

USING GOVQUOTE

GovQuote has teamed with LaMATS Purchasing Services to bring Louisiana Municipalities **GovQuote LaMATS Edition**. GovQuote's electronic platform is used exclusively to receive quotes for products, supplies and equipment that do not exceed \$30,000, or to receive general offers to complete projects that require product, equipment or materials installed into or onto a municipal facility expected to cost less than \$150,000. After receiving quotes from vendors you are never under an obligation to buy unless you finish negotiating a sale, you issue a purchase order and product is received and accepted.

LaMATS
GovQuote
EDITION



To use **GovQuote LaMATS Edition**, a municipality or local government unit must register through this portal. Registration and use of **GovQuote LaMATS Edition** is at no cost to municipalities or to vendors. Only a vendor who successfully sells its product or services will pay a small administrative fee to GovQuote. Vendors agree in advance to pay LaMATS 1% of the sale price as an administrative fee to support the system. For example, if you make a purchase of \$1000, the vendor will have agreed that you withhold \$10 and forward it to the attention of **LaMATS, 700 North Tenth Street, Baton Rouge, LA 70802**.

After registering, you must go to your start page. In the top right-hand corner of your page you will see your name. Click on your name and "Settings" will drop down. Click on "Settings" and then go to "My Agency" on the upper left-hand corner of the page. When you click on "My Agency" you will see "Custom Terms and Conditions" on the right-hand side of the page. Please copy and paste in the square the following instructions to vendors:

A MESSAGE FROM LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES BUREAU (LAMATS)

This Request for Quotes is not a public bid. The requesting government agency has asked LaMATS to facilitate obtaining quotes through this electronic platform. Completing a purchase is solely within the discretion of the requesting government agency. Unless an official purchase order is issued by the requesting agency, the agency is under no obligation to buy your product. Notification to you by GovQuote of acceptance or selection of your quote is not an official order but simply affords you and the agency the opportunity to come to terms to complete a purchase transaction.

By responding to this request for quotes, an awarded vendor acknowledges and accepts that a 1% administrative fee is due to GovQuote LaMATS Edition from any vendor whose product is purchased by the requesting government agency. You further acknowledge and accept that the GovQuote LaMATS Edition municipal or local government buyer may opt to withhold 1% of the proceeds payable to the chosen vendor and will forward it to LaMATS, 700 North Tenth Street, Baton Rouge, LA 70802.

When a sale initiated through GovQuote occurs, please remember to go back to the **Request** and **Select the Best Quote** so that the other vendors who have made quotes will know that they were not selected. If no sale initiated through GovQuote occurs, please remember to **Cancel the Request** so that all vendors will know that the **Request** is no longer available. By registering, a municipal buyer agrees that it will not try to circumvent the GovQuote electronic platform to complete a vendor selection off-line or to avoid the collection of the administrative fee. If you have any question or concerns, please contact: Paul Holmes, LaMATS Procurement Consultant, paul@lamats.net, 700 North 10th Street, Baton Rouge, LA 70802.

