

August 7, 2013

To: All Principals & Account Clerks
All Department Heads

A decision has been made to use contracts with various companies on a system-wide basis for office and classroom supplies. When the time comes for you to order office/classroom supplies for your location, it will be necessary for you to use one of these three companies. If for some reason you are not able to obtain a particular item from one of them, you may use another company for that item. If that becomes necessary, please be reminded to follow the Board's policy regarding purchasing thresholds and multiple quotes.

Listed below are the three companies along with information that must be included on your purchase order to access the pricing available from these contracts. You will need to contact the company (or companies) prior to placing your first order to ensure that your account is set up and that you are using the contract pricing. The company representative will explain to you how to access the system and process the order. Schools will need to issue school-based purchase orders and central office departments will need to enter the information into the IFAS (Business Plus) system. These contracts have expiration dates as indicated and will be updated as necessary.

Louisiana Office Products

The purchase order must state: "Louisiana State Contract # 408827"
(Expires 5/15/14)

Central Office & Eastbank Schools:

Contact: Kim Western @ (504) 733-9650, (504) 416-2017, or kim@laop.com

Westbank Schools:

Contact: Debbie Polito @ (504) 733-9650, (504) 908-0243, or dpolito@laop.com

Office Depot

(Expires 1/31/14)

The purchase order must state: "Pricing per piggyback agreement with East Baton Rouge Parish School System Bid # 42-11"

Contact: Bill Finney @ (504) 355-7923, bill.finney@officedepot.com or

Kimberly Evans @ kimberly.evans@officedepot.com

School Specialty

(Expires 12/31/13)

The purchase order must state: "Pricing per piggyback agreement with Caddo Parish School Board Bid # 24E-13"

Contact: Gina Guarino @ (504) 376-3777 or gina.guarino@schoolspecialty.com

If you have any questions or require any additional information, please feel free to contact me at (504) 349-7667.

Regards,

Joe Deckelmann
Director of Purchasing & Procurement