

MICROSOFT EXPRESS PRODUCTS LIST 3640

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 3640 solicited proposals to choose one or more resellers to be able to provide pricing and fulfill the role of Microsoft Authorized Large Account Reseller (LAR) under the terms of all Microsoft Licensing Programs.
- 1.2 **Dell Marketing, L.P.** was one of two vendors awarded to fulfill this role of Microsoft Authorized Large Account Reseller (LAR) under Express Products List 3640.
- 1.3 To obtain the ordering instructions for the other vendor, go to the Microsoft EPL page on the ITS Website.
<http://www.its.ms.gov/Procurement/Pages/Microsoft.aspx>
- 1.4 This document is intended to be a supplement to the “Instructions for Use for Microsoft EPL 3640” that is available at the ITS web address above.

2. Microsoft Licensing Programs approved for Dell under EPL 3640

Dell is approved to sell software licenses, maintenance, media and documentation for the acquisition of Microsoft Licensing Programs under RFP 3640. The following is a list of Microsoft Software Agreements Covered Under EPL 3640:

- **Government Select Agreement:** Government Select Agreement # 01S63648 expired 09-30-2012 and was replaced by a new Government Select Plus Agreement #8448630.
- **Academic Select Plus Agreement:** Academic Select Agreement #01S64540 expired 12-31-2010 and was replaced by a new Academic “Select Plus” Agreement #5941227.
- **Enterprise Agreement (EA):** EA #01E62413.
- **School Agreement:** The School Agreement provides annual subscriptions to K-12 schools based on their number of desktop computers.
- **Campus Agreement:**
 - Institutions of Higher Learning have Campus Agreement #01C36077 in place.

3. **How to Obtain Price Quotations from Dell**

3.1 Written Quotation Method

To request pricing and availability of products from the software manufacturers, contact the **Dell** representative listed below in item 4. **Dell** will help with your configuration and FAX or E-Mail you a written quotation using the **Dell** discounts proposed under RFP 3640. 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, you may check pricing and obtain the information needed for your purchase order from the Dell Software 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 call the Dell Account Manager listed below.

3.2.1 **Government** “Login”

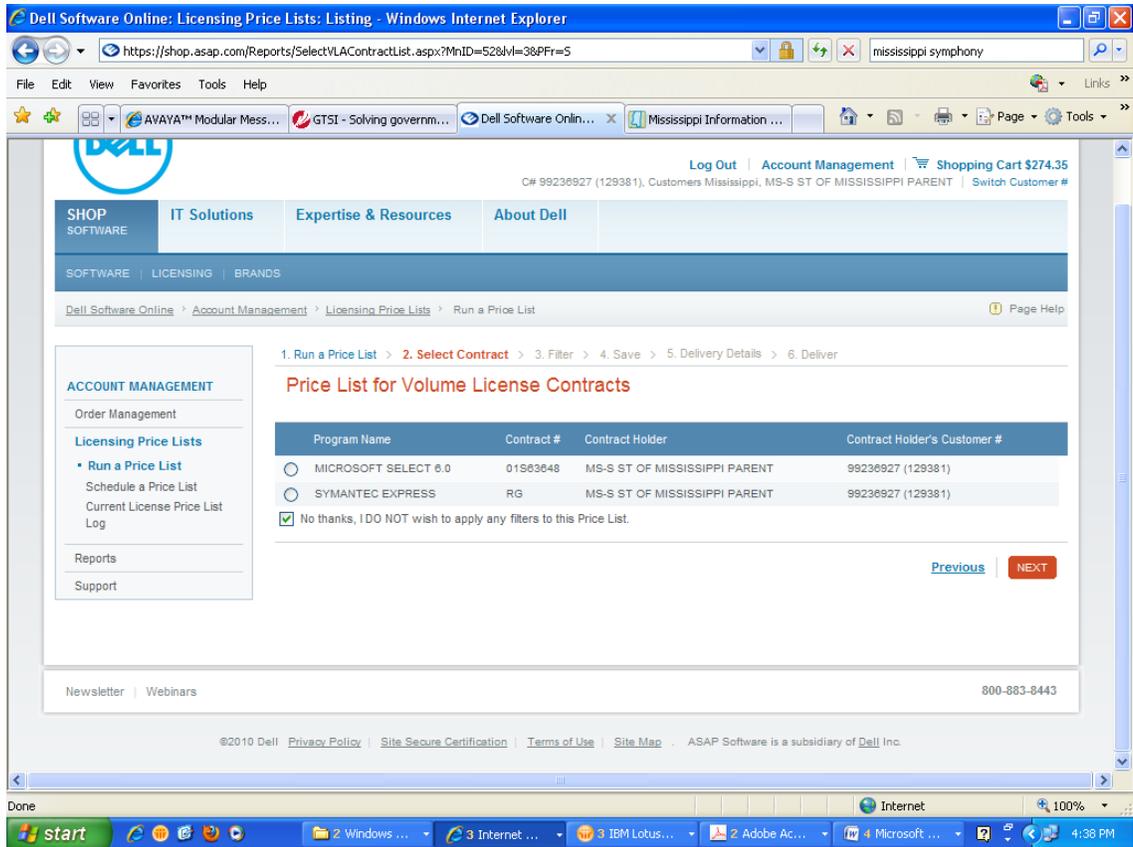
- Login - msgovernment@asap.com
- Password – **Mississippi@1** [CASE SENSITIVE]

3.2.2 **Educational** “Login”

- Login - mseducation@asap.com
- 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.” Then “Create a New Price List.”

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



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”.

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

Save Your Price List

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.

- Save as a Personal Template (for my use only)
- No, thanks -- run Price List just this once

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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

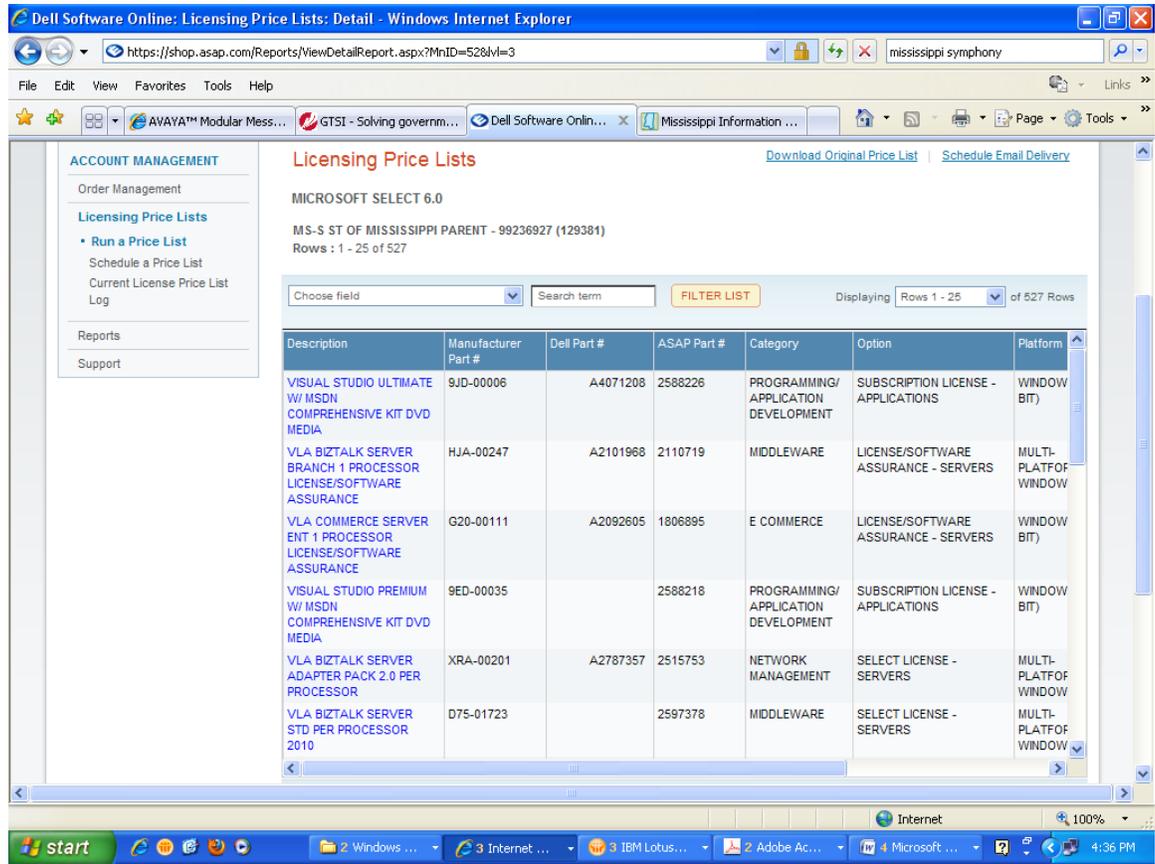
3.2.7 “View Online” or “Download Price List” are your best choices. If you select “E-mail Price List” and then select the format of file you wish to receive, you will generate a copy of the price list that is e-mailed to the representatives below. You must immediately e-mail them indicating you have 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 typing “Media” or “Documentation” in the search box – example “Microsoft 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/ASAP Item #, Mfg. Item #, Manufacturer, and Price. You may also choose to receive information on media and documentation by contacting the Dell Account representative listed 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.
- 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**

- 4.1 Please contact Dell Marketing L.P. with any questions regarding pricing or products under EPL 3640. 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. **Service and Training Rates**

- 5.1 Vendors under RFP 3640 were optionally able to submit costs for not-to-exceed rates for installation and training relating to the Microsoft licenses being sold.
- 5.2 Service rates are based upon standard business hours of 8 x 5, Monday – Friday, excluding holidays. Should customers have needs for after hours services, vendor may optionally charge up to one and one-half (1 ½) times their service rate, provided vendor has supplied a written estimate and advised the customer of the after-hours charge.
- 5.3 Dell proposed the following rates:
- 5.3.1 Hourly Rate for Software Installation: \$243.50 per hour
 - 5.3.2 Hourly Rate for Training: \$453.12 per hour
 - 5.3.3 Daily Rate for Training: \$3625 per day
 - 5.3.4 Hourly Rate for Miscellaneous Services associated with purchases for this RFP: \$243.50 per hour

5.3.5 Hourly Rate for Travel Time: Included

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

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