users (all early learning centers) must first complete the <u>State Contract Questionnaire Form</u> 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 <u>Saving Money</u> page on the Louisiana Department of Education's website to access links to the most commonly used contracts **OR** Access all state contracts via <u>LA eCat</u> if you do not find what you need. Search by contract description, vendor, contract #, line item description, etc.
- 4. Contact vendors to get pricing. "Scripts for Vendors" can be found on the Saving Money webpage to guide your outreach to vendors.

### 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

#### Office of State Procurement State of Louisiana

JOHN BEL EDWARDS



JAY DARDENNE

#### STATE CONTRACT QUESTIONNAIRE

- A. Name of Organization: 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).
- E. List any programs operated by your organization that are themselves 100% publicly funded programs?

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

Note: Louisiana state contracts may be viewed on the Internet at: http://wwwprd1.doa.louisiana.gov/OSP/LaPAC/eCat/dsp\_eCatSearch.cfm

Signature of Authorized Person (Date)

(Print - Name & Title of Authorized Person)

FOR OFFICE USE ONLY	
Ву:	
Date:	
·	

1201 N. Third Street, Suite 2-160 ● P.O. Box 94095 ● Baton Rouge, Louisiana 70804-9095 ● (225) 342-8010 Fax (225) 342-9756

OSP Help Desk Emall: DOA-OSP-Helpdesk@LA.Gov essional Contracts Helpdesk Email: DOA-PCHelpdesk@LA.Gov Vendor Inquiry Email: Vendor I

<sup>\*</sup>Prefilled for your convenience

# Step Two: Confirmation from OSP

 Once the <u>State Contract Questionnaire Form</u> is completed, mail or faxl 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. This may take a longer period of time due to more centers applying.
- 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 <a href="Approved Quasi Units webpage">Approved Quasi Units webpage</a>. Vendors will use this list to confirm an Early Learning Center (ELC) is eligible for the state discounted rates.

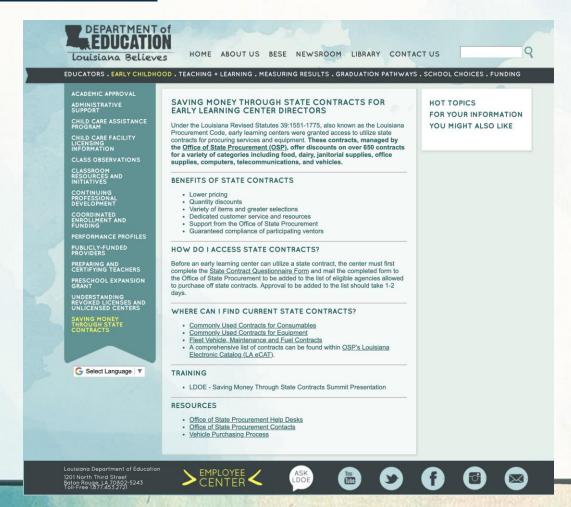
# Step Three: Vendor Selection and Procurement

The Department has created a simplified webpage for early learning centers. This page includes many of the commonly used consumables and equipment that a program might need.

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

# Step Three: Saving Money Page

Let's look at the Saving Money Page and it resources.



### Category not listed?

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

1. Reason: The category you are looking for is not on the Saving Money page.

<u>Try this:</u> Use the larger catalog (the E-Cat). Like a google search, get creative and try different search terms. For example: "Milk" might be listed as "dairy." "Toys" might be found in "School supplies," or "Diapers/wipes" found in "paper"

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

<u>Try this:</u> Contact the 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. When new contracts are added, those who checked the box on the Questionnaire form will be notified.

#### The Early Learning Center Page has a link to the help desk if you need support.

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

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

### **Existing Contract?**

### Q. What if you already use a vendor for a product?

For example: You may currently purchase milk from a vendor that is listed on the state contract page.

**A. It is time to renegotiate your price.** Contact the vendor through your salesperson or the vendor listed. This situation is explained on the script resource.

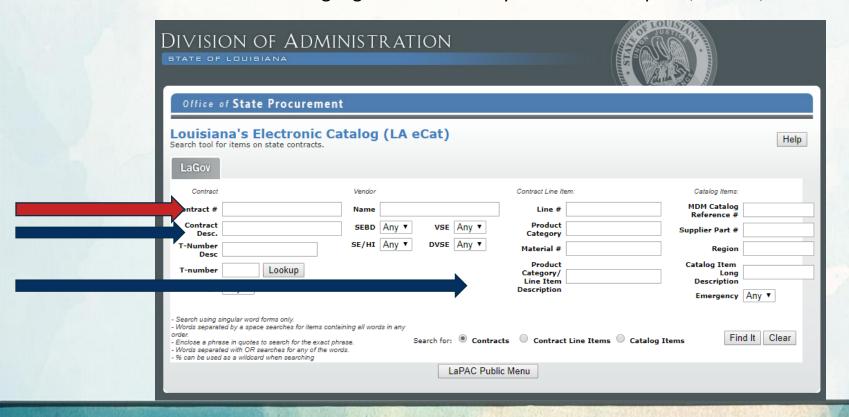
Q. Why might products be available one month, but not the next?

A. The cost and availability of food items are likely to change because availability and pricing on these items are less predictable long term. This also means that new foods might be offered each month. Ask your vendor what's available when you are placing orders.

# Step Three: LA eCat

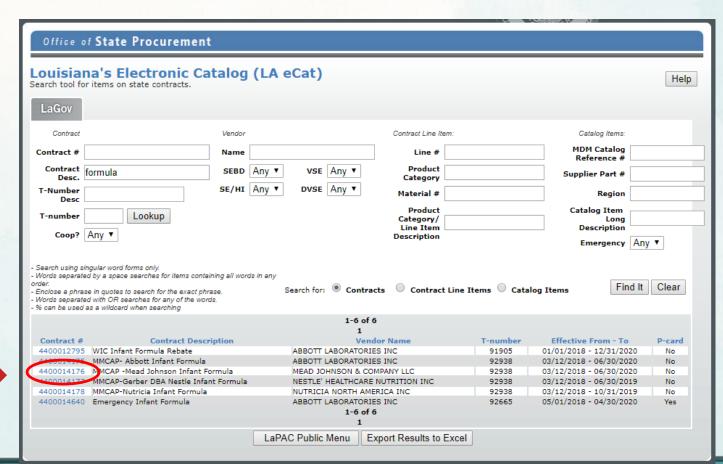
The second option for locating state contracts is found via the Office of State Procurement's LA eCat system.

- Located at: procurement.la.gov > Agency Center > LA eCat Louisiana's Electronic Catalog
- Use either of the two boxes highlighted to search by contract description, vendor, or contract #.



# Step Three: LA eCat

For this example we searched under contract description for "formula"



Click on the contract number your are interested in purchasing from

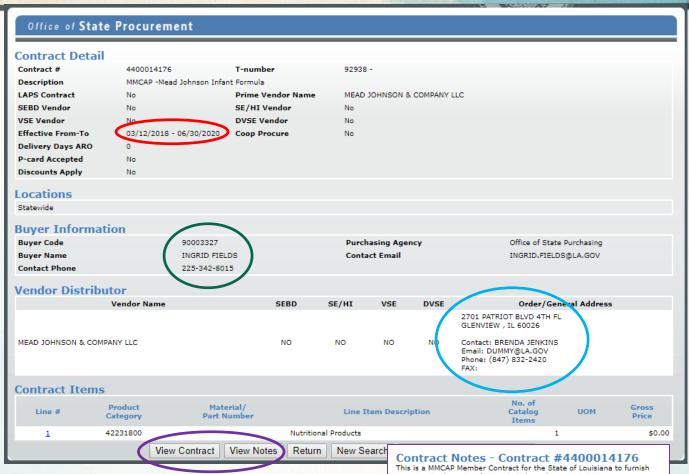
# Step Three: LA eCat

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



For this particular contract, specific ordering information is provided in

the "View Note" section

Nutrition Products March 12, 2018 through June 30, 2020.

All orders should be directed to the Mead Johnson Institutional Customer Order Center, email MG-MIN-INST-ORDERS@min.com,

phone (800-457-3550), or fax (800-828-9119).

Monday - Friday 7:00 am to 5:00 pm, CST/CDT

### Step Four: Contacting the Vendor

### Important fact: You can purchase as much or as little as you need.

- No bid required if on state contract
- No cap amount for total contract spend

### **Best practices:**

- 1. Call all the vendors listed for your category, even if a price is listed. Contracts will list an "NTE" price—Not To Exceed- Statewide contract pricing is the <u>maximum</u> not to exceed (NTE) pricing. Agencies/users are encouraged to ask for additional volume discounts and promotions from vendors.
- 2. Inform vendors that you are seeking information, and make sure they know you aren't ready to purchase until you have called all the vendors. Competition drives the lowest costs.
- 3. Use the script linked on the Saving Money page when calling vendors. It guides you through how to ask for the prices utilizing the state contracts.
- **4. Share your location** when calling for prices. Some companies may offer services in a limited delivery area. We are working on listing this with regional information.

### **New Vendors**

### 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:
- 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).

**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 (RFQ) or request for information (RFI).

### 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 <u>Deficiency Complaint Form</u> to OSP for contractors who are not providing good service, after initial remedies fail.

# Fuel Purchasing

Non-profit and public early learning centers may be able to access discounted fuel through FuelTrac program managed by Mansfield Oil Company (Contract #4400008141).

The Department is gathering more information on this opportunity for private businesses.

To do so, one must apply for a <u>FuelTrac</u> card. There are a number of benefits to using the program. It is important to remember:

- This is a credit card that must go through a credit approval process.
- Non-profits and 100% public early learning centers will be required to provide organizational financial statements for approval.
- Private businesses may require a personal guarantee to be approved.
- Each account owner is responsible for the restrictions that are set up on how the cards can be used and for what.
- The credit card must be paid each month or access to discounted fuel is terminated.
- Driver ID and Odometer required at time of purchase for security

### Benefits of Fuel Purchasing

- Discounted fuel can be purchase through <u>FuelTrac</u> 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
- Detailed daily, weekly, and monthly reporting
- No set-up fees or card fees
- Each Early Learning Center can define their own restrictions on the use of the Fuel card
  - Monthly Spend Limit
  - Daily Transaction Limit
  - Monthly Transaction Limit
  - Hard or Soft Limits
  - Restrictions can be placed at card or account level

### Statewide Fleet Vehicle Contracts

### Where to find information and begin the process?

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

This is also linked on the Saving Money page.

#### 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)

# 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

TIP: Keep a folder where you document the quotes you gather for eligible purchases.

### Statewide Fleet Vehicle Contracts

### <u>Vehicle purchasing process</u> for early learning centers (aka political subdivisions):

- 1. Click on the type of vehicle you are interested in purchasing from the <u>fleet webpage</u>.
- 2. A page will display 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.

# 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.

- <u>Tires, Tubes and Services</u> 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: <u>DOA-OSPhelpdesk@la.gov</u>

Phone: (225) 342-8010

• Fax: (225) 342-8369

#### Office of State Procurement

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

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: <u>Emmy.odwyer@la.gov</u>