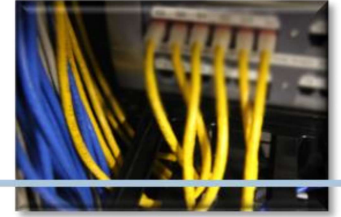
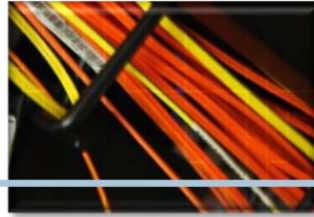




Mississippi Department of
Information Technology Services



New IT Hardware Express Products List (EPL) RFP

RFP No. 4671 / Project No. 48726



What is the IT Hardware EPL?



Procurement tool for purchasing approved categories of IT Hardware Equipment.



Vendor Pool

Vendors join the pool by responding to RFP 4671 with information about the company and product offerings. Customers solicit the pool for products and pricing. New Vendors may be added to the pool at any time.



IT Hardware EPL Categories

- **Personal Computers**
- **Presentation and Conferencing Equipment**
- **Enterprise Equipment**



How do EPL Customers use this?

- Identify a need
- Develop their specifications
- Solicit Vendors for quotes
- Evaluate the responses
- Select a winning Vendor
- Complete their Purchase



How do EPL Customers use this?

- Identify a need
- Develop their specifications
 - Fill out Solicitation Template
- Solicit Vendors for quotes
 - Send solicitation to all vendors in the relevant category
- Evaluate the responses
 - Evaluation will be detailed in the Solicitation Template
- Select a winning Vendor
- Complete their Purchase



How do vendors respond to solicitations?

- Respond to each individual specification customer included in the solicitation.
- Include a reference to IT Hardware EPL 4671 on the response.
- Only include items covered by this EPL.
- All components must be a separate line item with part number, description, and cost.



Responding to RFP 4671

- Follow the Response Checklist on page 2.
 - 1) Section I: *Submission Cover Sheet*, signed and dated
 - 2) Attachment B: *Vendor Submission Form for IT Hardware EPL RFP 4671*
There are five items covered by this form. These items are noted below
 - a) Certifications and General Questions (Item 1)
 - b) Company Profile (Item 2)
 - c) Categories and Manufacturers (Item 3)
 - d) References (Item 4)
 - e) Contact Information (Item 5)



Responding to RFP 4671

- Check for Amendments before reviewing and submitting
- E-mail response is preferred

The following information must be clearly typed in the subject line (for e-mailed proposals) or on a label affixed to the sealed envelope/package in a clearly visible location (for proposals delivered by mail or in person):

<company name>'s PROPOSAL, SUBMITTED IN RESPONSE TO
RFP No. 4671 for the IT Hardware EPL



Responding to RFP 4671

- No exceptions to RFP or EPL Purchase Agreement.
- Submit questions in writing to the EPL Team at EPL.Team@its.ms.gov.
- Responses will be evaluated and clarified, if needed.
- ITS will execute EPL Purchase Agreements with approved vendors.
- Vendor pool will remain open to new vendors.



IT Hardware EPL Publication

- Instructions for Use for the IT Hardware EPL 4671 will be published on the ITS website.
- Solicitation templates will be provided for customers.
- ITS will publish the approved vendors and contact information.



Vendor Responsibilities after Approval

- Keep contact information updated with ITS.
- Submit quarterly Sales Reports.
- Participate in refreshes such as updating responses to various items on the RFP questionnaire.
- Vendors who are non-responsive to ITS and/or Customers may be deactivated.



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Miscellaneous Information

- We may add or adjust categories in the future.