

Microsoft Surface Pro [T525]  
Buyer's Guide

**Purpose**

This guide provides summarized information for the buyer of active, enterprise contract products and services. By clicking on quick links — [underlined, blue-colored words or sentences](#) — one is redirected to various documents; such as, the awarded contract, the Invitation to Bid (ITB), guides and brochures that will assist in building a purchase order for the products and services on the specific contract, and in some guides allow direct access to the e-mail addresses or Web sites of Vendor contacts.

Award Date	Duration	Estimated Re-bid Year
07/07/2015	5 years	2020

**Description**

The purpose of this Invitation to Bid (ITB) of the State of Alabama, herein referred to as State, was to establish an enterprise contract to be used by State agencies, political subdivisions, and local government agencies to purchase the business class Microsoft Surface Pro® Tablet Computer (PC) and associated accessories (e.g., cases, docking stations, keyboards) and options (e.g., memory, storage capacity, features, maintenance contracts). Business class computers must meet all State of Alabama security requirements including mobile device and data encryption capabilities (reference I.8 Employee and Cyber Security Requirements).

**Contract Notice of Award**

[Link to Contract](#)

**Original ITB**

[Link to ITB](#)

**Product Guide & How to Order**

Use the [Product Guide](#) to obtain the summarized contract information such as; company names, catalog links, discount rates, product descriptions, and contact information. If applicable and if available, link to the Vendor's website to review the product line and determine all specifications for the product or service that you wish to purchase. If the website offers capabilities such as; product comparisons and fill-a-cart or creation of a basket for purchasing, then take advantage of those features. Finally, complete a purchase order (quote) for the item and [print the completed purchase order](#) to use as a worksheet. You cannot purchase the product from the Vendor's site, but the worksheet will assist with your State purchasing request.

**Employee Discount**

If the equipment manufacturer supports employee discounts, employees of entities eligible to purchase from this contract will be eligible to purchase products at the manufacturer's employee discount. If the awarded Vendor supports employee discounts, the Vendor may, but is not required to also allow employees of entities eligible to purchase from this contract to be eligible for the contract discount rate.

**Vendor Brochure**

Links or complete brochures will be provided when available from the Vendor.