

## **MICROSOFT EXPRESS PRODUCTS LIST 3736 INSTRUCTIONS FOR SHI INTERNATIONAL**

### **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 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.

### 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*

Unfortunately, this method is currently unavailable due to issues with SHI'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 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.

Instructions for SHI International

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:

<b>Contact Information</b>	<b>Place Order To</b>	<b>Remit To</b>
<b>Government State and Local</b> Raegan Harris (205) 522-6749 <a href="mailto:Raegan_harris@shi.com">Raegan_harris@shi.com</a>  <b>Account Executive for Mississippi</b> Lauren Rallis (732) 652-3086 <a href="mailto:Lauren_rallis@shi.com">Lauren_rallis@shi.com</a>	SHI International Corp State of MS Team 290 Davidson Ave Somerset, NJ 08873	SHI International Corp PO Box 952121 Dallas, TX 75395-212  Non-ARRA Participant
<b>For MAGIC Customers:</b>	<b>Contract Number</b>	<b>Supplier Number</b>
	8500000058	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

## Instructions for SHI International

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