

Memorandum

To: ITS Customers Requesting Software from Certain Specific Manufacturers
From: Craig P. Orgeron, Ph.D.
Date: July 1, 2009 (*Updated November 6, 2014*)
Re: Instructions for Use for the Software Express Products List 3594

1. Introduction

1.1 *Covered Software*

EPL 3594 may be used in the acquisition of licenses, maintenance, upgrades, support, training, distribution media, and documentation from the following software manufacturers' volume license agreements or open license pricing. ONLY SOFTWARE FROM THESE NAMED MANUFACTURERS IS APPROVED UNDER EPL 3594.

- 1.1.1 Adobe CLP and TLP. FLP products are excluded
- 1.1.2 Attachmate
- 1.1.3 Autodesk
- 1.1.4 Citrix
- 1.1.5 Corel
- 1.1.6 Computer Associates
- 1.1.7 EMC – Networker, Homebase and Replistor software only
- 1.1.8 IBM/Lotus Passport Agreement
- 1.1.9 McAfee
- 1.1.10 Novell
- 1.1.11 Open Text (formerly Hummingbird)
- 1.1.12 Quest
- 1.1.13 SAP Business Objects (Crystal Reports/Decisions)
- 1.1.14 Sophos
- 1.1.15 Symantec Government
- 1.1.16 Trend Micro
- 1.1.17 VMWare (*added March 13, 2013*)

1.2 *Awarded Vendors*

The following resellers were chosen through Request for Proposal 3594 to administer the software sales:

- CDW Government
- Insight

All orders should be placed through one of these vendors. The awarded vendors may only sell the software titles shown in the list above.

1.3 *Who May Use*

1.3.1 This EPL may be used by Mississippi agencies, universities, community/junior colleges and local governing authorities (cities, counties, school districts, etc.).

1.3.2 ITS EPLs are multi-vendor awards that meet Mississippi requirements for legal purchase.

1.4 *Dollar Limitations of Use*

The maximum dollar limitation of this EPL (without coming through ITS) is \$250,000 per project. Each software manufacturer would be considered a separate project. This limit is applicable to all categories of EPL users.

1.5 *EPL 3594 Effective Dates – updated*

The Software EPL 3594 originally had a three-year contract period of July 1, 2009 – June 30, 2012. The expiration date of this EPL has been extended for CDW-G and Insight. **The new expiration date for CDW-G and Insight is December 31, 2014.**

1.6 This list is governed under Procurement Instruments: Express Products Lists (EPLs) in the ITS Procurement Handbook. The EPL is not to be confused with “state contracts” issued by the Department of Finance and Administration, Office of Purchase and Travel (DFA-OPT.)

1.7 *Mississippi’s Accountability System for Government Information and Collaboration (MAGIC)*

State agency customers are required to purchase through Mississippi’s Accountability System for Government Information and Collaboration (MAGIC). These customers will need the contract number and NIGP codes to complete their purchasing. The contract number and the vendor’s supplier number are provided with the ordering information for each vendor. See item 2 below. The NIGP codes are located in item 4 below.

2. **How to Contact Vendors and Obtain Price Quotations for Software EPL 3594**

2.1 Customers may work with one or both of the vendors for pricing quotes. These quotations may be from the vendor’s special Mississippi Website for products approved under EPL 3594 or may be in the form of a written quotation (FAX or E-Mail is acceptable.) The price among the awarded vendors may vary.

2.2 Directions for Price Quotations from **CDW Government**

Access this link:

<http://www.its.ms.gov/Procurement/Documents/software/3594-CDW-G.pdf>

2.3 Directions for Price Quotations from **Insight**

Access this link:

3. **EPL Best Practices**

- 3.1 *Evaluate your technical needs.* Work with the vendor(s) to verify the software license or maintenance versions that best fit your needs.
- 3.2 *Negotiate for best pricing.* EPL prices are “not-to-exceed” proposals that may be lowered but not raised. Check with the EPL vendor for availability and for quantity discounts.
- 3.3 *Consider life-cycle maintenance costs.* Investigate the total life cycle cost, including maintenance costs and requirements. Some license agreements require the customer to purchase subsequent software maintenance. Be sure to ask your vendor.
- 3.4 *Consider contracts.* Each awarded vendor has signed a Master Purchase Agreement with ITS. The purchase order from any individual customer will serve as a supplement to these agreements. Additional terms and conditions may be negotiated between the customer and vendor at the time of sale, as needed, as a supplement to the Master Agreement. You may request a copy of a vendor’s Master Agreement from the vendor or from ITS. Additionally, you may request a copy of the underlying agreement between ITS and the software manufacturer if needed.
- 3.5 *Place your order.* Place EPL orders directly with the vendor. Please reference EPL number 3594 on your purchase order. Shipping costs are included as part of the purchase price.

4. **NIGP Codes for MAGIC**

State agency customers will be required to use NIGP codes when purchasing through Mississippi’s Accountability System for Government Information and Collaboration (MAGIC). The following NIGP codes will be used for products purchased using the Microsoft EPL

Object NIGP Code:	Use For:
20811	Application Software, Microcomputer
20880	Software, Microcomputer (Not Otherwise Classified)
92045	Software Maintenance/Support
92046	Software Updating Services

5. **NON-EPL Items**

Vendors who are approved under Software EPL 3594 also sell other software and hardware that may appear on their respective websites. Please remember that the only manufacturers approved under EPL 3594 are listed in item 1.1, “Covered Software.” Items ordered that are **not** from these manufacturers must be purchased using alternative procurement methods. Your authority for purchasing these items would need to be based on other public purchasing

mechanisms, with accompanying documentation for your audit trail. We suggest non-EPL items ordered on the same purchase order as EPL items be clearly labeled as such.

6. **What Goes in Your Purchase/Audit File**

6.1 A copy of the purchase order

6.2 A copy of the product and pricing information for each product being purchased. This may be the written FAX/E-Mail Quotation from the selected vendor or the page containing pricing for your particular purchase from the selected vendor's website.

6.3 Any additional project-related documentation or justification.

7. **To Report Problems or Request Assistance**

7.1 If you have any problems with your EPL order, please let ITS know. We suggest you notify the vendor of the problem in writing and send a copy to ITS. If you have feedback that may help us improve the EPL process, we also want to know about it. Please contact us in writing by mail, by FAX at (601) 713-6380, or by E-Mail at isshelp@its.ms.gov.

7.2 If you have questions about using the EPL, please contact the **Procurement Help Desk at (601) 432-8166**.