

SOFTWARE EXPRESS PRODUCTS LIST 3594 INSTRUCTIONS FOR DELL MARKETING L.P.

How to contact vendor, obtain pricing quotations, and place your order

1. Overview

- 1.1 ITS Request for Proposal 3594 solicited proposals to choose one or more resellers to handle purchases for certain specifically named, commercial off-the-shelf utility and general software and related maintenance and services.
- 1.2 Dell Marketing L.P. is one of three vendors awarded under Express Products List 3594. To obtain the order instructions for the other vendors, go to the Software EPL 3594 page on the ITS website and follow the links for the software manufacturer you wish to purchase.
<http://www.its.ms.gov/Procurement/Pages/Software.aspx>
- 1.3 This document is intended to be a supplement to the “Instructions for Use for Software EPL 3594” that is available at the ITS web address above.

2. Software Manufacturers approved for Dell Marketing L.P. under EPL 3594

Dell Marketing L.P. is approved to sell software licenses, maintenance, media and documentation for the following software manufacturers under RFP 3594.

- 2.1 Adobe CLP and TLP. FLP products are excluded
- 2.2 Attachmate
- 2.3 Autodesk
- 2.4 Citrix
- 2.5 Corel
- 2.6 Computer Associates
- 2.7 EMC – Networker, Homebase and Replistor software only
- 2.8 *IBM/Lotus Passport Agreement - **Effective 6/1/2010, Dell Marketing L.P., is not authorized to sell IBM Passport Products through EPL 3594*
- 2.9 McAfee
- 2.10 Novell
- 2.11 Open Text (formerly Hummingbird)
- 2.12 Quest
- 2.13 SAP Business Objects (Crystal Reports/Decisions)
- 2.14 Sophos
- 2.15 Symantec Government
- 2.16 Trend Micro
- 2.17 VMWare - **Effective 3/13/2013, Dell Marketing L.P., is not authorized to sell VMWare Products through EPL 3594*

The scope of Software EPL 3594 is for desktop and utility software operating in a Windows and Linux environment. Many of the above manufacturers offer mainframe platform products that are out of scope for this EPL.

3. **How to Obtain Price Quotations from Dell Marketing L.P.**

3.1 *Written Quotation Method*

To request pricing and availability of products from the software manufacturers, contact the Dell Marketing L.P. representative listed below in item 4. Dell will help with your configuration and FAX or E-Mail you a written quotation using the Dell Marketing L.P., discounts proposed under RFP 3594. The written quotation should be included in your purchase/audit file.

3.2 *Dell Marketing L.P. Website Method*

Alternatively or in addition to calling Dell Marketing L.P. you may check pricing and obtain the information needed for your purchase order from the Dell Marketing L.P. Web Site: <https://shop.asap.com>

Note: Due to database functions all titles on contract may not show on the website and some titles currently not on contract may show. If you have any questions about available titles please see section 2 above or call the Dell Marketing L.P. Account Manager listed below.

3.2.1 For **Government** customers to login into the Dell Marketing L.P. Web Site type the following information at the “Login” link.

3.2.1.1 Email Address –
msgovernment@asap.com

3.2.1.2 Password
Mississippi@1 [CASE SENSITIVE].

3.2.2 For **Educational** customers to login into the Dell Marketing L.P. Web Site type the following information at the “Login” link.

3.2.2.1 Email Address –
mseducation@asap.com

3.2.2.2 Password
Mississippi@1 [CASE SENSITIVE].

3.2.3 To view licenses under contract, choose “Account Management”, then “Licensing Price Lists” from the menu,

and then “Run a Price List.” Select the radio button labeled “Create a new Price List”.

3.2.4 At the Price List for Volume License Contracts table, check the box next to the license you would like a price list for and then click “Next” to go to a template creation screen.

The screenshot shows the Dell ASAP Software interface. The top navigation bar includes links for International, Customer Care, Contact Us, and a search box. Below the navigation bar, there are tabs for SHOP SOFTWARE, IT Solutions, Expertise & Resources, and About Dell | ASAP. The main content area displays a breadcrumb trail: Dell | ASAP Software Online > Account Management > Licensing Price Lists > Run a Price List. A sidebar on the left contains 'ACCOUNT MANAGEMENT' options like Order Management, Licensing Price Lists (with 'Run a Price List' selected), Schedule a Price List, Current License Price List Log, and Support. The main content area shows a progress bar: 1. Run a Price List > 2. Select Contract > 3. Filter > 4. Save > 5. Delivery Details > 6. Deliver. Below the progress bar is the title 'Price List for Volume License Contracts' and a table with the following data:

Program Name	Contract #	Contract Holder	Contract Holder's Customer #
<input type="radio"/> CRYSTAL DIMENSIONS		MS-S ST OF MISSISSIPPI PARENT	99236927 (129381)
<input type="radio"/> IBM PASSPORT ADVANTAGE	33882	MS-S ST OF MISSISSIPPI PARENT	99236927 (129381)
<input type="radio"/> MICROSOFT SELECT 6.0	01963648	MS-S ST OF MISSISSIPPI PARENT	99236927 (129381)
<input type="radio"/> NOVELL CUSTOMER CONNECTIONS	7124420	MS-S ST OF MISSISSIPPI PARENT	99236927 (129381)
<input type="radio"/> SYMANTEC EXPRESS	RG	MS-S ST OF MISSISSIPPI PARENT	99236927 (129381)

Below the table, there is a checked checkbox: No thanks, I DO NOT wish to apply any filters to this Price List.

3.2.5 Choose to either save the price list to your personal template or “No – run price list just this once” then hit “NEXT”.

The screenshot shows the 'Save Your Price List' screen. At the top, there is a progress bar: 1. Run a Price List > 2. Select Contract > 3. Filter > 4. Save > 5. Delivery Details > 6. Deliver. Below the progress bar is the title 'Save Your Price List' and a prompt: 'What would you like to name your Price List? Saving it as a template will enable you to easily schedule or rerun the Price List at a later time.' There is a text input field with the placeholder text 'Enter price list template name'. Below the input field are two radio button options: Save as a Personal Template (for my use only) and No, thanks -- run Price List just this once. At the bottom right, there are two buttons: 'Previous' and 'NEXT'.

3.2.6 Choose the delivery method and press “Next.”

1. Run a Price List > 2. Select Contract > 3. Filter > 4. Save > 5. Delivery Details > 6. Deliver

Delivery Details

We need a few details to successfully deliver your Price List. If you are scheduling a Price List, select the email option and you'll be prompted to pick the frequency for delivery.

How would you like your Price List delivered?

View Online

Open Price List in a new window

Email Price List to Customers Mississippi - msgovernment@asap.com

Download Price List

3.2.7 “View Online” or “Download Price List” are your best choices. If you select “E-mail Price List” and then select the format of file you wish to receive, you will generate a copy of the price list that is e-mailed to the representatives below. You must immediately e-mail them indicating you have just generated a price list to be e-mailed to you. They will forward it on to you at your return e-mail address.

3.3 To view documentation, media, and / or licenses:

3.3.1 Use the Search capability to locate documentation and / or media by typing in the “Manufacturers Name” and “Media” or “Documentation” in the search box –example “Adobe Media” and click “GO.”

[International](#) | [Customer Care](#) | [Contact Us](#) | **SEARCH** **GO** **ADVANCED SEARCH**

3.3.2 The search results displayed will include Product Description, Dell Marketing L.P. Item #, Mfg. Item #, Manufacturer, and Price. You can also receive information on media and documentation by contacting the Dell Account Manager shown below.

3.4 Miscellaneous Tips

3.4.1 Be sure to print the page showing the products you will order and place this in your purchase/audit file.

3.4.2 Be aware that you must order distribution media (CD ROM or DVD) for each product you license, as well as for any upgrades you order. In some instances, the media is available by free download. Ask your sales representative.

3.4.3 Dell will guarantee the prices from their written quotations or website as not-to-exceed pricing for sixty (60) days should there be an increase from the manufacturer and will honor the lower price should there be a decrease from the manufacturer.

3.4.4 Shipping costs are included as part of the purchase price.

4. **How to Contact Dell Marketing L.P. and Place Your Order**

Please contact Dell Marketing L.P. with questions regarding pricing or products under EPL 3594. Contact information is as follows.

Contact Information	Place Order To	Remit To
Government and Higher Education Amy Clausel (877) 728-6751 FAX: (866)-549-8208 amy_clausel@dell.com	Dell Marketing L.P. Attn: Amy Clausel/Wanda McCabe 850 Asbury Drive Buffalo Grove, IL 60089	Dell Marketing L.P. Attn: Dell USA L.P. P. O. Box 534118 Atlanta, GA 30353-4118 SAAS Code: V0000891883
K-12 Education and Local Government Wanda McCabe (888) 776-2727 FAX: 866-549-8211 wanda_mccabe@dell.com		
Account Executive for Mississippi Eric Whippo (512) 413-1526 Eric_Wippo@Dell.com		

5. **How to Request Assistance from ITS.**

Please contact the Procurement Help Desk, 601-432-8166 or isshelp@its.ms.gov .