

MICROSOFT EXPRESS PRODUCTS LIST 3736 INSTRUCTIONS FOR DELL MARKETING L.P.

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 Dell Marketing, L.P. was 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 web address above.

2. Microsoft Licensing Programs approved for Dell Marketing L.P. under EPL 3736

Dell Marketing L.P. 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:**
 - Institutions of Higher Learning have Campus Agreement #01C36077.

3. **How to Obtain Price Quotations from Dell Marketing L.P.**

3.1 *Written Quotation Method*

To request pricing and availability of products from Microsoft, contact the Dell Marketing L.P. representative listed below in item 4. Dell will help with your configuration and fax or e-mail you a written quotation using the Dell discounts proposed under RFP 3736. The written quotation should be included in your purchase/audit file.

3.2 *Dell Marketing L.P. Website Method*

Unfortunately, this method is currently unavailable due to issues with Dell Marketing's website.

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

3.3.3 Dell 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.

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

4. **How to Contact Dell Marketing L.P. and Place Your Order**

Please contact Dell Marketing L.P. with any questions regarding pricing or products under EPL 3736. Contact information is as follows:

Contact Information	Place Order To	Remit To
Government and Higher Education Jerry Greer 512.720.3909 J_greer@dell.com K-12 Education and Local Government Jerry Greer 512.720.3909 J_greer@dell.com Account Executive for Mississippi Brad Stroup (205) 305-0184 brad_stroup@dell.com	Dell Marketing L.P. 1 Dell Way Round Rock, TX 78682	Dell Marketing L.P. Attn: Dell USA L.P. P. O. Box 534118 Atlanta, GA 30353-4118
For MAGIC Customers:	Contract Number	Supplier Number
	8500000810	3100023710

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 Dell proposed the following rates:

5.3.1 Hourly Rate for Software Installation: \$243.50 per hour

5.3.2 Hourly Rate for Training: \$453.12 per hour

5.3.3 Daily Rate for Training: \$3625 per day

5.3.4 Hourly Rate for Miscellaneous Services associated with purchases for this RFP: \$243.50 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.