
Memorandum

To: ITS Customers Requesting the Apple Express Products List (EPL) 3774-A
From: Craig P. Orgeron, Ph.D.
Date: June 1, 2015
Re: Instructions for Use: Apple EPL 3774-A

1. Introduction

1.1 *Scope*

The Apple EPL 3774-A provides for quick purchasing of various hardware products including related installation services. **The EPL covers only Apple-branded hardware, software, and services.**

This EPL is not a procurement instrument for the following:

- Any non-Apple branded products to include products covered under the Apple Volume Purchase Program (VPP)
- Products with single quantity EPL cost exceeding the EPL limit of \$100,000
- Furniture such as carts

1.2 *EPL Effective Dates*

The Apple EPL will be valid from the signature date of this memo through March 9, 2018.

1.3 *Who May Use*

This EPL may be used by Mississippi agencies, universities, community/junior colleges and governing authorities (cities, counties, school districts, etc). This EPL has been approved by ITS as a legal purchasing tool for Apple-branded products.

See *Item 7. What Goes in Your Purchase/Audit File* for specifics about how to document an EPL purchase.

1.4 *Dollar Limitations of Use*

1.4.1 The purchase limit is \$100,000 per project per fiscal year (July – June) for the use of the Apple EPL without additional approval from ITS.

1.4.2 For K-12 Schools, the dollar limitation is interpreted by ITS to be \$100,000 per project per school or campus per fiscal year with a maximum dollar limitation of \$1,000,000 per school district per fiscal year for a project that spans multiple schools within the district.

1.4.3 Projects costing in excess of \$100,000 are beyond the scope of this delegated process and subject to full ITS review and authorization. Authorization to exceed the EPL dollar limitation is described in the ITS Procurement Handbook under the ***EPL Planned Purchase*** process, Chapter 013-080. Below is the link to the Procurement Handbook.
<http://www.its.ms.gov/Procurement/Documents/ISS%20Procurement%20Manual.pdf>

1.5 This list is governed under Procurement Instruments: Express Products Lists (EPLs) in the ITS Procurement Handbook (Chapter 011-030). The EPL is not to be confused with state contracts issued by Department of Finance and Administration, Office of Purchasing, Travel and Fleet Management (DFA-OPTFM).

1.6 *Mississippi's Accountability System for Government Information and Collaboration (MAGIC)*
State agency customers are required to purchase through Mississippi's Accountability System for Government Information and Collaboration (MAGIC). These customers will need the contract number and NIGP codes to complete their purchasing. The NIGP codes are located in item 7 below.

2. **Mississippi-Apple EPL Website**

2.1 Apple has worked with ITS to establish a special Mississippi-Apple EPL website containing the approved Apple EPL price list.

2.2 This website can be found at the following address:
<http://www.apple.com/education/shop/contracts/states/ms.html>

Below is a screen shot of the approved website:



Please note that there are other links on this page that allow you to navigate away from the approved Apple EPL.



3. Product and Pricing

- 3.1 Only products that contain the Apple brand may be included on the Apple EPL. Third party products must be obtained using other procurement methods.
- 3.2 When at all possible, customers should use the approved posted Apple EPL price list. Written quotations from Apple may be provided for specific projects should a customer need specialized configurations or quantity discounts exceeding those on the Apple price list.
- 3.3 Apple agrees to honor the pricing on their website or written quotations as a not-to-exceed price for a period of thirty days from when the website quote or written quotation was obtained. Should Apple pricing be reduced from the EPL pricing, Apple agrees to extend the lower price to Mississippi customers.
- 3.4 Educational pricing will be available to both Mississippi educational and governmental entities at the same not-to-exceed price.

4. Contract

The Apple EPL has its own contract, the **Master Purchase Agreement for Apple Branded Products and Services** (EPL Purchase Agreement) executed by Apple and ITS. A copy of this contract is on the Apple EPL page on ITS' main EPL website. Should your purchase be large or involve special terms, you may wish to negotiate a supplemental contract specific to your situation with Apple at the time of purchase to address any additional concerns not addressed in the EPL Purchase Agreement.

5. How to Place Your Order

- 5.1 Place Apple EPL orders directly with Apple. Apple Inc. is the only approved vendor on this EPL.
- 5.2 Confirm all orders with the seller and then issue appropriate purchase orders.
- 5.3 Include the following information on all purchase orders:
 - 5.3.1 “Apple EPL 3774-A”
 - 5.3.2 “Bill to” address
 - 5.3.3 “Ship to” address
 - 5.3.4 Purchase order number
 - 5.3.5 Clear description and Apple part number
 - 5.3.6 Contact name and phone number for your agency/institution’s purchasing agent
 - 5.3.7 Include/submit the Apple quotation from either the website or sales agent with your purchase order.
- 5.4 Provided in the table below are the various contacts for Apple including addresses for placing your order and remitting payment. Contact Apple with any questions regarding pricing or products from this list.

Contact Information:	
<i>Government</i>	
Sarah Tate Phone: (703) 264-5152 e-mail: sarah_tate@apple.com	
<i>K-12 Schools</i>	
Neill Hitchcock, Field Rep Phone: (601) 594-1301 Fax: (601) 510-9207 e-mail: nhitchcock@apple.com	Jason Blanchette, Inside Rep Phone: (512) 674-6848 Fax: (866) 845-2999 e-mail: jblanchette@apple.com
<i>Higher Education</i>	
Andre Vlajk, Field Rep Phone: (770) 595-4563 Fax: (866) 219-9213 e-mail: avlajk@apple.com	Dale Love, Inside Rep Phone: (800) 800-2775 ext 42832 Fax: (866) 219-9213 e-mail: dlove@apple.com
Place Order:	

For K-12 and Higher Education Customers Apple Inc. MS: 186ED 12545 Riata Vista Circle Austin, TX 78727-6524 Phone: (800) 800-2775 Fax for Education: (800) 590-0325 e-mail: institutionorders@apple.com		For State and Local Government Customers Apple Inc. MS: 186ENT 12545 Riata Vista Circle Austin, TX 78727-6524 Phone: (877) 412-7753 Fax: (855) 438-0486 e-mail: govorders@apple.com	
Remit To:			
Apple Inc. P.O. Box 846095 Dallas, TX 75284-6095			
For MAGIC Customers		Contract Number	Supplier Number
		8500000230	3100025902

6. **NIGP Codes for MAGIC**

State agency customers will be required to use NIGP codes when purchasing through Mississippi's Accountability System for Government Information and Collaboration (MAGIC). The following NIGP codes will be used for products purchased using the Apple EPL.

NIGP Code:	EPL Category:	NIGP Product Description
20453	Desktop-based Computers	Microcomputers, Desktop or Tower-based
20454	Mobile-based Computers	Microcomputers, Handheld, Laptop, and Notebook
20460	Displays	Monitors, Color and Monochrome (CGA, VGA, SVGA, etc.)
20468	Computer Accessories	Peripherals, Miscellaneous: Joy Sticks, Graphic Digitizers, Light Pens, Mice, Pen Pads, Trackballs, Secure I.D. Access Cards, Headsets and Microphones, etc.
20880	Software	Software, Microcomputer (Not otherwise Classified)
92047	Hardware Maintenance and Warranty	Support Services, Computer (Includes Computer Warranties)

7. **What Goes in Your Purchase/Audit File**

All information for the file should include a reference to the Apple EPL 3774-A. At a minimum include:

- 7.1 A copy of the purchase order
- 7.2 A copy of this memorandum

7.3 A copy of the written quotation from the Apple sales agent or the page containing pricing for your particular purchase from the Apple EPL price list

7.4 Any additional project-related documentation or justification

8. **To Report Problems or Request Assistance**

8.1 If you have any feedback that may help us to improve this process or if you have any problems with your EPL order, please let ITS know. We suggest you notify the seller of the problem in writing and send a copy to ITS. You may contact us in writing by one of the following ways:

8.1.1 e-mail: isshelp@its.ms.gov

8.1.2 FAX : (601) 713-6380

8.1.3 Mail: ITS, 3771 Eastwood Drive, Jackson, MS 39211

8.2 If you have questions about using the EPL, please contact the **Procurement Help Desk at (601) 432-8166 or isshelp@its.ms.gov.**

8.3 ITS is also available to host a “mini-class” on how to use our EPLs at a customer’s request. Please contact the Procurement Help Desk if interested.

Copies of this document are available on the Internet at <http://www.its.ms.gov/Procurement/Pages/EPLs.aspx>.