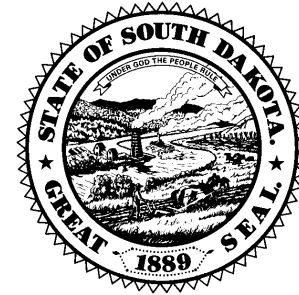




PMB 01231  
BUREAU OF ADMINISTRATION  
OFFICE OF PROCUREMENT MANAGEMENT  
523 EAST CAPITOL  
PIERRE, SD 57501-3182  
(605) 773-3405  
FAX (605) 773-4840



## MICROSOFT SELECT AGREEMENT

### NOTICE OF AWARDS

Buyer: Chuck Clark (003)  
Phone: 605-773-4276  
Fax: 605-773-4279  
Email: [Chuck.clark@state.sd.us](mailto:Chuck.clark@state.sd.us)

1 July 2009

Term: 1 July 2009– 30 June 2012

The listed vendor has been awarded a mass licensing program and has agreed to furnish the items specified herein, as required by various State agencies.

Special Instructions for Agencies:

General information and product listings are attached. Please familiarize yourself with this program and products available. Also, please copy and distribute this to the appropriate staff within your department.

Ordering Instructions:

The licensed products available through this agreement must be ordered through the normal requisition process through the Office of Procurement Management (OPM). This will provide us with needed statistics for reporting.

The products listed below have been determined to be State standards and do not require moratorium approval. These software products can be ordered through EasyPurchase established catalogs.

Non-Standard licenses are located on the Excel Tabs for the particular type of software being requested. These products require moratorium approval and must be entered into the EasyPurchase Procurement system through the manual requisition process. When ordering the non-standard products please include the Vendor Part Number, Item Name (product description) and SD Cost.

Agencies may order media directly from the vendor within the limits established OPM. If ordering media through the EasyPurchase Procurement system include the Vendor Part Number, Item Name (product description) and SD Cost.

Microsoft and the State of South Dakota have signed a new contract for purchase of Microsoft products by the State. The new Microsoft Select contract is more complex and is going to require the agencies to do more bookkeeping to make sure that the proper licenses are in place. Some of the items still require a BIT exemption (moratorium). Most of the knowledge needed to make decisions on purchases will have to come from the agency and BIT representative or I/T professional serving it rather than from Office of Procurement Management.

Below are some of the unique requirements of the new contract.

The Excel Spreadsheet for Non-Standard Licenses and Media has 5 tabs:

- APPS – Applications Software Licenses
- SERVER – Server Licenses
- OS – Operating Systems License
- COMPS & SUBS – Media Kits and Subscriptions
- DISC & DOCS – Media and Documentation

Microsoft client licenses will be a category of items that agencies will have to acquire for all networked computers within the next year.

The pricing from Microsoft has changed so that workstations, which are on a network, will need to have client licenses to be able to legally communicate with the server. The new mail product will require a client license as well as the system management service will require a client license. Other types of client licenses may also be needed.

Microsoft sells a “Client Bundle” which may be a less expensive alternative than purchasing each client license separately. Again, those doing the purchasing must know what client licenses are already purchased, if any, and at what workstations.

Quick-Reference:

- AL – All Languages
- CAL – Client Access License (used to connect with servers)
- CUP – Upgrade from a competitor’s product
- ML – Multilanguage
- MLG – Multilingual
- MPI – Multimedia Interactive Tutorials
- NA – North American
- SA – Software Assurance
- SEL – Select License (license only)
- UL – Unlisted Language
- VUP – Upgrade from an earlier version

## CONTRACTORS

**Order from:**  
**SOFTWARE HOUSE INTL. INC**  
33 Knightsbridge Road  
Piscataway NJ 08854-3925

Remit to:  
Software House Intl Inc  
PO Box 8500-4115  
Philadelphia PA 19178

Contract: Kevin Farrell  
Phone: 888-289-6088  
Fax: 877-289-6088  
Email: [kevin\\_farrell@shi.com](mailto:kevin_farrell@shi.com)  
Team Hotline: 888-591-3400

**Vendor Number: 12011614-01**

All LICENSES contained in the Microsoft Select agreement are Moratorium regulated except for items listed on this Notice of Awards and those indicated as a State Standard on the BIT State of South Dakota Standards and Contracts [Webpage](#). Please follow proper procedures when obtaining moratorium exemption.

The software version on contract and the software version on the Standards Page (which will be the version installed) may not match due to Microsoft releasing a newer version of the software on the Standards List. If the version listed on contract is the one you need installed and is different from the one on the Standards list you will need to obtain a moratorium for the installation

# Catalog Report

**State of South Dakota**

**Catalog Name:** MICROSOFT SELECT AGREEMENT GOVERNMENT  
**Report Range:** (1 - 6) of 6  
**Vendor:** SHI (Software House International)  
**Contact Name:** Farrell, Kevin M.  
**Contact Phone:** (888)289-6088

**Report Requestor:** Clark, Chuck  
**Run Date:** 03/13/2012 8:49 AM

Product Name	Mfg's Name	Vendor's Item Number	Price (\$)	Unit Of Measure	Qty
OFFICE PRO PLUS 2010 SNGL MVL. STATE STANDARD CAL INCLUDED -- (1 per unit) 79P03586 CONTRACT 16005	MICROSOFT	BNOFFICEPLUSW/CAL	371.76		<input type="text"/>
Description: CAL 381-04225 ExchgStdCAL 2010 SNGL MVL UsrCAL					
PROJECT 2010 SNGL MVL. STATE STANDARD -- (1 per unit) CONTRACT 16005	MICROSOFT	076-04709	346.44		<input type="text"/>
Description: Contract Select					
PUBLISHER 2010 SNGL MVL. STATE STANDARD -- (1 per unit) CONTRACT 16005	MICROSOFT	164-06757	84.24		<input type="text"/>
Description: Contract Select					
VISIO PRO 2010 SNGL MVL. STATE STANDARD -- (1 per unit) CONTRACT 16005	MICROSOFT	D87-05004	296.28		<input type="text"/>
Description: Contract Select					
VISIO STD 2010 SNGL MVL. STATE STANDARD -- (1 per unit) CONTRACT 16005	MICROSOFT	D86-04531	134.16		<input type="text"/>
Description: Contract Select					
WINDOWS PRO 7 SNGL UPGRD MVL CAL INCLUDED -- (1 per unit) FQC-02452 CONTRACT 16005	MICROSOFT	BNWINPRO7W/CAL	175.32		<input type="text"/>
Description: WinRmtDsktpSrvcsCAL 2008 SNGL MVL UsrCAL 6VC-01292 Contract 16005					

STATE OF SOUTH DAKOTA  
OFFICE OF PROCUREMENT MANAGEMENT  
523 EAST CAPITOL AVENUE  
PIERRE, SOUTH DAKOTA 57501-3182

PROCUREMENT NOTES 559 NOTICE TO STATE AGENCIES  
13 MARCH 2012

**Client Access Licenses Required**

The Bureau of Information and Telecommunications has been notified of two license requirements that have gone into effect for the Windows 7 Operating System and Office 2010. These licenses are necessary to fulfill Microsoft licensing requirements. The Exchange CAL (ExchgStdCAL 2010 SNGL MVL UsrCAL), required with Office 2010 purchases, allows the user's email to go through the Exchange 2010 servers for improved performance and functionality. The Terminal Services CAL (WinRmtDsktpSrvcsCAL 2008 SNGL MVL UsrCAL), required with Windows 7, allows the user to access Citrix applications like the TimeKeeping System (TKS). Questions should be addressed to Shellie Patterson [Shellie.Patterson@state.sd.us](mailto:Shellie.Patterson@state.sd.us)

**Upgrading Operating System and Office on an Existing Computer**

As of April 1, 2011 a Terminal Services CAL will be included when ordering a Windows 7 upgrade and an Exchange CAL will be included when ordering Office 2010. The prices have been adjusted accordingly on the Microsoft Select Contract. The CAL's are required for each person using the PC so additional CAL's may need to be purchased for a single PC upgrade. Instructions for ordering additional CAL's are listed below under 'PC's Already at Current Versions'. Please include each person's user ID on the External Line notes of the requisition.

**Ordering a New PC**

As of April 1, 2011 State Agencies are required to purchase a Client Access License (CAL) for each person who will be using any new computer they order. When ordering a new PC please create a Manual Requisition on EasyPurchase using the following description and price; include each person's user ID on the External Line notes of the requisition. A requisition for the CAL license(s) must be received by OPM prior to the purchase order for the computer(s) being sent to the vendor. Please include the computer requisition number in the internal notes of the CAL requisition. ***If a PC is being ordered for a person for whom a CAL has already been purchased then a new CAL is not required. Note the CAL PO number on the internal notes section of the EasyPurchase requisition.***

Item Number	Description	Vendor	Unit Price
6VC-01292	WinRmtDsktpSrvcsCAL 2008 SNGL MVL UsrCAL	Software House Intl 12011614 01	\$54.60

## **PC's Already at Current Versions**

Agencies that upgraded their PC's to Windows 7 and Office 2010 prior to April 1, 2011 are also required to purchase both CAL's if CAL's have not already been previously purchased for the upgrade. The Item Numbers are listed below. Please create a Manual Requisition on EasyPurchase with both items for each person who will be using the PC. Include each person's user ID in the External Line notes of the requisition. Blocks of multiple CAL's may also be purchased on a single requisition.

<b>Item Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Unit Price</b>
6VC-01292	WinRmtDsktpSrvcsCAL 2008 SNGL MVL UsrCAL	Software House Intl 12011614 01	\$54.60
381-04225	ExchgStdCAL 2010 SNGL MVL UsrCAL	Software House Intl 12011614 01	\$43.56

A moratorium exemption is not required for the CAL's.

Agencies with 'PC's Already at Current Versions' (see above) will have until December 31, 2013 to purchase the required CAL's.

Questions should be addressed to Shellie Patterson [Shellie.Patterson@state.sd.us](mailto:Shellie.Patterson@state.sd.us)