SOFTWARE EXPRESS PRODUCTS LIST 3758
INSTRUCTIONS FOR INSIGHT PUBLIC SECTOR

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 Insight Public Sector (Insight) 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 Insight under EPL 3758**

   Insight 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
   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 $5,000 per project, the customer must obtain quotations from two or more EPL vendors, if available. If a purchase order routes to ITS for approval, two quotes will be required regardless of the purchase amount.
Pricing on this list expires 01/31/2019.
3. **How to Obtain Price Quotations from Insight**

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

3.2 **Insight Website Method**
Alternatively or in addition to calling Insight, you may check pricing and obtain the information needed for your purchase order from the Insight website: [www.ips.insight.com/mississippi](http://www.ips.insight.com/mississippi). When doing so note the following:

3.2.1 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.

3.2.2 There is no login or password required to access the Insight Software EPL RFP website. Click the “View/Browse This Contract's Online Catalog” link under the State of Mississippi - Software Express Products List (EPL) Contract heading.

3.2.3 To view software titles, choose the “Products” link located at the top of the screen. From this screen, view available products by selecting “Software” under this link.

PURCHASES MADE FROM THIS LIST MAY NOT EXCEED $250,000 PER PROJECT.
Each Software Manufacturer would be considered a separate project. For purchases over $5,000 per project, the customer must obtain quotations from two or more EPL vendors, if available. If a purchase order routes to ITS for approval, two quotes will be required regardless of the purchase amount.

Pricing on this list expires 01/31/2019.
3.2.4 From here you can browse all of the software offered under Software EPL 3758 by category, or you can search by manufacturers, price or software title.

3.2.5 By selecting a software manufacturer, you can view, compare and select products from the manufacturer.
3.2.6 Simply choose the “ADD TO ORDER” button to add a product to your shopping cart.

3.2.7 To email, export or print the quote from the shopping cart click arrow button next to “Order Utilities” then choose your option.

3.2.8 To have a copy of a price list e-mailed to you, contact the Insight representative listed 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. In some instances, the media is available by free download. Ask your sales representative.

3.3.3 Insight 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 Insight and Place Your Order

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

<table>
<thead>
<tr>
<th>Contact Information</th>
<th>Place Order To</th>
<th>Remit To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Executive Government</td>
<td>Insight Public Sector, Inc.</td>
<td>Insight Public Sector, Inc.</td>
</tr>
<tr>
<td>Kelly Riedel</td>
<td>6820 South Harl Avenue</td>
<td>P. O. Box 731072</td>
</tr>
<tr>
<td>Phone: (480) 333-3472</td>
<td>Tempe, AZ 85283</td>
<td>Dallas, TX 75373-1072</td>
</tr>
<tr>
<td>Fax: (480) 760-8305</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:kriedel@insight.com">kriedel@insight.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account Executive Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kelly Riedel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: (480) 333-3472</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: (480) 760-8305</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:kriedel@insight.com">kriedel@insight.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account Executive Healthcare</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert Newton</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: (800) 467-4448 x6936</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: (480) 760-9783</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:robert.newton@insight.com">robert.newton@insight.com</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For MAGIC Customers:

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Supplier Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>8500000255</td>
<td>310005781</td>
</tr>
</tbody>
</table>

5. How to Request Assistance from ITS.
Purchases made from this list may not exceed $250,000 per project. Each Software Manufacturer would be considered a separate project. For purchases over $5,000 per project, the customer must obtain quotations from two or more EPL vendors, if available. If a purchase order routes to ITS for approval, two quotes will be required regardless of the purchase amount. Pricing on this list expires 01/31/2019.

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