

MICROSOFT EXPRESS PRODUCTS LIST 3736 INSTRUCTIONS FOR SHI INTERNATIONAL

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 SHI International (SHI) 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 website above.

2. **Microsoft Licensing Programs approved for SHI under EPL 3736**

SHI 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.

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3. How to Obtain Price Quotations from SHI INTERNATIONAL

3.1 *Written Quotation Method*

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

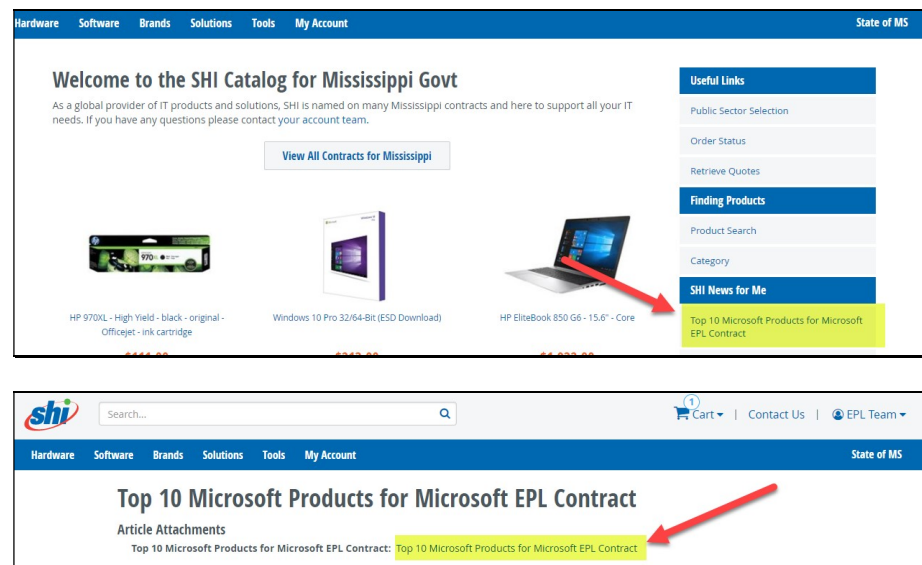
3.2 *SHI Website Method*

Alternatively, or in addition to calling SHI, you may check pricing and obtain the information needed for your purchase order from the SHI Microsoft EPL website <https://www.publicsector.shidirect.com>. When doing so note the following:

3.2.1 Government and Educational “Login”

- Login – eplteam@its.ms.gov
- Password – **eplteam1** [CASE SENSITIVE]

3.2.2 There is a Price List available for the “Top 10” Select Plus products for Academic and Government entities:



3.2.3 Do not depend entirely on the published product lists. The published lists are intended as a sampling of products only. To get the most accurate Microsoft pricing, please reach out to your inside team (Mississippi@shi.com), so that they can create a quote that is specific to your licensing agreement.

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- 3.2.4 Once the inside team sends you a quote, the quote can be retrieved on SHI.com, so that it is available to order. Users will be required to enter their quote number and email address to access the quote.

The top screenshot shows the SHI website's 'Welcome to the SHI Catalog for Mississippi Govt' page. The sidebar on the right contains a 'Useful Links' section with the following items: Public Sector Selection, Order Status, Retrieve Quotes (highlighted with a red arrow), Finding Products, Product Search, Category, and SHI News for Me. The main content area features a 'View All Contracts for Mississippi' button and three product listings: HP 970XL - High Yield - black - original - Officejet - ink cartridge (\$414.00), Windows 10 Pro - license - 1 license (\$312.00), and Microsoft Office 365 (Plan A2) - subscription license - 1 user (\$0.00).

The bottom screenshot shows the 'Quote List' form. It has two input fields: 'Quote Number:' and 'Email:'. Red arrows point to each of these fields. Below the input fields is a green 'Search' button.


- 3.2.5 Once a quote is retrieved, you can view it and add it to your cart or print a copy on the Quote Details Page

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Quote Details

| | | |
|--|---|---|
| Quote Number: 18458407 | Quote Name: OfficeG3 Add On | Total: \$497.78 |
| Created Date: 3/3/2020 1:08:00 PM | Expiration Date: 3/31/2020 | Company: Mississippi Worker's Compensation Commission |
| Contact: Matt Torres | Email: mtorres@mwcc.ms.gov | Phone: 601-987-4203 |
| Address: 1428 Lakeland Dr Jackson, MS 39216 | Shipping Address: 1428 Lakeland Dr Jackson, MS 39216 | Fax: |

Comments:
Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

| | Product Id | Product Details | Quantity | Retail Price | Price | Extended Price |
|---|------------|---|----------|--------------|----------|----------------|
|  | 30448741 | Microsoft Office 365 (Plan G3) - Subscription license (1 month) - 1 user - hosted - GOV - EA Subscription (14 Months) Manufacturer : Microsoft Mfr Part # : AAA-11894 | 2 | \$264.00 | \$248.89 | \$497.78 |

Total: \$497.78

[Back](#)
[Add to Cart](#)
[Print View](#)

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 SHI 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.

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4. **How to Contact SHI International and Place Your Order**

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

| Contact Information | Place Order To | Remit To |
|---|--|---|
| Microsoft Account Executive Trevor Golden (404) 580-2409 Trevor_golden@shi.com | SHI International Corp State of MS Team 290 Davidson Ave Somerset, NJ 08873 | SHI International Corp PO Box 952121 Dallas, TX 75395-212 |
| For MAGIC Customers: | Contract Number | Supplier Number |
| | 8500000842 | 3100035413 |

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 SHI proposed the following rates:

5.3.1 Hourly Rate for Software Installation: NA

5.3.2 Hourly Rate for Training: NA

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 Project Leader - \$95 per hour

5.3.4.2 Project Manager - \$135 per hour

5.3.4.3 Sr. Project Manager - \$189 per hour

5.3.4.4 Engagement Manager - \$223 per hour

5.3.4.5 Associate Consultant - \$95 per hour

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

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Pricing on this list expires 7/31/2025.

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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5.3.4.6 Consultant - \$135 per hour

5.3.4.7 Solution Architect - \$189 per hour

5.3.4.8 Principal Architect - \$223 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.