

## **MICROSOFT EXPRESS PRODUCTS LIST 3640 INSTRUCTIONS FOR CDW GOVERNMENT: How to contact vendor, obtain pricing quotations, and place your order**

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### 1. **Overview**

- 1.1 ITS Request for Proposal 3640 solicited proposals to choose one or more resellers to be able to provide pricing and fulfill the role of Microsoft Authorized Large Account Reseller (LAR) under the terms of all Microsoft Licensing Programs.
- 1.2 **CDW Government** is one of two vendors awarded to fulfill this role of Microsoft Authorized Large Account Reseller (LAR) under Express Products List 3640.
- 1.3 To obtain the ordering instructions for the other vendor, go to the Microsoft EPL page on the ITS.  
<http://www.its.ms.gov/Procurement/Pages/Microsoft.aspx>
- 1.4 This document is intended to be a supplement to the “Instructions for Use for Microsoft EPL 3640” that is available at the ITS web address above.

### 2. **Microsoft Licensing Programs approved for CDW Government under EPL 3640**

**CDW Government** is approved to sell software licenses, maintenance, media and documentation for the acquisition of Microsoft Licensing Programs under RFP 3640. The following is a list of Microsoft Software Agreements Covered Under EPL 3640:

- **Government Select Agreement:** Government Select Agreement # 01S63648 expired 09-30-2012 and was replaced by a new Government Select Plus Agreement #8448630.
- **Academic Select Plus Agreement:** Academic Select Agreement #01S64540 expired 12-31-2010 and was replaced by a new Academic “Select Plus” Agreement #5941227.
- **Enterprise Agreement (EA):** EA #01E62413.
- **School Agreement:** The School Agreement provides annual subscriptions to K-12 schools based on their number of desktop computers.
- **Campus Agreement:**
  - Mississippi Community and Junior Colleges have a Consortia Campus Agreement # 01C35668 in place.
  - Institutions of Higher Learning have Campus Agreement #01C36077 in place.

**PURCHASES MADE FROM THIS LIST MAY NOT EXCEED \$500,000 PER FISCAL YEAR**  
For Purchases greater than \$250,000 but less than or equal to \$500,000, Customer must solicit quotations from both Microsoft EPL Vendors.

Pricing on this list expires 11/30/2013

### 3. How to Obtain Price Quotations from CDW Government

#### 3.1 Written Quotation Method

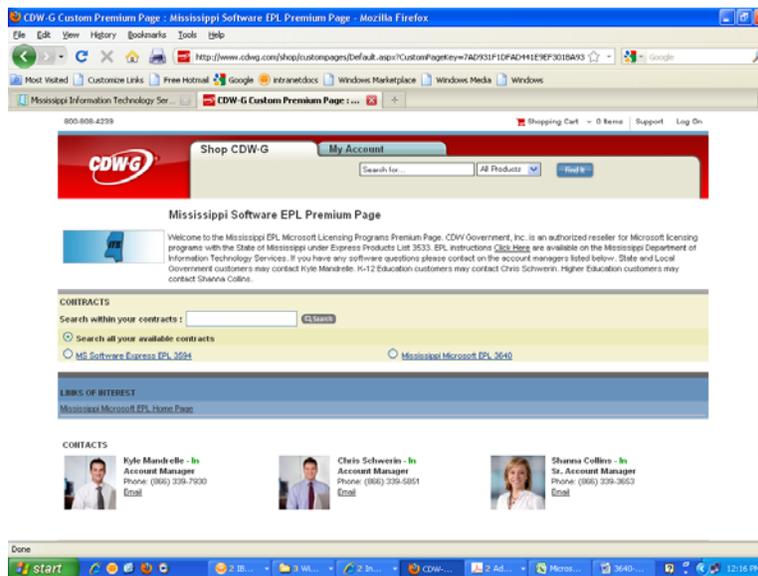
To request pricing and availability of products from Microsoft, contact the **CDW Government** representative listed below in item 4. **CDW Government** will help with your configuration and FAX or E-Mail you a written quotation using the **CDW Government** discounts proposed under RFP 3640. The written quotation should be included in your purchase/audit file.

#### 3.2 **CDW Government** Website Method

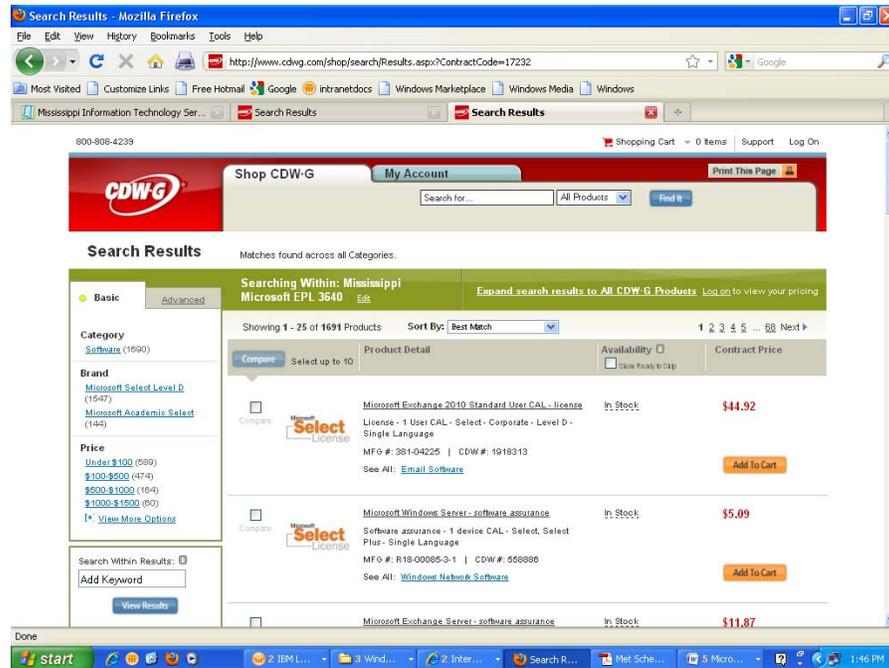
Alternatively or in addition to calling CDW Government, you may check pricing and obtain the information needed for your purchase order from the CDW Government Web Site:

<http://www.cdwg.com/msoftware>

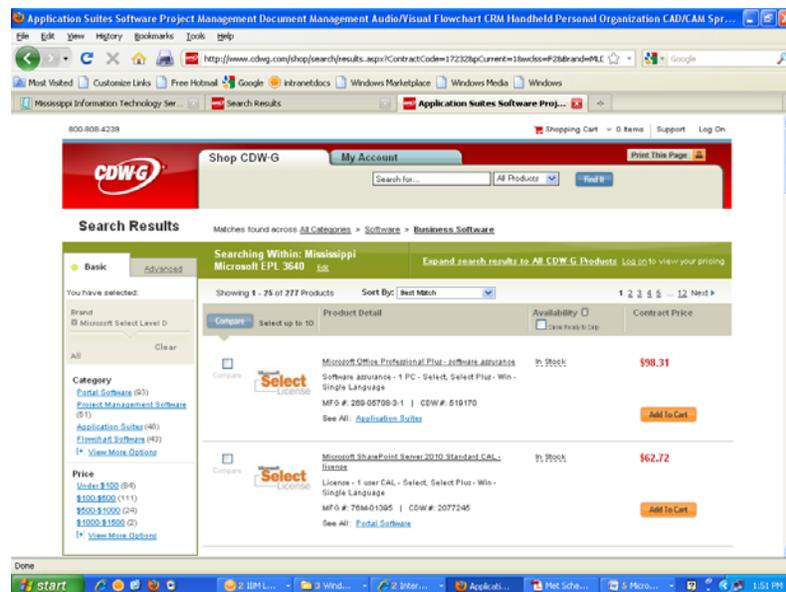
3.3 There is no login or password required to access the CDW Government Microsoft EPL RFP website. Simply click on the Mississippi Microsoft EPL 3640 link located in the middle of the page.



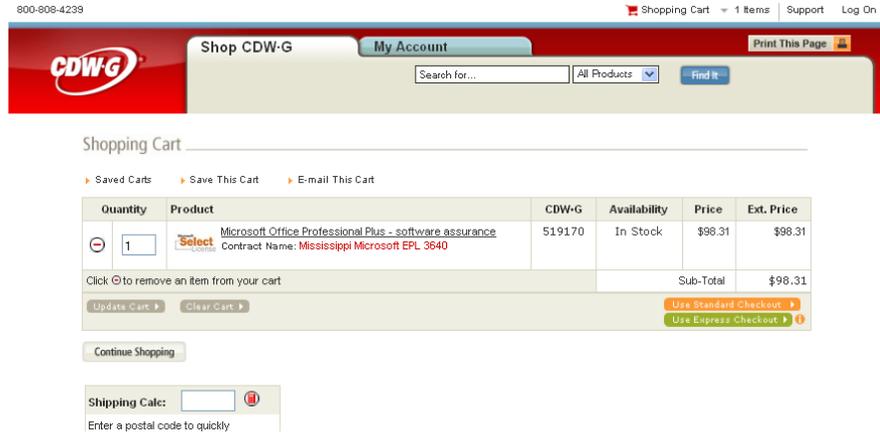
3.3.1 Choose the Software Product category. From here you can browse all of the software offered under Microsoft EPL #3640 by category, or you can search by brand or price.



3.3.2 You can now view, select and compare pricing for all Microsoft Products.

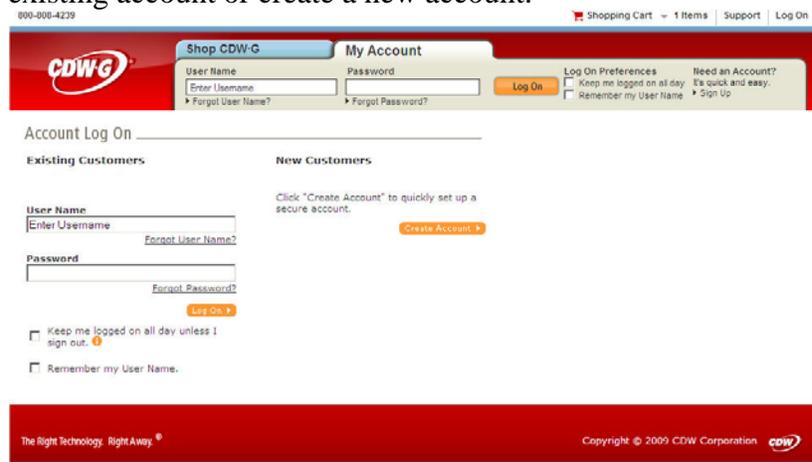


3.3.3 Simply choose the “Add To Cart” button to add a product to your shopping cart.



3.3.4 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.

3.3.5 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.



3.3.6 To have a copy of a price list e-mailed to you, contact one of the CDW Government representative listed below.

### 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) separately for each product you license, as well as for any upgrades you order.

3.4.3 CDW Government will guarantee the prices from their written quotations or website as not-to-exceed pricing for sixty days should there be an increase from the manufacturer and will honor the lower price should there be a decrease from the manufacturer.

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

4.1 Please contact **CDW Government** with any questions regarding pricing or products under EPL 3640. Contact information is as follows:

<b>Contact Information</b>	<b>Place Order To</b>	<b>Remit To</b>
<p><b>Sales Representative State and Local</b>                      Josh Wolfson                      PHONE: (866) 339-3533                      FAX: (312) 705-8216  <a href="mailto:joshwol@cdwg.com">joshwol@cdwg.com</a></p> <p><b>Sales Representative K-12 Education</b>                      Chris Schwerin                      PHONE: (866) 339-5851                      FAX: (312) 705-9146  <a href="mailto:cschwer@cdwg.com">cschwer@cdwg.com</a></p> <p><b>Sales Representative Higher Education</b>                      Shanna Collins                      PHONE: (866) 339-3653                      FAX: (312) 705-8259  <a href="mailto:shancol@cdwg.com">shancol@cdwg.com</a></p> <p><b>Sales Representative Community/Junior Colleges</b>                      Frank Fabianski                      PHONE: (312) 705-5660                      FAX: (312) 705-7660  <a href="mailto:franfab@cdwg.com">franfab@cdwg.com</a></p>	<p><b>CDW Government, Inc.</b>                      200 N. Milwaukee Avenue                      Vernon Hills, IL 60061-9740</p>	<p><b>CDW Government, Inc.</b>                      75 Remittance Drive                      Suite #1515                      Chicago, IL 60675-1515</p> <p>SAAS Code: V0001628750</p>

5. **Service and Training Rates**

5.1 Vendors under RFP 3640 were optionally able to submit costs for not-to-exceed rates for installation and training relating to the Microsoft licenses being sold.

5.2 Service rates are based upon standard business hours of 8 x 5, Monday – Friday, excluding holidays. Should customers have needs for after

hours services, vendor may optionally charge up to one and one-half (1 ½) times their service rate, provided vendor has supplied a written estimate and advised the customer of the after-hours charge.

- 5.3 CDW-G proposed the following rates:
  - 5.3.1 Hourly Rate for Software Installation: NA
  - 5.3.2 Hourly Rate for Training: NA
  - 5.3.3 Daily Rate for Training: NA
  - 5.3.4 Hourly Rate for Miscellaneous Services associated with purchases for this RFP:
    - 5.3.4.1 Senior Engineer - \$170 per hour
    - 5.3.4.2 Engineer (Consultant) - \$160 per hour
    - 5.3.4.3 Associate - \$150 per hour
  - 5.3.5 Hourly Rate for Travel Time: Included

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

- 6.1 Please contact the Procurement Help Desk, 601-432-8166 or [isshelp@its.ms.gov](mailto:isshelp@its.ms.gov) .