

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/dao/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-HELPDESK@A.GOV

DOA-PROFESSIONAL CONTRACTS HELPDESK EMAIL: DOA-PCHelpdesk@A.GOV

VENDOR INQUIRY EMAIL: VENDOR@NO@A.GOV

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| <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](mailto:Alana.Clark@la.gov).

Sincerely,



Alana Clark  
State Procurement Analyst

Enclosure(s)