


# Memorandum

---

**To:** ITS Customers Requesting ESRI Software  
**From:** David C. Johnson, Executive Director   
**Date:** June 9, 2015 (*Updated September 29, 2022*)  
**Re:** ESRI Express Products List 3774-D: Instructions for Use  
**CC:** ITS Project File Numbers 38333, 35644, 37251, 40013, 40942, 41934, 42172, 43666, 44446, 45926, 46168, 46857, 47120, 47188

---

## 1. Introduction

### 1.1 *Scope*

ITS currently has in place the ESRI Express Products List (EPL) 3774-D to be used in the acquisition of ESRI software products. The ESRI EPL 3774-D was created based on the following agreements with ESRI.

1.1.1 The ESRI Master Purchase Agreement (MPA), #2003MPA6052, is a contract between ESRI and ITS on behalf of Mississippi governmental and educational entities executed December 16, 2004.

1.1.2 The ESRI Small Municipal and County Enterprise License Agreement (ELA) was added to the MPA Terms and Conditions on May 21, 2008. Pricing for this agreement is listed on the ESRI price catalog under "Small Government Enterprise License." The ELA is a three-year limited term license as opposed to the perpetual licenses purchased under the MPA. The procedure for submitting ELA purchases differs from the MPA procedures. These procedures are addressed further in this document.

### 1.2 *EPL Effective Dates*

The ESRI EPL 3774-D will be valid from the date of this memo through the current expiration of the MPA, December 31, 2022.

### 1.3 *Who May Use*

This EPL may be used by Mississippi agencies, universities, community/junior colleges, and governing authorities (cities, counties, school districts, etc.). This EPL has been approved by ITS as a legal purchasing tool for ESRI products and services.

See *Item 8. What Goes in Your Purchase/Audit File* for specifics about how to document an EPL purchase.

1.4 *Dollar Limitations of Use*

1.4.1 The purchase limit is \$250,000 per project for the use of the ESRI EPL without additional approval from ITS.

1.4.2 Projects costing in excess of \$250,000 are beyond the scope of this delegated process and subject to full ITS review and authorization. Authorization to exceed the EPL dollar limitation is described in the ITS Procurement Handbook under the **EPL Planned Purchase** process, Rule 207.7: 013-080. Below is the link to Procurement Handbook.  
<http://www.its.ms.gov/Procurement/Documents/ISS%20Procurement%20Manual.pdf>

1.5 This list is governed under Procurement Instruments: Express Products Lists (EPLs) in the ITS Procurement Handbook (Rule 206.2: 011-030). The EPL is not to be confused with state contracts issued by Department of Finance and Administration, Office of Purchasing, Travel and Fleet Management (DFA-OPTFM).

1.6 *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. See Item 5 below. The NIGP codes are located in Item 6 below.

2. **The Mississippi Coordinating Council for Remote Sensing and Geographic Information Systems**

The Mississippi Coordinating Council for Remote Sensing and Geographic Information Systems was created out of House Bill 861 during the 2003 regular session of the Mississippi Legislature. The council's responsibilities included assisting ITS in establishing policies and standards in the review and approval of procurements of both hardware and software related to remote sensing and geographic information systems (GIS.) On September 2, 2004, the council approved the establishment of EPLs for certain GIS software based upon standards recommended by the council's Technical User Group Standards Sub-Committee. The ESRI EPL was one of several GIS Software EPLs recommended by this sub-committee.

3. **Mississippi-ESRI Website**

3.1 ESRI has worked with ITS to establish a special Mississippi-ESRI website containing the approved MPA price list and ordering instructions.

3.2 The Mississippi-ESRI website can be found at the following address:  
<https://www.ESRI.com/mississippi>

From the initial page, you will be prompted to log in or “Create New Account” if you do not have an existing username and password. Please note that there is not a generic Mississippi account set up for this site. Each customer must create their own account to continue.

- 3.3 The panel on the left side of the page gives you the ESRI contract number, the EPL number, a link back to the ITS website, a link to a PDF version of the MPA catalog, information on how to order, and training information.

#### 4. **Product and Pricing**

- 4.1 The prices stated in the MPA price list are not-to-exceed prices and incorporate a quantity discount based upon Mississippi volume. Customers should request quotations for any volume pricing from an ESRI representative. Very large quantities or special promotion offers are available in some instances.
- 4.2 ELA pricing is listed on the MPA price list under “Small Government Enterprise License.” You must contact one of the ESRI representatives listed in the contact information for an ELA quote.
- 4.3 Shipping costs are not included as part of the product purchase price. The MPA price list includes the following footer: “Shipping and Handling not to exceed \$40 on applicable orders (call for quote)”.
- 4.4 Customers may obtain price quotations in one of the following ways.
  - 4.4.1 Use the price list posted on the Mississippi-ESRI website.
  - 4.4.2 Contact an ESRI representative listed in these instructions.
  - 4.4.3 Contact an ESRI Business Partner approved to sell under this EPL.

#### 5. **How to Place Your Order**

##### 5.1 *Special Order Form*

ESRI requests that their order form accompanies the purchase order. This form is available on the Mississippi-ESRI website under “How to Order.”

##### 5.2 *Purchase Order*

Provided below are the instructions for completing the purchase order:

- 5.2.1 The purchase order must be made out to ESRI.
- 5.2.2 If working with an ITS approved ESRI partner, the partner’s company name should be included in the body of the purchase order.
- 5.2.3 Include “ESRI EPL 3774-D” to identify the purchase for audit purposes with the ITS and ESRI agreement.
- 5.2.4 Include the following language on the face of the purchase order: “Subject to Master Purchase Agreement No. 2003MPA6052”.

- 5.2.5 Show shipping charges as a line item.
- 5.2.6 Include the following additional information:
  - 5.2.6.1 Name or identification of licensee, place of delivery, end user name, and contact information
  - 5.2.6.2 Purchase order number
  - 5.2.6.3 Date delivery is requested (allow 30 days after ESRI's receipt of order)
  - 5.2.6.4 Quantity, description, and unit price for each item ordered

5.3 *Special Instructions for Purchases under the ELA*

Approved licensees shall submit a purchase order that references the ELA quotation and shall include the following statement on the face of the purchase order.

“THIS PURCHASE ORDER IS GOVERNED BY THE TERMS AND CONDITIONS OF MASTER PURCHASE AGREEMENT NO. 2003MPA6052, AND ANY DIFFERENT OR ADDITIONAL TERMS AND CONDITIONS IN OR WITH THIS PURCHASE ORDER SHALL NOT APPLY.”

5.4 *Contact Information*

Provided in the table below are the various contacts for ESRI including addresses for placing your order and remitting payment. Please contact ESRI with any questions regarding pricing or products on this list.

<b>Contact Information:</b>	
<p><b>Sales Representative</b> Erin Fair Office: (909) 793-2853 ext 1263</p>	<p><b>Mississippi Account Manager</b> Jon Doherty Office: (210) 499-1044 ext 8829 Mobile: (210) 394-7255 <a href="mailto:jdoherty@ESRI.com">jdoherty@ESRI.com</a></p>

<b>Place Order To:</b>		
<b>For MPA purchases:</b> Environmental Systems Research Institute Attn: ESRI Customer Service 380 New York Street Redlands, CA 92373-8100  <a href="mailto:service@ESRI.com">service@ESRI.com</a> Fax: (909) 307-3083	<b>For ELA purchases:</b> Environmental Systems Research Institute Attn: ESRI Customer Service 380 New York Street Redlands, CA 92373-8100  <a href="mailto:service@ESRI.com">service@ESRI.com</a> Fax: (909) 307-3083	
<b>Remit To:</b>		
Environmental Systems Research Institute, Inc. PO Box 741076 Los Angeles, CA 90074-1076		
<b>For MAGIC Customers</b>	<b>Contract Number</b>	<b>Supplier Number</b>
	8500000241	3100026807

6. **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 ESRI EPL.

<b>NIGP Code:</b>	<b>Use For:</b>
20654	Geographic Information Systems (GIS)
92007	Application Software for Microcomputer Systems (includes maintenance and support)
92004	Application Software for Mainframe Systems (includes maintenance and support)
92045	Software Maintenance and Support
92046	Software Updating Services
92440	Instructor led, Classroom Training (Technical)

7. **Contract**

The customer's purchase order becomes a supplement to the MPA. It is not necessary for the customer to negotiate a separate contract or supplement. The customer may obtain a copy of this agreement for their files by contacting the ESRI representative or ITS.

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

At a minimum, include:

- 8.1 A copy of the purchase order.
- 8.2 A copy of this memorandum.

- 8.3 A copy of either the written quotation from ESRI or the ESRI Business Partner or the page containing pricing for your particular purchase from the ESRI website.
  - 8.4 Any additional project related documentation or justification.
9. **To Report Problems or Request Assistance**
- 9.1 If you have any feedback that may help us to improve this process, or 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. You may contact us in writing by one of the following ways:
    - 9.1.1 E-mail: [isshelp@its.ms.gov](mailto:isshelp@its.ms.gov)
    - 9.1.2 Fax: (601) 713-6380
    - 9.1.3 Mail: ITS, 3771 Eastwood Drive, Jackson, MS 39211
  - 9.2 If you have questions about using the EPL, please contact the **Procurement Help Desk** at [isshelp@its.ms.gov](mailto:isshelp@its.ms.gov).
  - 9.3 ITS is also available to host a “mini-class” on how to use our EPLs at a customer’s request. Please contact the Procurement Help Desk if interested.

**Copies of this document are available on the Internet at**  
<http://www.its.ms.gov/Procurement/Pages/EPLs.aspx>