

Memorandum

To: Valid IT Hardware EPL 3760 Manufacturers and Sellers
From: Craig P. Orgeron, Ph.D. ^{cpu}
Date: July 9, 2018
Subject: Amendment to Extend EPL 3760
Contact Name: Deb Breazeale
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RFP Number 3760 is hereby amended as follows:

1. ITS RFP Response Checklist is being amended as follows:

RFP Response Checklist: These items should be included in your response to RFP No. 3760.

Manufacturer Only

- _____ 1) Binder containing original response
- _____ 2) Point-by-point response to Section VI RFP QUESTIONNAIRE, Items 1 and 9
- _____ 2) 3) Point-by-point response to IT Hardware Processes (Section VIII)
- _____ 3) 4) Point-by-point response to Manufacturer Information Submission (Section XI)
- _____ 4) 5) Vendor has paid the proposal submission fee per the directions in *IT Hardware Processes (Section VIII), Item 5*

2. Section VIII: IT Hardware Processes, Item 2.5 is being modified to read:

The EPL produced from these proposals will be valid through ~~June 30, 2017~~ June 30, 2019.

3. Section VIII: IT Hardware Processes, Item 3 Project Schedule is amended as follows:

Task	Date
First Advertisement Date for RFP	5/13/2014
Second Advertisement Date for RFP	5/20/2014
<u>Third Advertisement Date for RFP</u>	<u>6/26/2018</u>
<u>Fourth Advertisement Date for RFP</u>	<u>1/8/2019</u>

Deadline for Vendor's Written Questions	3:00 p.m. Central Time on 5/28/2014
Deadline for Questions Answered and Posted to ITS Website	6/5/2014
Open Proposals	3:00 p.m. Central Time on 6/12/2014
Evaluation of Proposals and Manufacturer Websites	6/12/2014 - 6/30/2014
EPL Approval Notifications Sent to Vendors (tentative)	6/30/2014
IT Hardware EPL 3760 Publish Date (tentative)	7/1/2014
Proposals for new Reseller Groups may be submitted at any time within the noted range. Responses will be processed by ITS as time permits.	After initial opening through 4/1/2017 <u>8/8/2018 through 2/4/2019</u> or until replacement RFP is released.
Proposal for new Sellers may be submitted by 3:00 p.m. Central Time at these 6-month update periods	12/4/2014 6/4/2015 12/3/2015 6/2/2016 12/1/2016 8/1/2017 12/4/2017 <u>8/8/2018</u> <u>2/4/2019</u>
IT Hardware EPL 3760 Expiration Date	6/30/2017 <u>6/30/2019</u>

4. Section VIII: IT Hardware Processes, Item 7.1 New Sellers is amended as follows:

7.1.1 New Sellers who were not approved under the original RFP proposal opening, may submit a proposal to this RFP at any ~~Six-Month~~ Update scheduled by ITS as follows:

- 7.1.1.1 December 4, 2014
- 7.1.1.2 June 4, 2015
- 7.1.1.3 December 3, 2015
- 7.1.1.4 June 2, 2016
- 7.1.1.5 December 1, 2016
- 7.1.1.6 August 1, 2017
- 7.1.1.7 December 4, 2017
- 7.1.1.8 August 8, 2018
- 7.1.1.9 February 4, 2019

5. Section VIII: IT Hardware Processes, Item 7.2.1 is amended as follows:

Manufacturers sponsoring a Reseller Group may submit a Reseller Group response at any time ~~after the original RFP opening date until the release of the next IT Hardware EPL RFP, which is tentatively planned for April 2017.~~ from August 8, 2018 through February 4, 2019.

6. Section IX Technical Specifications, Item 5.1.2 is added as follows:

5.1.2.3.3 Furniture is excluded; however, Manufacturer's branded stands or carts may be proposed.

7. Section IX Technical Specifications, Item 5.2.2 is added as follows:

5.2.2.5.3 Furniture is excluded; however, Manufacturer's branded stands or carts may be proposed.

8. Section IX Technical Specifications, Item 5.3.2 is added as follows:

5.3.2.3.3 Furniture is excluded; however, Manufacturer's branded stands or carts may be proposed.

9. Section XII: Marketing/Sales Report Item 6 is amended as follows:

6.1 Sellers must include the following fields in the Marketing/Sales report submitted at the completion of each EPL quarter:

6.1.1 Purchase Order Date

6.1.2 Category

~~6.1.2~~ 6.1.3 Customer Name Client

~~6.1.3~~ 6.1.4 Purchase Order Number Description

~~6.1.4~~ 6.1.5 Purchase Order Summary Total

6.1.6 Category Subtotals

~~6.1.5~~ 6.1.7 Grand Total

6.2 The following table shows ~~an example of an acceptable~~ the required format for the Marketing/Sales report:

<u>PO-Date</u>	<u>Customer</u>	<u>PO #</u>	<u>PO-Summary</u>	<u>Total</u>
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7/6/14	MDOT	249463	10 Dell Optiplex	\$15,017
8/10/14	JSU	229885	2 HP tablets	\$6,014
9/15/14	Hinds CC	222257	8 Extreme Summit switches	\$36,568
9/22/14	Jones County Schools	275589	1 Howard 17 5008 Server	\$2,440
Total Sales				\$60,039

3760 Sales Report Example

Date	Category	Client	Description	Total	Manufacturer
6/30/2018	Agency	Mississippi Department of Transportation	HP Printer	\$1,200.00	HP
7/18/2018	Agency	Mississippi Medical Licensure Board	Laptop	\$2,500.00	Dell
8/1/2018	Agency	Mississippi Board of Nursing	Monitors	\$3,000.00	Dell
8/25/2018	Agency	Mississippi Institutions of Higher Learning	Laptop	\$2,565.00	HP
8/25/2018	Agency	Mississippi Community College Board	Printers	\$4,000.00	Brother

Agency Subtotal \$13,265.00

6/30/2018	IHL	Jackson State University	Laptops	\$2,900.00	Dell
7/18/2018	IHL	Mississippi University for Women	Monitors	\$3,000.00	Dell
8/1/2018	IHL	Delta State University	Printers	\$4,000.00	HP
8/25/2018	IHL	Alcorn State University	Monitors	\$1,500.00	Howard
8/30/2018	IHL	Alcorn State University	Printers	\$2,000.00	LexMark

Institutions Higher Learning Subtotal \$13,400.00

6/30/2018	CC	North East Mississippi Community College	Laptops	\$1,000.00	Dell
7/18/2018	CC	Gulf Coast Community College	Laptops	\$2,000.00	Dell
8/1/2018	CC	Hinds Community College	Printers	\$3,000.00	Lexmark
8/25/2018	CC	Holmes Community College	Monitors	\$4,565.00	HP
8/30/2018	CC	East Mississippi Community College	Printers	\$1,235.00	Brother

Community College Subtotal \$11,800.00

6/30/2018	K12	Jackson Public School	Monitors	\$9,598.00	NEC
7/18/2018	K12	Brookhaven School District	Projectors	\$10,569.00	ViewSonic
8/1/2018	K12	Clinton Public Schools	Laptops	\$25,568.00	Dell
8/25/2018	K12	Grenada School District	Projectors	\$35,684.00	Ricoh

K12 Subtotal \$81,419.00

6/30/2018	GA	City of Yazoo	Laptops	\$1,200.00	Dell
7/18/2018	GA	Madison Library System	Printers	\$1,500.00	Samsun
8/1/2018	GA	Pearl River Valley Water Supply District	Monitors	\$1,023.00	NEC
8/25/2018	GA	Hinds County Sheriff Department	Monitors	\$956.00	Dell
8/30/2018	GA	Jackson Police Department	Laptops	\$565.00	HP

Governing Authorities Subtotal \$5,244.00

Grand Total	\$125,128.00
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10. Section XII: Marketing/Sales Report is added as follows:

8. ITS reserves the right to NOT renew contracts for any Sellers that have no reported sales during a fiscal year, July 1st through June 30th.

If you have any questions concerning the information above or if we can be of further assistance, please contact Deb Breazeale at eplteam@its.ms.gov or (601) 432-5021.

cc: ITS Project File Number 42993