

Scripts for contacting State Vendors

General Guidance:

If you have completed the eligibility form to the Department of Administration, and have received authorization to access State Contracts, it's time to contact vendors. You will begin by researching what companies offer the goods and services you want.

It is recommended that you contact:
at least 2 vendors for purchases less than \$25,000
a minimum of 3 of vendors for purchases over \$25,000

You request information from vendors via phone call or email. We are providing guidance below on how to request information as an eligible entity.

Script for an Existing vendor:

(If you have a relationship with a particular sales person, speak to that person)

My business has been purchasing _____ (products) from your company. I have just learned that we are eligible for the state contract rate. I have received my approval letter to utilize state contracts and state contract pricing from the Office of State Procurement. I would like to work with you to renegotiate our contract/rate to ensure we are receiving the best price since these contracts have opened up an additional pool of vendors who can service our account and needs.

(If your vendor is not a state vendor and wants to keep your business, encourage them to register and become a state vendor).

Script for a New vendor: I am eligible for Louisiana's state contract pricing. I would like to speak with someone about opening an account so that I may receive a quote on _____ (products). *For example: cartons or gallons of milk.* I will be calling all state vendors who offer this product.

Reminder:

Call all eligible vendors for the best price before choosing a vendor. It will take some initial legwork but will result in the lowest cost for your center.

Reach out:

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

To file a complaint on a vendor, complete a State Contract [Deficiency Complaint Form](#)

Want to share a success story of cost savings? Contact Earlychildhood@la.gov