

Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

March 31, 2022

NOTIFICATION OF PARTICIPATION

Pitney Bowes Inc.
Attn: Denise Beychok
2232 Deaux Parc Drive
Baton Rouge, LA 70808

RE: Pitney Bowes Mailing BN Equipment – Statewide Contract
CONTRACT NUMBER: 4400023813 T-NUMBER: 90407

Dear Mrs. Beychok,

This is official notification that the contract referenced above has been awarded to your company based on the attached Participating Addendum for NASPO Master Agreement # ADSP016-160897. Enclosed is a copy of the contract award. This contract shall be effective until **May 14, 2022**, or until such time that this office informs you by thirty (30) days written notice that this contract will be cancelled.

Pitney Bowes Inc., shall submit detailed contract usage reports quarterly to the State Procurement Analyst (SPA) for this contract in accordance with the below schedule. Initiation and submission of the quarterly reports to the SPA is the responsibility of the Contractor without prompting or notification by the SPA. If these reports are not submitted in a timely manner, the Office of State Procurement (OSP) shall have the right to terminate the contract.

The specific usage report content, scope, and format requirements is available on the Office of State Procurement website under vendor resources/vendor forms/ contract usage reporting template: <https://www.doa.la.gov/doa/osp/vendor-resources/>. In addition, the person's name who compiled the report and their contact information shall be provided. OSP reserves the right to request copies of any purchase orders issued against the contract.

The usage reports shall be submitted utilizing this format or an equivalent format that has been pre-approved by the Office of State Procurement.

Schedule for submittal of usage reports:

1201 N. THIRD STREET ♣ P.O. Box 94095 ♣ BATON ROUGE, LOUISIANA 70804-9095 ♣ (225) 342-8010
FAX (225) 342-9756
OSP HELP DESK EMAIL: DOA-OSP-HELPPDESK@A.GOV
DOA-PROFESSIONAL CONTRACTS HELPPDESK EMAIL: DOA-PCHLPPDESK@A.GOV
VENDOR INQUIRY EMAIL: VENDOR@NQ@A.GOV
AN EQUAL OPPORTUNITY EMPLOYER

<u>Quarter</u>	<u>Reporting Period</u>	<u>Due Date</u>
First Quarter	July 1 through September 30	October 31
Second Quarter	October 1 through December 31	January 31
Third Quarter	January 1 through March 31	April 30
Fourth Quarter	April 1 through June 30	July 31

Enclosed is a copy of the contract. If you have designated certain vendors as authorized distributors for this contract, it will be your responsibility as prime contractor to send copies of this award to each distributor. Prior approval from this office must be obtained before additional distributors may be added.

If you have any questions concerning the above, please contact me at (225) 342-5427 or Alana.Clark@la.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alana Clark", with a stylized flourish at the end.

Alana Clark
State Procurement Analyst

Enclosure(s)