

SOFTWARE EXPRESS PRODUCTS LIST 3758 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 3758 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. (Dell) is one of five vendors awarded under Express Products List (EPL) 3758.
- 1.3 To obtain the ordering instructions for the other vendors, go to the Software EPL 3758 page on the ITS website.
<http://www.its.ms.gov/Procurement/Pages/Software.aspx>
- 1.4 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.

2. **Software Manufacturers approved for Dell under EPL 3758**

Dell is approved to sell software licenses, maintenance, media and documentation for the following software manufacturers under RFP 3758, unless noted otherwise.

- 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 and Replistor software only
- 2.8 *IBM Passport Agreement - **Dell is not authorized to sell IBM Passport Products through EPL 3758*
- 2.9 McAfee
- 2.10 Novell
- 2.11 Open Text (formerly Hummingbird)
- 2.12 Quest (acquired by Dell)
- 2.13 SAP Business Objects (Crystal Reports/Decisions)
- 2.14 Sophos
- 2.15 Symantec Government/Academic
- 2.16 Trend Micro
- 2.17 VMWare

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.

The scope of Software EPL 3758 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

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 3758. The written quotation should be included in your purchase/audit file.

3.2 *Dell 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 Web Site <https://shop.asap.com>. When doing so note the following:

3.2.1 Do not depend entirely on the published product lists. The published lists are intended as a sampling of products only.

3.2.2 Because the published price list may not contain all products or the latest pricing, you should get quotes from approved EPL vendors before making a purchase.

3.2.3 For **Government** customers to login into the Dell Web Site type the following information at the "Login" link.

3.2.3.1 Email Address –
msgovernment@asap.com

3.2.3.2 Password
Mississippi@1 [CASE SENSITIVE]

3.2.4 For **Educational** customers to login into the Dell Web Site type the following information at the "Login" link.

3.2.4.1 Email Address –
mseducation@asap.com

3.2.4.2 Password
Mississippi@1 [CASE SENSITIVE]

3.2.5 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".

3.2.6 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.

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

Price List for Volume License Contracts

Program Name	Contract #	Contract Holder	Contract Holder's Customer #
<input type="radio"/> CRYSTAL DIMENSIONS		MS-S ST OF MISSISSIPPI PARENT	99238927 (129381)
<input type="radio"/> IBM PASSPORT ADVANTAGE	33882	MS-S ST OF MISSISSIPPI PARENT	99238927 (129381)
<input type="radio"/> MICROSOFT SELECT 6.0	01583648	MS-S ST OF MISSISSIPPI PARENT	99238927 (129381)
<input type="radio"/> NOVELL CUSTOMER CONNECTIONS	7124420	MS-S ST OF MISSISSIPPI PARENT	99238927 (129381)
<input type="radio"/> SYMANTEC EXPRESS	RG	MS-S ST OF MISSISSIPPI PARENT	99238927 (129381)

No thanks, I DO NOT wish to apply any filters to this Price List.

3.2.7 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

[Previous](#) | [NEXT](#)

3.2.8 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

3.2.9 “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 Item #, Mfg. Item #, Manufacturer, and Price. You can also receive information on media and documentation by contacting the Dell Account Manager shown below.

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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 and Place Your Order**

Please contact Dell with questions regarding pricing or products under EPL 3758. Contact information is as follows.

Contact Information	Place Order To	Remit To
Government and Higher Education Kenneth Knack Phone: (512) 728-4794 Fax: (512) 283-6612 kenneth_knack@dell.com	Dell Marketing L.P. 1 Dell Way Round Rock, TX 78682	Dell Marketing L.P. Attn: Dell USA L.P. P. O. Box 534118 Atlanta, GA 30353-4118
K-12 Education and Local Government Lisa Winter Phone: (512) 513-0406 Fax: (512) 283-1944 lisa_winter@dell.com		ARRA Participant
Account Executive for Mississippi Brad Stroup Phone: (205) 305-0184 brad_stroup@dell.com		
For MAGIC Customers:	Contract Number	Supplier Number
	8500000253	3100023710

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

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