

Instructions for Dell Marketing, L.P.

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

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

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#### 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.

[MICROSOFT EPL 3736 | Mississippi Department of Information Technology Services \(ms.gov\)](#)

- 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.

**PURCHASES MADE FROM THIS LIST MAY NOT EXCEED \$500,000 PER PROJECT.**

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Pricing on this list expires 1/7/2022.

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.

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### 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*

Alternatively or in addition to calling Dell, you may check pricing and obtain the information needed for your purchase order from the Dell Microsoft EPL website <https://shop.asapsoftware.ca>. 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.

#### 3.2.3 **Government** “Login”

- Login - [msgovernment@asap.com](mailto:msgovernment@asap.com)
- Password – **Mississippi@1** [CASE SENSITIVE]

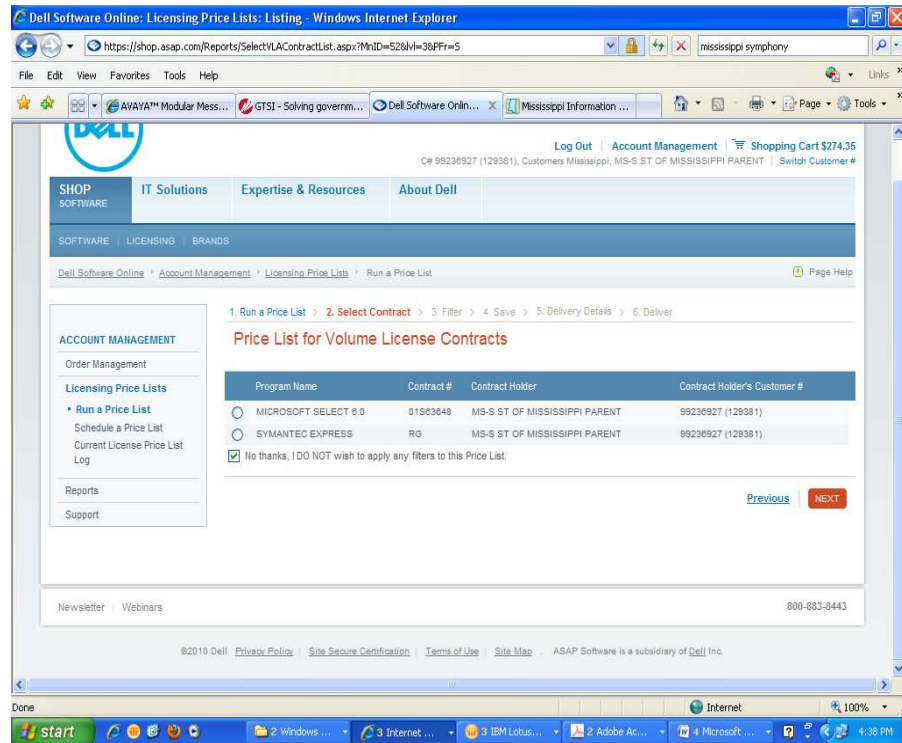
#### 3.2.4 **Educational** “Login”

- Login - [mseducation@asap.com](mailto:mseducation@asap.com)
- Password – **Mississippi@1** [CASE SENSITIVE].

3.2.5 To view licenses under contract, choose “Account Management”, then “Licensing Price Lists” from the menu, and then “Run a Price List.” Then “Create a New Price List.”

3.2.6 At the Price List for Volume License Contracts table, check the box next to license you would like a price list for and then click “Next” to go to a template creation screen.

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3.2.7 Choose to either save the price list to your personal template or “No – run price list just this once” then hit “NEXT”.

1. Run a Price List > 2. Select Contract > 3. Filter > 4. Save > 5. Delivery Details > 6. Deliver

### Save Your Price List

What would you like to name your Price List? Saving it as a template will enable you to easily schedule or rerun the Price List at a later time.

Enter price list template name

- Save as a Personal Template (for my use only)
- No, thanks – run Price List just this once

[Previous](#) | [NEXT](#)

3.2.8 Choose the delivery method and press “Next.”

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[1. Run a Price List](#) > [2. Select Contract](#) > [3. Filter](#) > [4. Save](#) > **5. Delivery Details** > [6. Deliver](#)

## Delivery Details

We need a few details to successfully deliver your Price List. If you are scheduling a Price List, select the email option and you'll be prompted to pick the frequency for delivery.

How would you like your Price List delivered?

View Online

Open Price List in a new window

Email Price List to Customers Mississippi - msgovernment@asap.com

Download Price List

3.2.9 “View Online” or “Download Price List” are your best choices. If you select “E-mail Price List” and then select the format of file you wish to receive, you will generate a copy of the price list that is e-mailed to the representatives below. You must immediately e-mail them indicating you have just generated a price list to be e-mailed to you. They will forward it on to you at your return e-mail address.

3.3 To view documentation, media, and / or licenses:

3.3.1 Use the Search capability to locate documentation and / or media by typing in the “Manufacturers Name” and typing “Media” or “Documentation” in the search box – example “Microsoft Media” and click “GO.”

[International](#) | [Customer Care](#) | [Contact Us](#) | **SEARCH**  **GO** ADVANCED SEARCH

3.3.2 The search results displayed will include Product Description, Dell/ASAP Item #, Mfg. Item #, Manufacturer, and Price. You may also choose to receive information on media and documentation by contacting the Dell Account representative listed below.

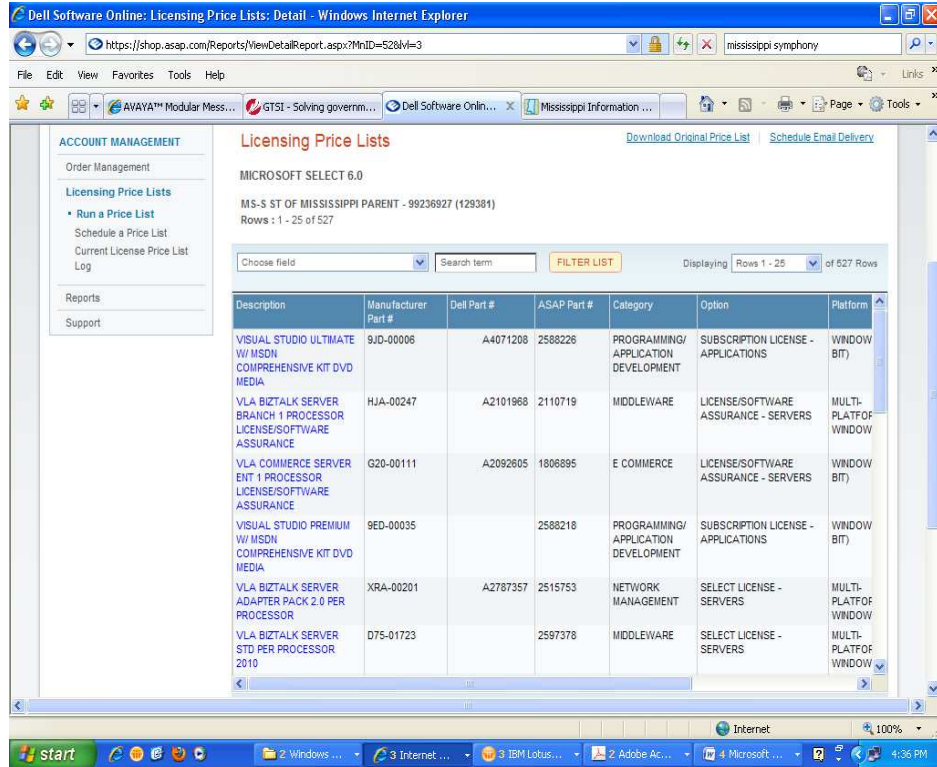
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### 3.4 Miscellaneous Tips

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

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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:

<b>Contact Information</b>	<b>Place Order To</b>	<b>Remit To</b>
<b>Government and Higher Education</b> Sam Avellone (512) 537-5743 <a href="mailto:sam.avellone@dell.com">sam.avellone@dell.com</a>	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  ARRA Participant
<b>K-12 Education and Local Government</b> Annabel Andrews (512) 723-1020 <a href="mailto:annabel_andrews@dell.com">annabel_andrews@dell.com</a>		
<b>Account Executive for Mississippi</b> Brad Stroup (205) 305-0184 <a href="mailto:brad_stroup@dell.com">brad_stroup@dell.com</a>		
<b>For MAGIC Customers:</b>	<b>Contract Number</b>	<b>Supplier Number</b>
	8500000057	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

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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](mailto:isshelp@its.ms.gov).