

**SOFTWARE EXPRESS PRODUCTS LIST 3594
INSTRUCTIONS FOR CDW GOVERNMENT LLC**
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 CDW Government LLC is one of two 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 CDW Government LLC under EPL 3594**

CDW Government LLC is approved to sell software licenses, maintenance, media and documentations 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
- 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 (*added March 13, 2013*)

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 CDW Government LLC

3.1 *Written Quotation Method*

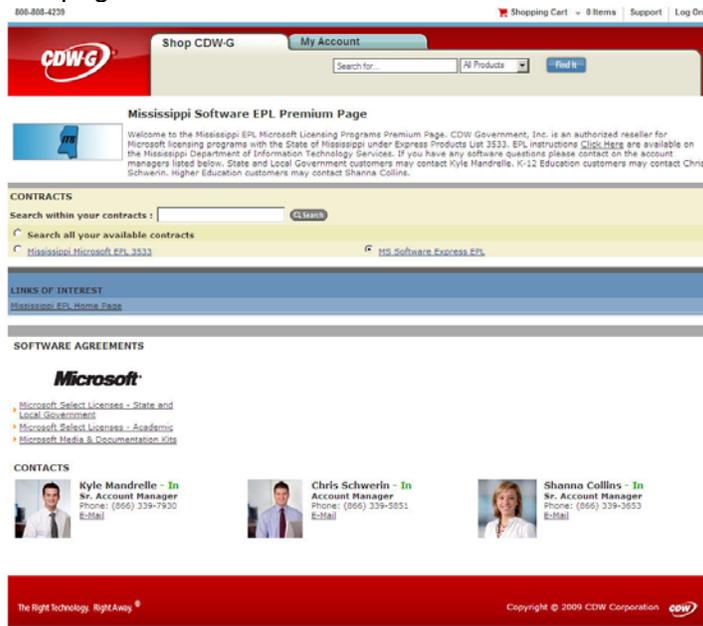
To request pricing and availability of products from the software manufacturers, contact the CDW Government LLC representative listed below in item 4. CDW Government LLC will help with your configuration and FAX or E-Mail you a written quotation using the CDW Government LLC discounts proposed under RFP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

3.2 *CDW Government LLC Website Method*

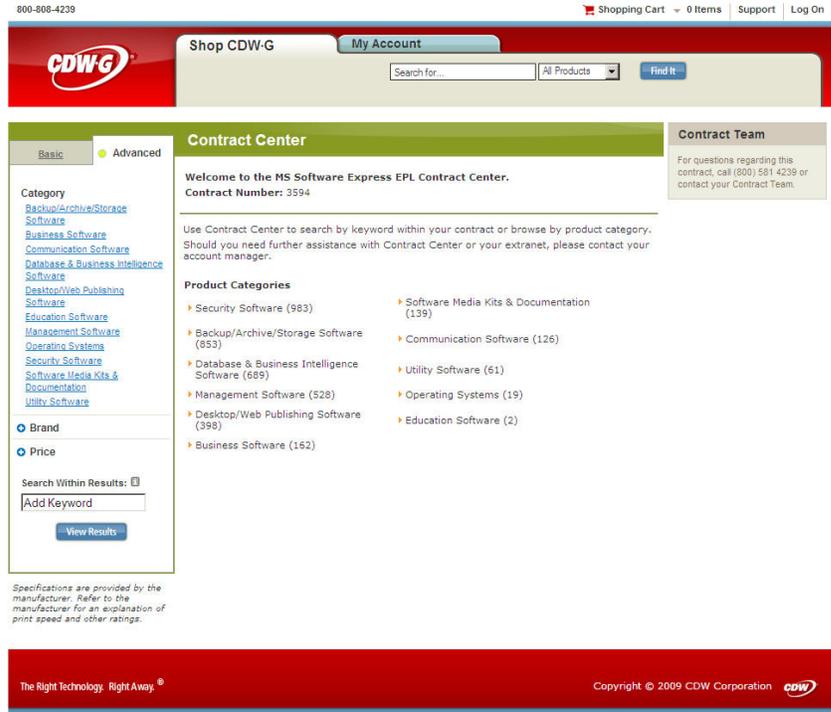
Alternatively or in addition to calling CDW Government LLC you may check pricing and obtain the information needed for your purchase order from the CDW Government LLC Web Site: <http://www.cdwq.com/mssoftware>

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 CDW Government LLC Account Manager listed below.

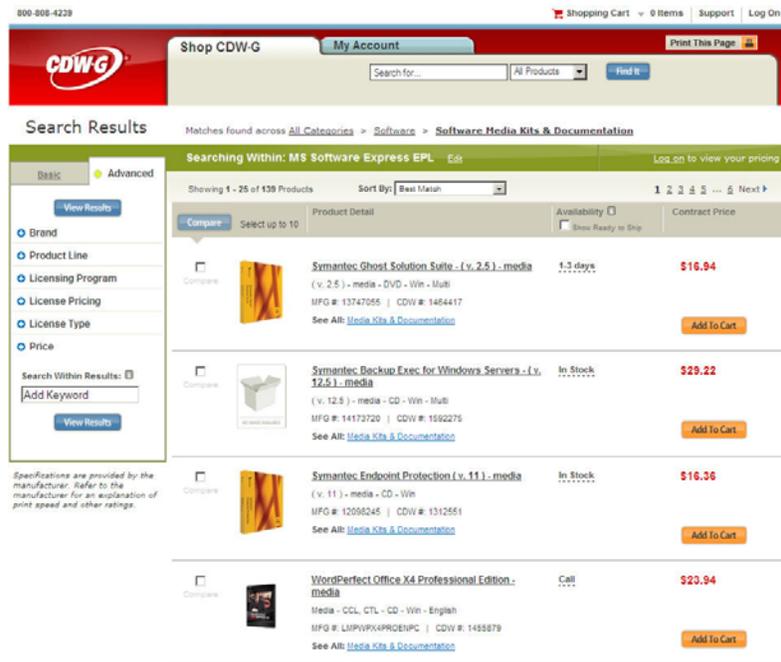
3.2.1 There is no login or password required to access the CDW Government LLC Software EPL RFP website. Simply click on the MS Software Express EPL link located in the middle of the page.



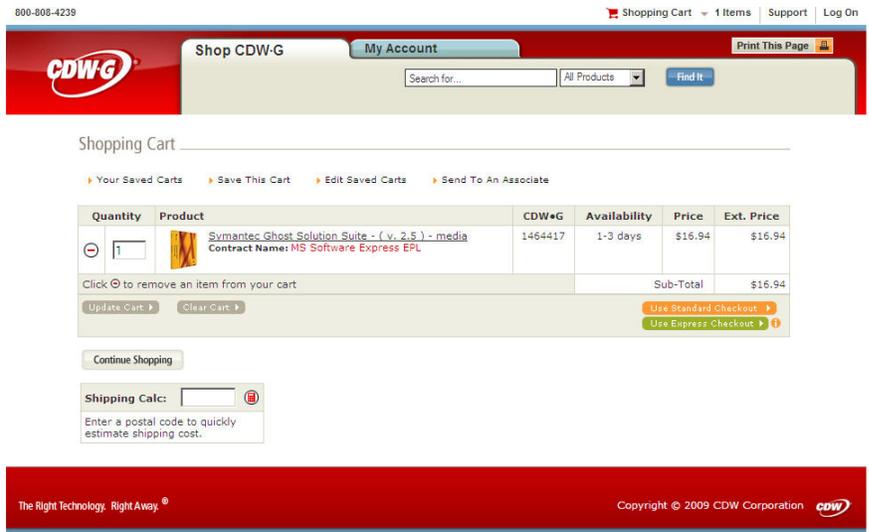
3.2.2 From here you can browse all of the software offered under Software EPL #3594 by category, or you can search by brand or price.



3.2.3 By selecting a software category, you can view, compare and select products within that category.

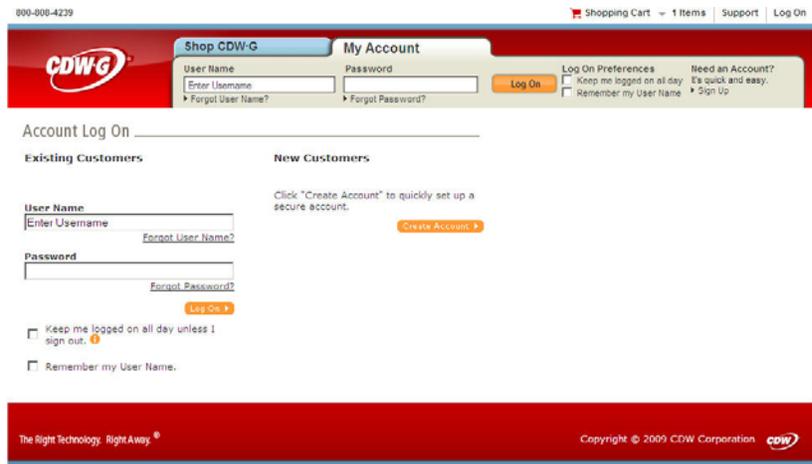


3.2.4 Simply choose the “Add To Cart” button to add a product to your shopping cart.



3.2.5 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.

3.2.6 You may also choose to select the “Save This Cart” option located above your quote. You will then be directed to a new screen to which will allow you to login to your existing account or create a new account.



3.2.7 To have a copy of a price list for one of the approved EPL 3594 manufacturers e-mailed to you, contact the CDW Government LLC representative on the next page.

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.
- 3.3.3 CDW Government LLC 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.

4. **How to Contact CDW Government LLC and Place Your Order**

Please contact CDW Government LLC with questions regarding pricing or products under EPL 3594. Contact information is as follows:

Contact Information	Place Order To	Remit To
Inside Sales Representative Sam Buhler PHONE: (866) 938-9986 FAX: (312) 752-3876 sambuhl@cdwg.com Inside Sales Representative Christopher Schwerin PHONE: (312) 705-9046 FAX: (312) 705-9146 cschwer@cdwg.com	CDW Government LLC Attn: Sam Buhler 230 N. Milwaukee Ave. Vernon Hills, IL 60061-9740	CDW Government LLC 75 Remittance Drive Suite #1515 Chicago, IL. 60675-1515 SAAS Code: V0001628750
For MAGIC Customers:	Contract Number	Supplier Number
	8500000054	3100035594

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

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