

PCs, Monitors, and Servers – HP [T533]  
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
03/01/2013	5 years	2018

**Description**

The general requirements for business computers for this bid are based on the following ITB criteria:

**Manufacturers Complete Catalog** – Vendors must submit a complete manufacturers catalog for each of the categories and product lines bid including options and accessories. The “discounted bid price” is calculated by multiplying the “Percent off MSRP” by the MSRP and subtracting the result from the MSRP:

$$\text{“Discounted Bid Price”} = \text{MSRP} - (\text{MSRP} \times \text{“Percent off MSRP”})$$

**Options / Accessories** – Vendors must include a complete line of options and accessories in the catalog for the product categories or product lines listed in Table 2 on Attachment B [of the ITB Vendor's Bid Sheet].

**No Trial Software**

**Full Disk Encryption** – If offered, must at a minimum conform to State of Alabama encryption policies and standards with non-proprietary encryption management software. Encryption policies and standards can be found at: <http://cybersecurity.alabama.gov/PoliciesStandards.aspx>.

**Alabama Standard Configurations** — The Alabama Department of Finance, Information Services Division may establish up to three standard configurations or specifications for each category and product line including accessories. The awarded Vendor must support and offer the Alabama Standard Configurations to state entities.

**Alabama Standard Image** – The Alabama Department of Finance, Information Services Division may establish a standard image for each of the categories and product lines. When requested by state agencies as an option, the awarded Vendor must offer and use the standard image.

**Equipment Manufacturers** – Vendors must enter their percentage discount off MSRP bid for each and every Product Line for the manufacturer bid. This percentage must apply to all products in the manufacturer's entire catalog of business products for each of the Product Lines specified in Table 2 on Attachment B [of the ITB Vendor's Bid Sheet].

**Contract Notice of Award**

[Link to Contract](#)

**Original ITB**

[Link to ITB](#)

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**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. See instructions for accessing and registering with the *HP Public Sector Online Store* below.

**HP Public Sector Online Store Access**

Registering with the Online Store is not required. However, if one wishes to see list pricing, configure a system, and save the configuration for later recall and modification, then it is necessary to complete the signup process (see below). Regardless of how one configures a system, it is recommended that once the quote is generated, contact the HP (TSA) representative with an attached draft quote and all pertinent purchase information so that the representative may maximize available discounts and provide additional information that may enhance the purchase.

**General guidelines for registering:**

Visit the [HP Public Sector Online Store](#) via the Internet and click on the ">> Login/register" link in order to access the Login page to complete the registration process or to sign on if you already have an active account. Complete sign up and access instructions are included. The User ID is your private State network User ID, but you will need to follow the defined password requirements. Note that the site contains full contact information that will coincide with the Product Guide referred to above. The Online Store site is maintained by the Vendor; therefore, all problems should be reported via the "Customer Service" link provided on the page. Additionally, please send a copy of the issue(s) to the State of Alabama [Service Desk](#) and we will provide prompt, follow-up service with the Vendor to resolve the issue.

**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.