

Memorandum

To: ITS Customers Requesting Esri Software
From: Craig P. Orgeron, Ph.D.
Date: June 9, 2015 (*Updated October 4, 2017*)
Re: Esri Express Products List 3774-D: Instructions for Use

1. Introduction

1.1 *Scope*

ITS currently has in place the Esri Express Products List (EPL) 3774-D to be used in the acquisition of Esri software products. The Esri EPL 3774-D was created based on the following agreements with Esri.

1.1.1 The Esri Master Purchase Agreement (MPA), #2003MPA6052, is a contract between Esri and ITS on behalf of Mississippi governmental and educational entities executed December 16, 2004.

1.1.2 The Esri Small Municipal and County Enterprise License Agreement (ELA) was added to the MPA Terms and Conditions on May 21, 2008. Pricing for this agreement is listed on the Esri price catalog under "Small Government Enterprise License." The ELA is a three year limited term license as opposed to the perpetual licenses purchased under the MPA. The procedure for submitting ELA purchases differs from the MPA procedures. These procedures are addressed further in this document.

1.2 *EPL Effective Dates*

The Esri EPL 3774-D will be valid from the signature date of this memo through the current expiration of the MPA, January 31, 2021.

1.3 *Who May Use*

This EPL may be used by Mississippi agencies, universities, community/junior colleges, and governing authorities (cities, counties, school districts, etc). This EPL has been approved by ITS as a legal purchasing tool for Esri products and services.

See *Item 9. What Goes in Your Purchase/Audit File* for specifics about how to document an EPL purchase.

1.4 *Dollar Limitations of Use*

1.4.1 The purchase limit is \$250,000 per project for the use of the Esri EPL without additional approval from ITS.

1.4.2 Projects costing in excess of \$250,000 are beyond the scope of this delegated process and subject to full ITS review and authorization. Authorization to exceed the EPL dollar limitation is described in the ITS Procurement Handbook under the ***EPL Planned Purchase*** process, Rule 207.7: 013-080. Below is the link to Procurement Handbook.
<http://www.its.ms.gov/Procurement/Documents/ISS%20Procurement%20Manual.pdf>

1.5 This list is governed under Procurement Instruments: Express Products Lists (EPLs) in the ITS Procurement Handbook (Rule 206.2: 011-030). The EPL is not to be confused with state contracts issued by Department of Finance and Administration, Office of Purchasing, Travel and Fleet Management (DFA-OPTFM).

1.6 *Mississippi's Accountability System for Government Information and Collaboration (MAGIC)*

State agency customers are required to purchase through Mississippi's Accountability System for Government Information and Collaboration (MAGIC). These customers will need the contract number and NIGP codes to complete their purchasing. The contract number and the vendor's supplier number are provided with the ordering information. See item 6 below. The NIGP codes are located in item 7 below.

2. **The Mississippi Coordinating Council for Remote Sensing and Geographic Information Systems**

The Mississippi Coordinating Council for Remote Sensing and Geographic Information Systems was created out of House Bill 861 during the 2003 regular session of the Mississippi Legislature. The council's responsibilities included assisting ITS in establishing policies and standards in the review and approval of procurements of both hardware and software related to remote sensing and geographic information systems (GIS.) On September 2, 2004, the council approved the establishment of EPLs for certain GIS software based upon standards recommended by the council's Technical User Group Standards Sub-Committee. The Esri EPL was one of several GIS Software EPLs recommended by this sub-committee.

3. **Mississippi-Esri Website**

3.1 Esri has worked with ITS to establish a special Mississippi-Esri website containing the approved MPA price list and ordering instructions.

3.2 The Mississippi-Esri website can be found at the following address:
<http://www.esri.com/mississippi>
From the initial page, you will be prompted to log in or "Create New Account" if you do not have an existing username and password. Please note that there is not a generic

Mississippi account set up for this site. Each customer must create their own account to continue.

- 3.3 The panel on the left side of the page gives you the Esri contract number, the EPL number, a link back to the ITS website, a link to a PDF version of the MPA catalog, information on how to order, and training information.

4. **Product and Pricing**

- 4.1 The prices stated in the MPA price list are not-to-exceed prices and incorporate a quantity discount based upon Mississippi volume. Customers should request quotations for any volume pricing from an Esri representative. Very large quantities or special promotion offers are available in some instances.
- 4.2 ELA pricing is listed on the MPA price list under "Small Government Enterprise License." You must contact one of the Esri representatives listed in the contact information for an ELA quote.
- 4.3 Shipping costs are not included as part of the product purchase price. The MPA price list includes the following footer: "Shipping and Handling not to exceed \$40 on applicable orders (call for quote)".
- 4.4 Customers may obtain price quotations in one of the following ways.
 - 4.4.1 Use the price list posted on the Mississippi-Esri website.
 - 4.4.2 Contact an Esri representative listed in these instructions.
 - 4.4.3 Contact an Esri Business Partner approved to sell under this EPL.

5. **Esri Business Partners**

- 5.1 The MPA allows for qualified Esri Business Partners to participate under this contract. Currently ITS has not approved any partners to participate under this agreement.
- 5.2 The instructions for applying to sell under this agreement may be found at the following address:
<http://www.its.ms.gov/Procurement/rfps/ESRI-LOC-for-resellers.pdf>
This *Instructions for Use* document will be updated if and when a partner has been approved by ITS.

6. **How to Place Your Order**

6.1 *Special Order Form*

Esri requests that their order form accompany the purchase order. This form is available on the Mississippi-Esri website under "How to Order."

6.2 *Purchase Order*

Provided below are the instructions for completing the purchase order

- 6.2.1 The purchase order must be made out to Esri.
- 6.2.2 If working with an ITS approved Esri partner, the partner's company name should be included in the body of the purchase order.
- 6.2.3 Include "Esri EPL 3774-D" to identify the purchase for audit purposes with the ITS and Esri agreement.
- 6.2.4 Include the following language on the face of the purchase order: "Subject to Master Purchase Agreement No. 2003MPA6052".
- 6.2.5 Show shipping charges as a line item
- 6.2.6 Include the following additional information
 - 6.2.6.1 Name or identification of licensee, place of delivery, end user name, and contact information
 - 6.2.6.2 Purchase order number
 - 6.2.6.3 Date delivery is requested (allow 30 days after Esri's receipt of order)
 - 6.2.6.4 Quantity, description, and unit price pro each item ordered.

6.3 *Special Instructions for Purchases under the ELA*

Approved licensees shall submit a purchase order that references the ELA quotation and shall include the following statement on the face of the purchase order.

"THIS PURCHASE ORDER IS GOVERNED BY THE TERMS AND CONDITIONS OF MASTER PURCHASE AGREEMENT NO. 2003MPA6052, AND ANY DIFFERENT OR ADDITIONAL TERMS AND CONDITIONS IN OR WITH THIS PURCHASE ORDER SHALL NOT APPLY."

6.4 *Contact Information (Updated October 4, 2017)*

Provided in the table below are the various contacts for Esri including addresses for placing your order and remitting payment. Please contact Esri with any questions regarding pricing or products on this list.

Contact Information:	
Sales Representative Erin Fair Office: (909) 793-2853 ext 1263 efair@esri.com	Mississippi Account Manager Jon Doherty Office: (704) 541-9810 ext 8785 Mobile: (210) 394-7255 jpdoherty@esri.com

Place Order To:		
For MPA purchases: Environmental Systems Research Institute Attn: Esri Customer Service 380 New York Street Redlands, CA 92373-8100 <u>service@esri.com</u> Fax: (909) 307-3083	For ELA purchases: Environmental Systems Research Institute Attn: Esri Customer Service 380 New York Street Redlands, CA 92373-8100 <u>service@esri.com</u> Fax: (909) 307-3083	
Remit To:		
Esri File No. 54630 Los Angeles, CA 90074-4630		
For MAGIC Customers	Contract Number	Supplier Number
	8500000241	3100026807

7. **NIGP Codes for MAGIC** (Updated 7/31/2017)

State agency customers will be required to use NIGP codes when purchasing through Mississippi's Accountability System for Government Information and Collaboration (MAGIC). The following NIGP codes will be used for products purchased using the Esri EPL.

NIGP Code:	Use For:
20654	Geographic Information Systems (GIS)
92007	Application Software for Microcomputer Systems (includes maintenance and support)
92004	Application Software for Mainframe Systems (includes maintenance and support)
92045	Software Maintenance and Support
92046	Software Updating Services
92440	Instructor led, Classroom Training (Technical)

8. **Contract**

The customer's purchase order becomes a supplement to the MPA. It is not necessary for the customer to negotiate a separate contract or supplement. The customer may obtain a copy of this agreement for their files by contacting the Esri representative or ITS.

9. **What Goes in Your Purchase/Audit File**

At a minimum, include:

- 9.1 A copy of the purchase order.
- 9.2 A copy of this memorandum.

9.3 A copy of either the written quotation from Esri or the Esri Business Partner or the page containing pricing for your particular purchase from the Esri website.

9.4 Any additional project related documentation or justification.

10. **To Report Problems or Request Assistance**

10.1 If you have any feedback that may help us to improve this process, or if you have any problems with your EPL order, please let ITS know. We suggest you notify the vendor of the problem in writing and send a copy to ITS. You may contact us in writing by one of the following ways:

10.1.1 E-mail: isshelp@its.ms.gov

10.1.2 Fax: (601) 713-6380

10.1.3 Mail: ITS, 3771 Eastwood Drive, Jackson, MS 39211

10.2 If you have questions about using the EPL, please contact the **Procurement Help Desk** at (601) 432-8166 or isshelp@its.ms.gov.

10.3 ITS is also available to host a "mini-class" on how to use our EPLs at a customer's request. Please contact the Procurement Help Desk if interested.

**Copies of this document are available on the Internet at
<http://www.its.ms.gov/Procurement/Pages/EPLs.aspx>**

State of Mississippi Master Purchase Agreement - Price Catalog
Mississippi EPL #3774-D
ESRI Contract No. 2003MPA6052
E416M-2Q2017

Section	Part Number	Description	Price
ArcGIS Desktop Pricing			
1		ArcGIS Desktop - Concurrent Use - Perpetual License Prices	
	52382	ArcGIS Desktop Advanced Concurrent Use License	\$9,405.00
	86353	ArcGIS Desktop Standard Concurrent Use License	\$6,650.00
	87143	ArcGIS Desktop Basic Concurrent Use License	\$3,325.00
1		ArcGIS Desktop - Concurrent Use - Maintenance Prices	
	52384	Primary Maintenance for ArcGIS Desktop Advanced Concurrent Use License	\$3,030.00
	52385	Secondary Maintenance for ArcGIS Desktop Advanced Concurrent Use License	\$1,212.00
	86497	Primary Maintenance for ArcGIS Desktop Standard Concurrent Use License	\$1,515.00
	86500	Secondary Maintenance for ArcGIS Desktop Standard Concurrent Use License	\$1,212.00
	87194	Primary Maintenance for ArcGIS Desktop Basic Concurrent Use License	\$707.00
	87195	Secondary Maintenance for ArcGIS Desktop Basic Concurrent Use License	\$505.00
1		ArcGIS Desktop Core Extensions - Concurrent Use - Perpetual License Prices	
	88282	ArcGIS Spatial Analyst for Desktop Concurrent Use License	\$2,375.00
	88283	ArcGIS 3D Analyst for Desktop Concurrent Use License	\$2,375.00
	88284	ArcGIS Geostatistical Analyst for Desktop Concurrent Use License	\$2,375.00
	90321	ArcGIS Publisher for Desktop Concurrent Use License	\$2,375.00
	91605	ArcGIS Tracking Analyst for Desktop Concurrent Use License	\$2,375.00
	98133	ArcGIS Data Interoperability for Desktop Concurrent Use License	\$2,375.00
	99736	ArcGIS Network Analyst for Desktop Concurrent Use License	\$2,375.00
	100477	ArcGIS Schematics for Desktop Concurrent Use License	\$2,375.00
	111290	ArcGIS Workflow Manager for Desktop Concurrent Use License	\$2,375.00
	99047	ArcGIS Data Reviewer for Desktop Concurrent Use License	\$2,375.00
1		ArcGIS Desktop Core Extensions - Concurrent Use - Maintenance Prices	
	87232	Primary Maintenance for ArcGIS Spatial Analyst for Desktop Concurrent Use License	\$505.00
	87233	Secondary Maintenance for ArcGIS Spatial Analyst for Desktop Concurrent Use License	\$202.00
	87198	Primary Maintenance for ArcGIS 3D Analyst for Desktop Concurrent Use License	\$505.00
	87199	Secondary Maintenance for ArcGIS 3D Analyst for Desktop Concurrent Use License	\$202.00
	87236	Primary Maintenance for ArcGIS Geostatistical Analyst for Desktop Concurrent Use License	\$505.00
	87237	Secondary Maintenance for ArcGIS Geostatistical Analyst for Desktop Concurrent Use License	\$202.00
	98696	Primary Maintenance for ArcGIS Publisher for Desktop Concurrent Use License	\$505.00
	98697	Secondary Maintenance for ArcGIS Publisher for Desktop Concurrent Use License	\$202.00

Section	Part Number	Description	Price
	92774	Primary Maintenance for ArcGIS Tracking Analyst for Desktop Concurrent Use License	\$505.00
	92775	Secondary Maintenance for ArcGIS Tracking Analyst for Desktop Concurrent Use License	\$202.00
	98134	Primary Maintenance for ArcGIS Data Interoperability for Desktop Concurrent Use License	\$505.00
	98135	Secondary Maintenance for ArcGIS Data Interoperability for Desktop Concurrent Use License	\$202.00
	100571	Primary Maintenance for ArcGIS Network Analyst for Desktop Concurrent Use License	\$505.00
	100572	Secondary Maintenance for ArcGIS Network Analyst for Desktop Concurrent Use License	\$202.00
	100573	Primary Maintenance for ArcGIS Schematics for Desktop Concurrent Use License	\$505.00
	100574	Secondary Maintenance for ArcGIS Schematics for Desktop Concurrent Use License	\$202.00
	96880	Primary Maintenance for ArcGIS Workflow Manager for Desktop Concurrent Use License	\$505.00
	93984	Secondary Maintenance for ArcGIS Workflow Manager for Desktop Concurrent Use License	\$202.00
	118242	Primary Maintenance for ArcGIS Data Reviewer for Desktop Concurrent Use License	\$505.00
	118243	Secondary Maintenance for ArcGIS Data Reviewer for Desktop Concurrent Use License	\$202.00
1		ArcGIS Desktop - Single Use - Perpetual License Prices	
	122086	ArcGIS Desktop Advanced Single Use License	\$9,405.00
	93206	ArcGIS Desktop Standard Single Use License	\$6,650.00
	93198	ArcGIS Desktop Basic Single Use License	\$1,425.00
1		ArcGIS Desktop - Single Use - Maintenance Prices	
	122181	Primary Maintenance for ArcGIS Desktop Advanced Single Use License (core only)	\$3,030.00
	122183	Secondary Maintenance for ArcGIS Desktop Advanced Single Use License (core only)	\$1,212.00
	93303	Primary Maintenance for ArcGIS Desktop Standard Single Use License (without extensions)	\$1,515.00
	93304	Secondary Maintenance for ArcGIS Desktop Standard Single Use License (without extensions)	\$1,212.00
	93306	Primary Maintenance for ArcGIS Desktop Standard Single Use License (with extensions)	\$2,121.00
	93307	Secondary Maintenance for ArcGIS Desktop Standard Single Use License (with extensions)	\$1,818.00
	87192	Primary Maintenance for ArcGIS Desktop Basic Single Use License (core only)	\$404.00
	87193	Secondary Maintenance for ArcGIS Desktop Basic Single Use License (core only)	\$303.00
	93094	Primary Maintenance for ArcGIS Desktop Basic Single Use License (core plus extensions)	\$1,010.00
	93095	Secondary Maintenance for ArcGIS Desktop Basic Single Use License (core plus extensions)	\$909.00
1		ArcGIS Desktop Extensions - Single Use - Perpetual License Prices	



Quotation # Q-401912

Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853 Fax: (909) 307-3049
DUNS Number: 06-313-4175 CAGE Code: OAMS3

Date: November 14, 2019

Customer # 366161 Contract # 2003MPA6052

County of Madison
Tax Assessor's Office
125 E North St
Canton, MS 39046-3718

To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 11/14/2019 To: 2/12/2020

ATTENTION: Randi Jerome
PHONE: (601) 855-5589
EMAIL: randi.jerome@madison-co.com

Material	Qty	Unit Price	Total
93206	1	\$6,650.00	\$6,650.00
ArcGIS Desktop Standard Single Use License			

Subtotal:	\$6,650.00
Sales Tax:	\$0.00
Estimated Shipping and Handling (2 Day Delivery):	\$0.00
Contract Price Adjust:	\$0.00
Total:	\$6,650.00

Once your order is processed, you will receive an email with your software authorization number(s) along with instructions on how to download the software from <https://my.esri.com>

The purchase of a new ArcGIS Desktop license includes 12 months of software maintenance. Maintenance includes technical support and software updates (visit <http://www.esri.com/software/maintenance> to learn more). There is an annual maintenance fee to continue support and upgrades. The estimated cost of annual maintenance for subsequent years has been included in the optional items section of this quote for your convenience.

The ArcGIS Desktop license includes 100 service credits for the ArcGIS Online Creator entitlement. These service credits refresh annually with license renewal; unused entitlement service credits do not roll over. Additional service credits can be purchased in blocks of 1000 credits for \$100. For additional information regarding service credits please reference this link <https://www.esri.com/en-us/arcgis/products/arcgis-online/pricing/credits>

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Erin Fair	Email: efair@esri.com	Phone: (909) 793-2853 x1263
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The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <https://go.esri.com/MAPS> apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <https://www.esri.com/en-us/legal/terms/state-supplemental> apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.

FAIRE

This offer is limited to the terms and conditions incorporated and attached herein.



Quotation # Q-401912

Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853 Fax: (909) 307-3049
DUNS Number: 06-313-4175 CAGE Code: OAMS3

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Quote is valid from: 11/14/2019 To: 2/12/2020

ATTENTION: Randi Jerome
PHONE: (601) 855-5589
EMAIL: randi.jerome@madison-co.com

The following items are optional items listed for your convenience.
These items are not included in the totals of this quotation.

Material	Qty	Unit Price	Total
93304	1	\$1,212.00	\$1,212.00
ArcGIS Desktop Standard Single Use Secondary Maintenance			

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Erin Fair	Email: efair@esri.com	Phone: (909) 793-2853 x1263
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The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <https://go.esri.com/MAPS> apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <https://www.esri.com/en-us/legal/terms/state-supplemental> apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.

FAIRE This offer is limited to the terms and conditions incorporated and attached herein.