

## WSCA/NASPO 2004-2009 Computer Contract

### Method of Operation

**Please be advised that the WSCA Computer Contract has a \$100,000.00 cap on a single product being procured through the contract. Therefore, any single product that is over this cap cannot be procured through this contract. Agencies may have orders totally over \$100,000.00, but one (1) product cannot be over \$100,000.00.**

**The link for the WSCA Computer RFP issued by the State of Minnesota is below for reference:**

<http://www.mmd.admin.state.mn.us/wsca/News.htm>

**\*\*Ordering Standard Configuration equipment will ensure deepest discounts. \*\***

Each contractor awarded under the WSCA/NASPO contract has established a website for each participating state. Using Agencies must determine their needs and then go to the website or websites that can provide the products and services to meet those needs. The agency should then obtain a quote from the website. The website quote shall include all of the following:

**Sun Microsystems is the only contractor who has elected to use an authorized dealer to service this contract. Products are ordered directly through the Authorized dealer. The dealer is listed on the Vendor's Web Site along with the Product catalogs and the procedure for obtaining price quotes. The State Agency must overwrite the default vendor code on the MACS-E 'OFST' screen with the selected dealer's vendor code when creating the Purchase Order.**

To complete a Purchase Order the following items are required:

- a. Product Information – Product part or SKU number (manufacturer's and contractor's number if both are available), detailed description, a photograph (if available), quantity desired, net unit cost, discount as awarded under the contract and the total price.
- b. Product availability, including back-order status, if applicable
- c. Total Cost for all items contained on the vendor's price quote
- d. All price quotes must have vendor code

Using the vendor's price quote, the State Agency will create a purchase order by grouping the products on the vendor quote into the corresponding contract line numbers as specified on the Price List page (i.e. computers, servers, printers, etc). The State Agency will insert the total dollar amount on the line item for each product category it is purchasing. After creation of the purchase order, the State Using Agency must send the purchase order, a copy of vendor's price quote from the website and the vendor website URL (i.e. <http://www.state.nj.us/>) to OIT for

approval. Once approved by OIT, the State agency will issue the PO to the contractor(s) for purchase.

**Each agency will be required to create a login account with each vendor in order to process orders.**

**New or Discontinued Products**

The process of adding new products or removing discontinued products is maintained by the State of Minnesota. Contractors must not send this information to the State of NJ. Further, Using Agency personnel are discouraged from calling the State of Minnesota; interaction with the State of Minnesota is coordinated by the State Purchase Bureau.