MICROSOFT EXPRESS PRODUCTS LIST 3736
INSTRUCTIONS FOR CDW GOVERNMENT

How to contact vendor, obtain pricing quotations, and place your order

1. **Overview**

    1.1   ITS Request for Proposal 3736 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 three vendors awarded to fulfill this role of Microsoft Authorized LAR under Express Products List 3736.

    1.3   To obtain the ordering instructions for the other vendors, go to the Microsoft EPL page on the ITS website.

    https://www.its.ms.gov/procurement/microsoft-epl-3736

    1.4   This document is intended to be a supplement to the "Instructions for Use for Microsoft EPL 3736" that is available at the ITS website above.

2. **Microsoft Licensing Programs approved for CDW Government under EPL 3736**
    CDW Government is approved to sell software licenses, maintenance, media and documentation for the acquisition of Microsoft Licensing Programs under RFP 3736. The following is a list of Microsoft Software Agreements covered under EPL 3736:

    - **Government Select Plus Agreement:** Government Select Plus Agreement #8448630.

    - **Academic Select Plus Agreement:** Academic Select Plus Agreement #5941227.

    - **Enterprise Agreement (EA):** EA #01E73755.

    - **School Agreement:** The School Agreement provides annual subscriptions to K-12 schools based on their number of desktop computers.

    - **Campus Agreement:**

        o Institutions of Higher Learning have Campus Agreement #01C36077.

PURCHASES MADE FROM THIS LIST MAY NOT EXCEED $500,000 PER PROJECT.   1
Pricing on this list expires 9/30/2022.
Customer MUST obtain pricing from two ITS Microsoft EPL vendors. Any projects over $500,000 are beyond the scope of this process and subject to further ITS review and authorization.

Instructions for CDW Government

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 3736. 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 Microsoft EPL website **http://www.cdwg.com/mssoftware**. When doing so note the following:

3.2.1   Do not depend entirely on the published product lists. The published lists are intended as a sampling of products only.

3.2.2   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.

3.3   There is no login or password required to access the CDW Government Microsoft EPL RFP website. Click on the Mississippi Microsoft Software Contract link located on the left side under 'Home'. Then proceed to click on the Mississippi Microsoft Software Contract link in the middle of the page.
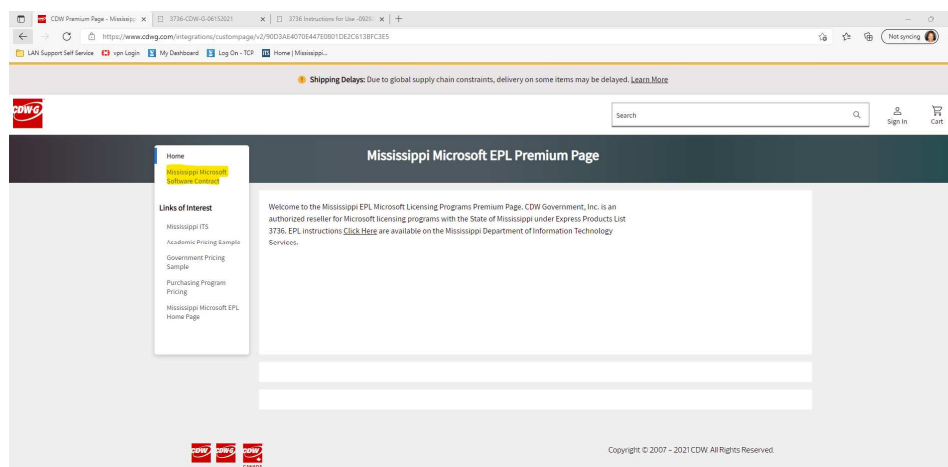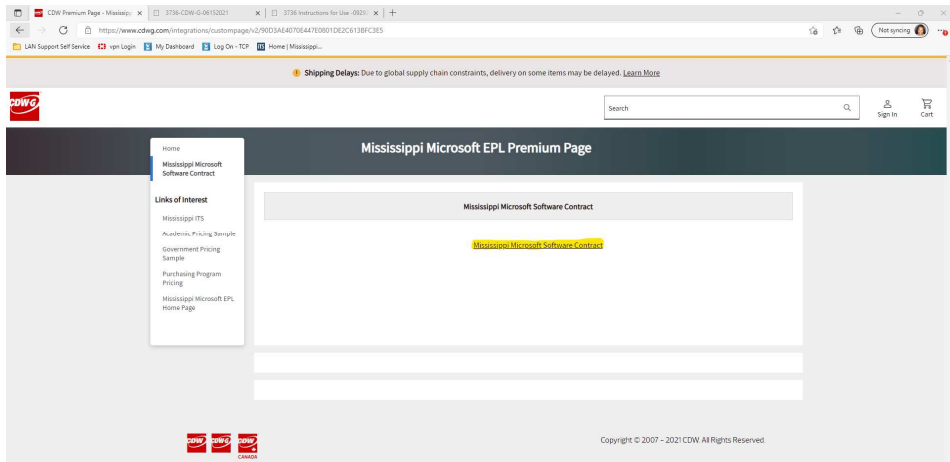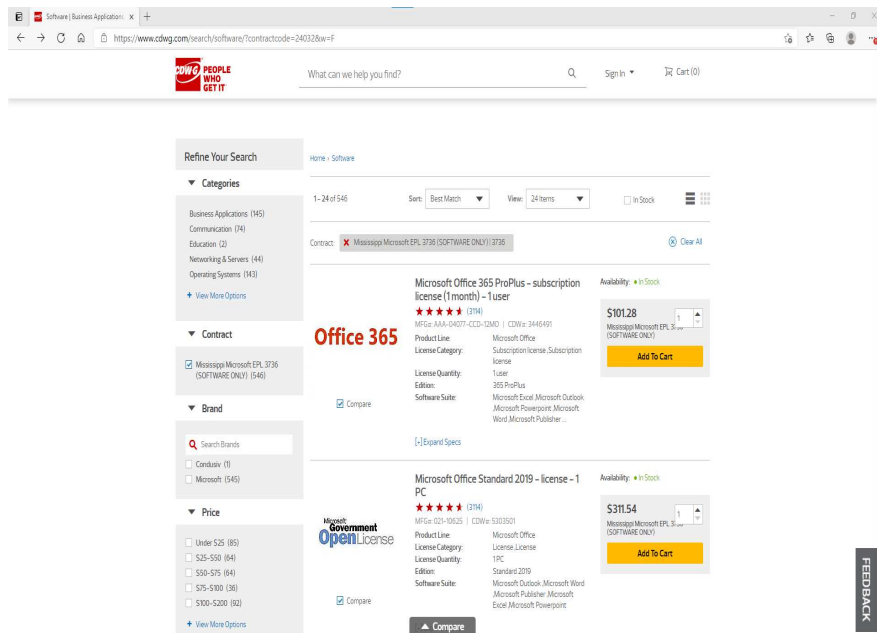
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Instructions for CDW Government

3.3.1   Choose the Software Product category.   From here you can browse all of the software offered under Microsoft EPL #3736 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.

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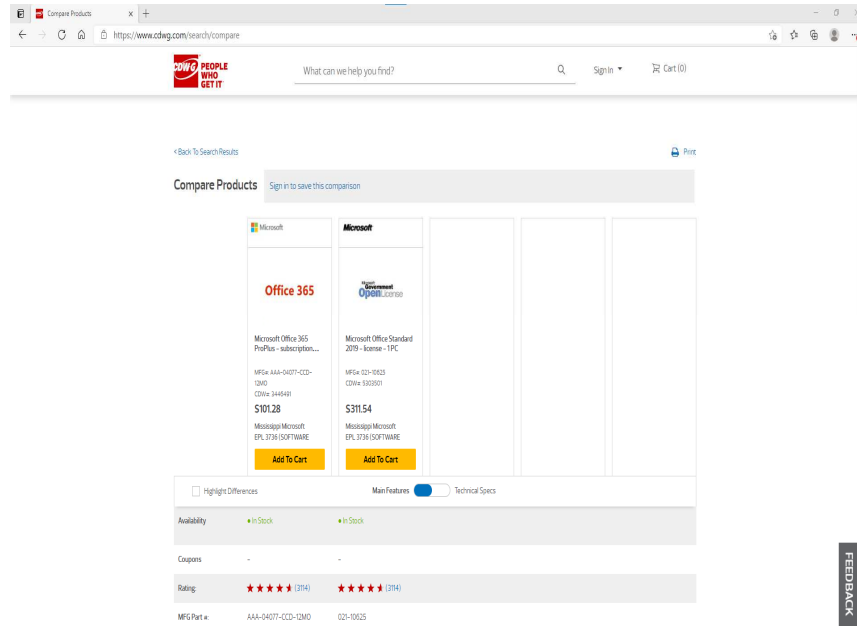
3.3.3   Click the "Add to Cart" button to add a product to your shopping cart.
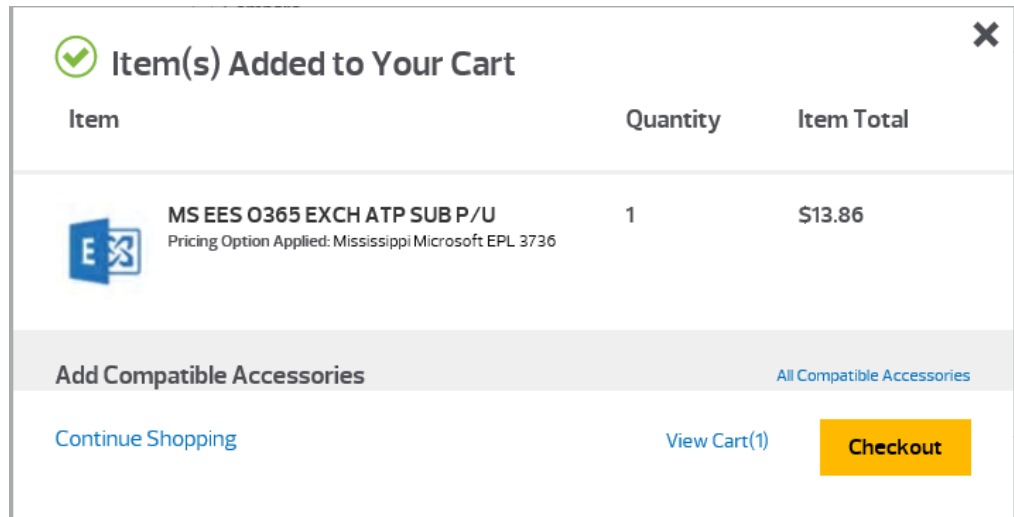
3.3.4   Once you have added all products, click the "Checkout" and this will take you to your finalized shopping cart.

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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 60 days should there be an increase from the manufacturer and will honor the lower price should there be a decrease from the manufacturer.

3.4.4   Shipping costs are included as part of the purchase price.

3.4.5   To have a copy of a price list e-mailed to you, contact one of the CDW Government representative listed in item 4 below.

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

Please contact CDW Government with any questions regarding pricing or products under EPL 3736. Contact information is as follows:

Contact Information	Place Order To	Remit To
Sales Manager **State and Local** Ryan Harris PHONE: (312) 547-2163 ryaharr@cdw.com **State and Local** Kyle Prochaska PHONE: (312) 705-3270 kylepro@cdw.com **Sales Representative** **K-12 Education** Sia Pettaras PHONE: (312) 705-9388 FAX: (312) 751-3628 siapett@cdw.com **Sales Representative** **Higher Education** Mark Roeser PHONE: (877) 689-4665 FAX: (312) 705-3478 markroe@cdw.com	**CDW Government, Inc.** 230 N. Milwaukee Avenue Vernon Hills, IL 60061	**CDW Government, Inc.** 75 Remittance Drive Suite #1515 Chicago, IL 60675-1515 ARRA Participant
For MAGIC Customers	**Contract Number** 8500000800	**Supplier Number** 3100006897

5.   **Service and Training Rates**

5.1   Vendors under RFP 3736 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 Government proposed the following rates:

5.3.1   Hourly Rate for Software Installation: NA

5.3.2   Hourly Rate for Training: NA

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        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, at isshelp@its.ms.gov.

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