



# How to Use This Contract

## Computer Equipment, Peripherals, and Services (43211500-WCSA-15-ACS)

Contractor information, pricing, and contract documents are located on the contract webpage at [https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/state\\_contracts\\_and\\_agreements/alternate\\_contract\\_source/computer\\_equipment\\_peripherals\\_and\\_services](https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/alternate_contract_source/computer_equipment_peripherals_and_services).

### State Agencies

- The State of Florida's online procurement system, MyFloridaMarketPlace (MFMP), is the preferred method for placing orders and making payments for this contract:
  - Please contact the contractor(s) directly to request a quote; contractor contact information is accessible from the contract webpage. ***Please note that a quote is not required if purchasing from a contractor with a "punchout" or "line item" catalog, as listed below.***
  - Create a requisition/purchase order in [MFMP Buyer](#); for additional information, visit [https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/myfloridamarketplace/mfmp\\_agency\\_customers/mfmp\\_university/requisitions\\_purchase\\_orders](https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_agency_customers/mfmp_university/requisitions_purchase_orders).
  - **CATALOG TYPE:**
    - **Dell Marketing LP; HP Enterprise (Back Office Products); HP, Inc. (Front Office Products); Lenovo Global Technology (United States), Inc.; or United Data Technologies, Inc. (authorized reseller for HP, Inc.):** Punchout - Create a requisition and search by contractor, contract name, or contract number; click on the appropriate link in the 'Supplier Punchout Catalog Resources' section. Locate and select the item(s) on the contractor's website, then checkout; the item(s) will be added to the requisition.
    - **Ace Technology Partners, LLC:** Line item - Create a requisition and search by contractor, contract name, contract number, manufacturer, part number, or item name/description; click the 'Add to Cart' button to add the item(s) to the requisition.
    - **All other contractors:** None - Create a requisition and click the 'Create Non-Catalog Item' button. In the 'Supplier' field, use the appropriate contractor's FEIN, as provided on the contract webpage; in the 'State Contract ID' field, select the contract number shown above from the drop-down menu.

- **COMMODITY CODE:** Select the most appropriate eight-digit commodity code under 43200000 or 43210000; the current list of commodity codes activated in MFMP is located at [https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/myfloridamarketplace/commodity\\_codes](https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/commodity_codes).
- **METHOD OF PROCUREMENT:** C - Alternate Contract Source
- Please use the appropriate contractor's FEIN, as provided on the contract webpage, when making payments in the Florida Accounting Information Resource (FLAIR); also, please use the appropriate contractor's FEIN when recording purchasing card (PCard) payments in FLAIR.

## Eligible Users

- Eligible users, as defined by [Rule 60A-1.001, Florida Administrative Code](#), may contact the contractor(s) directly to place an order using this contract; contractor contact information is accessible from the contract webpage.

## Frequently Asked Questions

- Can I purchase from a vendor outside of this contract if they offer better pricing?
  - State agencies are encouraged to use alternate contract sources for the added savings and convenience that may be realized; however, agencies are not required to purchase commodities and contractual services from alternate contract sources. If an alternate contract source is not utilized, agencies must follow proper procurement methods.
- What should I do if I have an issue with the contractor?
  - If you are unable to resolve an issue with a contractor, you may contact the contract manager listed on the contract webpages to explore additional options. These options include: complete a vendor performance survey online to document the issue, work with the contract manager to elevate the issue with the contractor representatives, or submit a vendor complaint that requires a formal response from the contractor.

## Contact Information

- If you have any questions or require assistance specific to this contract (e.g. pricing, contract requirements, etc.), please contact the contract manager listed on the contract webpage.
- If you have any questions or require assistance specific to MFMP (e.g. system access, purchase orders, catalogs, etc.), please visit the Division of State Purchasing's MFMP webpage located at [https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/myfloridamarketplace](https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace).