

SOFTWARE EXPRESS PRODUCTS LIST 3758 ADOBE CLP SPECIAL INSTRUCTIONS:

How to obtain special pricing under the Adobe CLP program

1. Overview

- 1.1 ITS Request for Proposal 3758 solicited proposals to choose one or more resellers to handle purchases for certain specifically named software including products from **Adobe Systems, Inc.** that can be sold through the Adobe CLP and TLP licensing programs. Adobe FLP enterprise products, including LiveCycle, Flexbuilder, Data Services, and Flash Media Server, were specifically excluded from RFP 3758.
- 1.2 Five vendors were awarded to sell the Adobe Software products: **CDW-Government LLC, Dell Marketing, L.P., Insight Public Sector, Inc., MNJ Technologies Direct, and SHI International.** To obtain the order instructions for these vendors, go to the Software EPL 3758 page on the ITS website.
<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 Express Products List 3758” that is available at the ITS web address above. It covers the directions for obtaining special discounts for Adobe software products using the Adobe Contractual Licensing Program or “CLP.”

2. Adobe CLP Agreement General Information

Mississippi Department of Information Technology Services (ITS) and Adobe Systems Inc. have executed two separate CLP Agreements on behalf of Mississippi public Governmental and Educational entities. The CLP agreements are renewed every two years.

2.1 Adobe CLP for GOVERNMENT

- 2.1.1 Government CLP Program Member Agreement Number **4400374733** is effective September 1, 2013 – August 31, 2015.
- 2.1.2 Government CLP Program Member Agreement Number **4400454493** is effective September 1, 2015 – August 31, 2017.
- 2.1.3 Can be used by all state agencies as well as local governing authorities.

2.1.4 The Adobe CLP program has a two year term. At the end of each CLP term, it is ITS' intent to renew the agreement for an additional two year term.

2.1.5 Each customer must complete an enrollment under the State's Government CLP master number and receive an "Affiliate Member" number. At the end of each two year CLP term, each individual customer renews as an "Affiliate Member" and receives a new number.

2.2 Adobe CLP for EDUCATION

2.2.1 Education CLP Program Member Agreement Number **4400454526** is effective July 19, 2015 – July 18, 2017.

2.2.2 Can be used only by the following public educational entities: K-12 schools, Community Colleges, and Institutions of Higher Learning.

2.2.3 The Adobe CLP program has a two year term. At the end of each CLP term, it is ITS' intent to renew the agreement for an additional two year term.

2.2.4 Each customer must complete an enrollment under the State's Education CLP master number and receive an "Affiliate Member" number. At the end of each two year CLP term, each individual customer renews as an "Affiliate Member" and receives a new number.

3. **Minimum Order No Longer Required for using the CLP Agreements**

The Adobe CLP Agreement no longer requires that an "Affiliate Member" have a minimum number of points to place an initial order or renewal order.

4. **Obtain quotes for CLP Pricing for your order:**

4.1 Contact one or more of the EPL 3758 awarded vendors for a price quotation for your software. Be sure to ask for the Adobe CLP pricing. Don't forget to get a price for media if needed.

4.2 Decide which vendor you intend to use. You will need their contact information shown at the above referenced links in order to fill out a required Adobe "Affiliate Member Enrollment Form that is described below.

4.3 Once you have received your Affiliate Member Number from Adobe, place your order with one of the approved EPL vendors and be sure to put the Affiliate Member number on your purchase order. They cannot process a CLP order without it.

5. **Affiliate Member Enrollment is REQUIRED to participate**

PURCHASES MADE FROM THIS LIST MAY NOT EXCEED \$250,000 PER PROJECT.

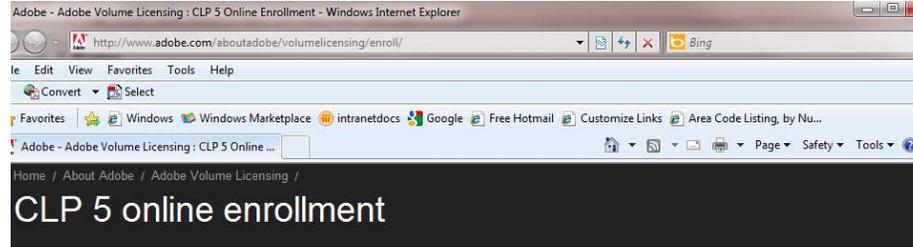
Each Software Manufacturer would be considered a separate project. For purchases over \$50,000 per project, the customer must obtain quotations from two or more EPL vendors.

Pricing on this list expires 06/30/2017.

5.1 Each participating entity MUST enroll as an “Affiliate Member” under the State’s master CLP agreement.

5.2 Adobe now as an “online” form – check this link
<http://www.adobe.com/aboutadobe/volumelicensing/enroll/>

5.2.1 From the “Enroll Online” box, choose either “Government” or “Education.”



Adobe’s Cumulative Licensing Program (CLP) 5 offers deep discount levels on your volume software purchases. Your first order sets your discount level. Once your discount level is set, it is applied to every subsequent order for new licenses, upgrade licenses, and Upgrade Plan for the duration of your membership. All subsequent orders, if any, placed during your membership help you accumulate points, which may qualify you for a higher discount level.

It’s easy to enroll in CLP. Select your market segment to begin the enrollment process.

Select market segment

- Select market segment
- Commercial
- Education
- Government

5.2.2 Choose “Self-enrolled Affiliate”

Select your membership type

Thank you for your interest in becoming an Adobe Volume Licensing CLP 5 for education member. After your enrollment and acceptance, Adobe will email you a copy of the CLP 5 membership agreement terms and conditions.

To ensure that your enrollment is processed quickly and accurately, tell us which CLP membership type fits your organization.

- New membership**
We have never had a CLP agreement and wish to become a new CLP member.
- Self-enrolled affiliate (for new and returning Self-enrolled affiliates)**
We are an affiliate of an education organization with an active CLP membership and wish to enroll or renew as a Self-enrolled affiliate.
- Returning Program Members**
We have a CLP membership agreement currently in effect that we wish to renew, or our CLP membership agreement has expired. (CLP returning Program Members may renew online.)

5.2.3 Click “Enroll” at the bottom of the page to bring up the enrollment forms for either a new affiliate OR renewal affiliate.

5.2.4 Complete the form. It’s important that you use the correct “Program Member” number (the ITS “parent” numbers for the State as a whole. See item 2.1 or 2.2 of this Memo.) This is also referred to as the “CLP Parent Membership Number.”

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- 5.2.5 There is an example “walk-through” file for completing an Affiliate enrollment beginning after page 6 of these Instructions for Use. Note that it is interactive and you must click “Next” to see all nine (9) screen print slides.
- 5.3 Adobe then assigns you a special Affiliate Agreement Number and will send you special instructions for using the agreement as well as a logon password to use the Adobe website for record keeping. If you are a returning or renewing affiliate, they will give you a new number for the next two year term.
- 5.4 In lieu of the “online form”, you may request a paper form and send it to Adobe. The “online form” is the preferred method of enrolling. To get the paper form, please contact the Adobe Government or Adobe Education representative in item 7 below.
- 5.5 The Affiliate Agreement Number MUST be used on the initial order and all future orders for Adobe products. Put this number on your purchase orders.
- 5.6 You should only get one Affiliate Member Enrollment Form and Number for your entire agency or school district.
- 5.7 It typically only takes 24 to 48 hours for Adobe to process your online enrollment and for you to receive your Adobe enrollment account number. Adobe will email your number to the contact person you show on the Online Enrollment Form. If you enroll using the paper version, it will take longer.

6. Miscellaneous Tips from Adobe

- 6.1 Remember to use the Affiliate Member Enrollment Number on ALL CLP orders. You do not need to get a new number for each order.
- 6.2 On your first CLP order, please be aware that it will take somewhat longer to process the initial order and then to receive your Key Code. This may be 5 – 7 business days.
- 6.3 Always request a quote for upgrade protection so you can decide whether or not you wish to take advantage of this perk.
- 6.4 Upgrade Protection (UP) ensures all updates through the length of the two year CLP and is pro-rated every 6 months. This will keep your licenses current, and when the CLP renews after two years, you simply purchase the cost of upgrade protection again, never the full license price.
- 6.5 Also if you already own any CURRENT title of Adobe software you can immediately purchase upgrade protection against those titles as a

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perk for joining this new Adobe CLP contract. Ask your reseller or Adobe rep about this feature.

6.6 Don't forget to get a price for media (CD) if needed.

7. **How to Contact Adobe for questions**

Contact Information	
Adobe Government Dave Roy daveroy@adobe.com Phone: 571-765-5434	Adobe Education - Higher Ed/K-12 Tim Rinaker rinaker@adobe.com Phone: 206-675-7292

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

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