

SOFTWARE EXPRESS PRODUCTS LIST 3758 INSTRUCTIONS FOR SHI INTERNATIONAL

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 SHI International (SHI) 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 SHI under EPL 3758

SHI is approved to sell software licenses, maintenance, media and documentations 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 - **SHI is not authorized to sell Corel products through EPL 3758*
- 2.6 Computer Associates
- 2.7 EMC – Networker and Replistor software only
- 2.8 IBM Passport Agreement
- 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

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.

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.

3. How to Obtain Price Quotations from SHI

3.1 *Written Quotation Method*

To request pricing and availability of products from the software manufacturers, contact the SHI representative listed below in item 4. SHI will help with your configuration and FAX or E-Mail you a written quotation using the SHI discounts proposed under RFP 3758. The written quotation should be included in your purchase/audit file.

3.2 *SHI Website Method*

Alternatively or in addition to calling SHI, you may check pricing and obtain the information needed for your purchase order from the SHI Software EPL website: <https://www.publicsector.shidirect.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.

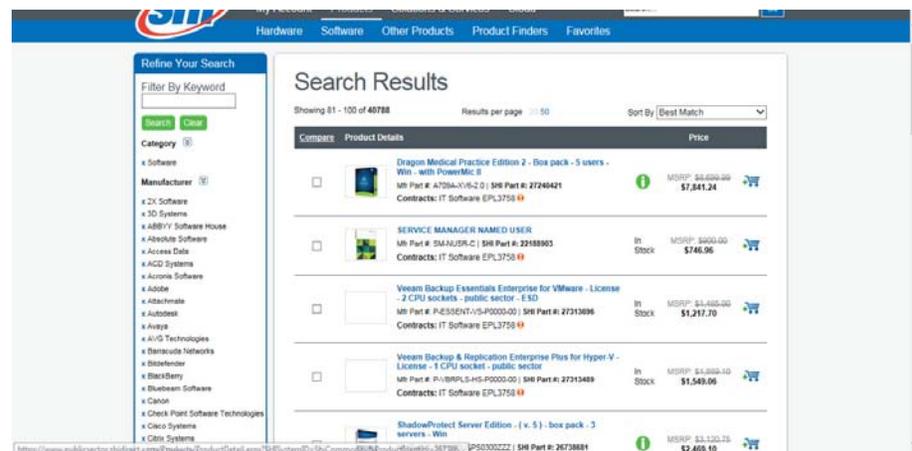
3.2.2 Because the published price list may not contain all products or the latest pricing, you should get quotes from approved EPL vendors before making a purchase.

3.2.3 **Government and Educational “Login”**

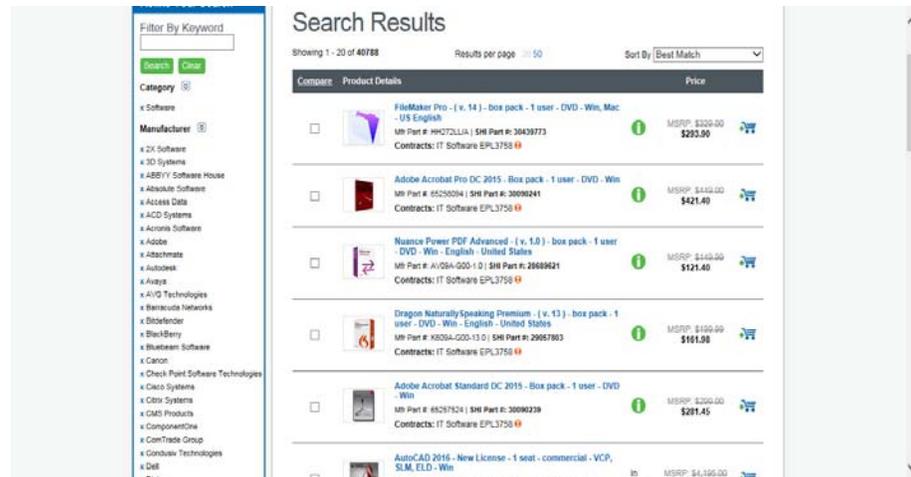
- Login – epsteam@its.ms.gov
- Password – **epsteam1** [CASE SENSITIVE]

3.2.4 The licenses under contract, display once the login information has been validated by the system.

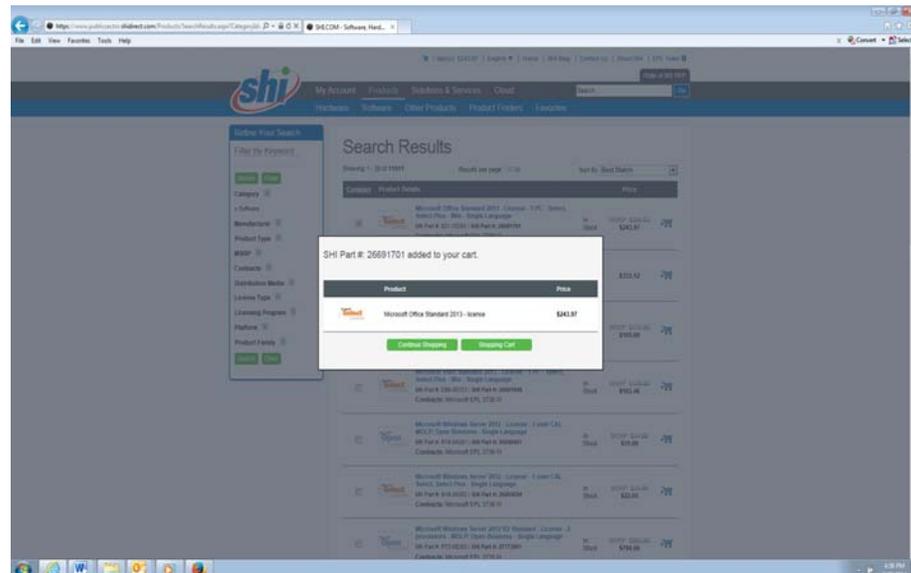
3.2.5 To display and review products, first click “Products” then “Software.”



3.2.6 You can now view, select and compare pricing for all software offered under Software EPL 3758.

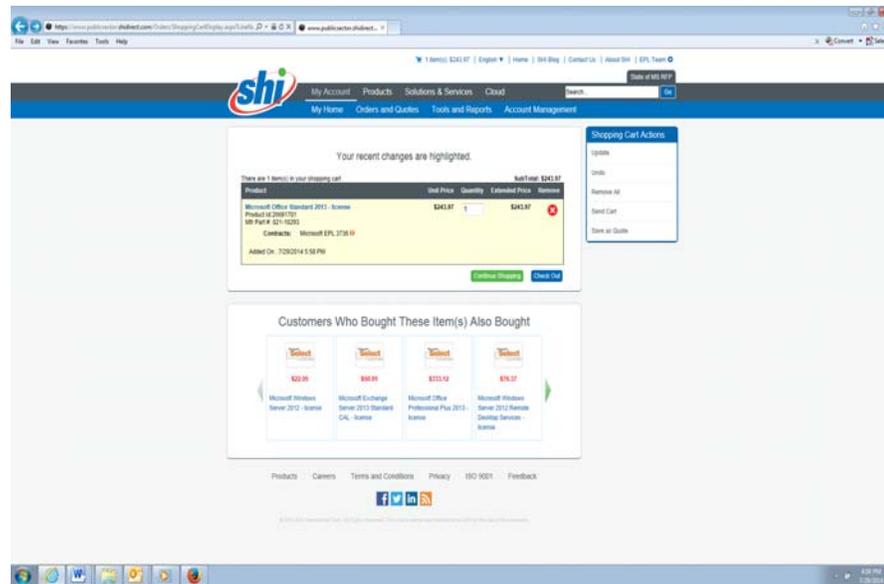


3.2.7 Simply choose the “Add To Cart” button to add a product to your shopping cart.



3.2.8 Please print this page to serve as your quote. By proceeding to check out you will be prompted for a method of payment to complete your online purchase.

3.2.9 You may also choose to select the “Save as Quote” option located on the right side of your quote. You will then be directed to a new screen which will allow you to login to your existing account or create a new account.



3.2.10 To have a copy of a price list e-mailed to you, contact one of the SHI representative listed below in item 4.

3.3 Miscellaneous Tips

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

3.3.2 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.

3.3.3 SHI 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.

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

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4. **How to Contact SHI and Place Your Order**

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

Contact Information	Place Order To	Remit To
<p>Government State Laurie Conrad Phone: (225) 755-6947 Fax: (732) 394-5322 laurie_conrad@shi.com</p> <p>Local Government Meghan Kepper Phone: (225) 278-2109 Fax: (732) 394-5322 meghan_kepper@shi.com</p> <p>Education Casey Dellsperger Phone: (504) 302-1651 Fax: (732) 394-5322 casey_dellsperger@shi.com</p> <p>Account Executive for Mississippi Laurie Conrad Phone: (225) 755-6947 Fax: (732) 394-5322 laurie_conrad@shi.com</p>	<p>SHI International Corp State of MS Team 290 Davidson Ave Somerset, NJ 08873 Phone: (800) 509-2295 Fax: (888) 394-5322</p>	<p>SHI International Corp PO Box 952121 Dallas, TX 75395-212</p> <p>Non-ARRA Participant</p>
For MAGIC Customers:	Contract Number	Supplier Number
	8500000254	3100035413

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

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