INSTRUCTIONS FOR USING THE MARYLAND DOIT HARDWARE AND SOFTWARE CONTRACTS

For Hardware vendors:

1. Go to: www.doit.maryland.gov
2. Click on: Procurement and Contracts
3. Click on: Hardware Contracts
4. Click on: Hardware 2012 Master Contract
5. Click on: Select Master Contractor Contact List
6. Click on: Step 2 click on the drop-down and select brand/manufacturer
7. Click on: step 3 select Functional Area
8. Click on: Display to view vendors and contact information

For Software vendors:

1. Go to: www.doit.maryland.gov
2. Click on: Procurement and Contracts
3. Click on: Software Contracts
4. Click on: COTS Software 2012 Master Contract
5. Click on: Select Master Contractor Contact List
6. Click on: Step 2 click on the drop-down and select brand/manufacturer
7. Click on: step 3 select Functional Area
8. Click on: Display to view vendors and contact information
INSTRUCTIONS FOR ORDERING COMPUTER HARDWARE FROM A MEEC CONTRACT VENDOR

1. Go to: www.meec-edu.org
2. Click on: Hardware
3. Click on: MEEC Hardware Vendors
4. Click on vendors listed to identify what brands in each category that vendor can sell on the MEEC contract.
5. Once a vendor is identified, reference “attachment A” for the current contact information for that vendor.
6. Most vendors (except for Dell and Apple), you have to contact the vendor directly for a quote, see “attachment B” for purchasing directly from Dell’s and Apple’s web-site.
MEEC Contract Hardware vendors:

Alliance InfoSystems, Contract #UB-12-B-19-A1
Ph – 410-585-9505 x322
Tom McDonough
TMcDonough@ainfosys.com

Alliance Technology Group, Contract #UB-12-B-19-A2
Ph – 410-493-8557
Justin Windsow
Justin.windsor@alliance-it.com

Apple, Inc., MEEC Contract #

Applied Technology Services, MEEC Contract #UB-12-B-19-A4
Ph – 410-661-2302 x105
bobm@appliedtechnologyservices.com
sales@appliedtechnologyservices.com

Cambridge Computer Services, Inc., MEEC Contract #UB-12-B-19-CC
Ph – 646-678-3323
Oren Krinsky
oren@cambridgecomputer.com

CAS Severn, MEEC Contract #UB-12-B-19-CA
Ph – 301-776-3400 x191
Cell – 443-415-1056
Tom Maskell
tmaskell@cassevern.com

Daly Computers, MEEC Contract #UB-12-B-19-D1
Ph – 301-670-0381 x455
Jeff DiBella
Jeff.Dibella@daly.com
mdsales@daly.com

Data Networks, MEEC Contract #UB-12-B-19-D2
Ph - 410-823-3000
Lisa Fitzgerald
lfitzgerald@datanetworks.com
DISYS Solutions, MEEC Contract #UB-12-B-19-D4
Ph -703-234-6243 or 703-802-0500
Neeraj (Bobby) Gaba
Neeraj.Gaba@DISYSSOLUTIONS.COM

DSR, Inc., MEEC Contract #UB-12-B-19-D5
Ph -410-540-4007
Donnie Orndorff
dorndorff@dsr-inc.com

*Dell Marketing, MEEC Contract #UB-12-B-19-D6
Peyton Biggs
Ph - 1-571-294-2140
Peyton.biggs@dell.com
Shane Tucker
Shane_Tucker@dell.com
(see attached for instructions for order through their web-site with a credit card)

ePlus Technology, Inc., MEEC Contract #UB-12-B-19-E
Ph -240-512-2001
Jennifer Eslin
jeslin@eplus.com

ESI, MEEC Contract #UB-12-B-19-E2
Ph -877-915-8218
Cell – 240-205-4622
Lisa Folk
Lisa.folk@esi.net

Force 3, Inc., MEEC Contract #UB-12-B-19-F
Ph – 800-391-0204
301-261-0204
Cindy Monroe
Cindy.monroe@force3.com

GovConnection, MEEC Contract #UB-12-B-19-G
Ph – 800-800-0019, x33137
Keri Lampen
klampen@govconnection.com
HCGI, MEEC Contract #UB-12-B-19-H
Ph -800-370-5849
Cell – 410-302-0403
Bill Hottman
bhottman@hcgi.com

Omega Cor IT
Ph – 443-795-6500, x125
Sales
Sales@omegacorIT.com

Plan B Technologies, MEEC Contract #UB-12-B-19-P1
Ph - 1-301-860-1006
Bill Monaghan
bmonaghan@planbtech.net

Presidio Networked Solutions, MEEC Contract #UB-12-B-19-P3
Ph - 1-301-313-2161
Cell – 410-608-0605
Noah Wheeler
nwheeler@presidio.com

SkyLine Network Engineering, MEEC Contract #UB-12-B-19-S1
Ph – 410-590-2034
Myron “Buddy” Lundmark
MLundmark@skylinenet.net

System Source, MEEC Contract #UB-12-B-19-S
Ph – 410-771-5544
Jennifer Papa
jpapa@syssrc.com

SLAIT Consulting, MEEC Contract #UB-12-B-19-P2
Ph – 301-987-1293
Cell – 240-351-7473
Josh Brown
Josh.Brown@slaitconsulting.com
Technology Integration Group (TIG), MEEC Contract #UB-12-B-19-T
Ph – 800-858-0549, x2941
Cell – 757-636-2219
Bob Branch
Bob.branch@tig.com

Universal Adaptive Consulting Services, MEEC Contract #UB-12-B-19-U
Ph – 804-288-8270, x2010
Valencia Hicks
Valencia.hicks@uacsi.com

VION Corp., MEEC Contract #UB-12-B-19-V
Ph – 202-467-5500
David Pruyn
David.Pruyn@vion.com

Bell Techlogix, MEEC Contract #UB-12-B-19-B
Ph – 888-989-8560
Bryan Zatkulak
bzatkulak@belltechlogix.com

IBM Corporation
Cell – 678-358-5172
Craig Segers
Crsegers@us.ibm.com
Online Store for Education Institutions

The Apple Online Store for Education Institutions makes it even easier to do business with Apple by delivering a number of efficiencies and benefits through all stages of online purchasing. The steps below will help you register for access or update your current access to the Apple Online Store for Education.

Steps to Register with a New or Existing Institution Apple ID

2. If you have an existing Apple ID, please “Sign In.”
3. If you don’t have an Institution Apple ID, select “Sign Up” to create one
   3.1. Complete the identification fields; enter the security text presented; click “Next”
   3.2. A validation key is sent to your email; copy and paste the key from your email into the validation field; click “Continue”
   3.3. Select “Continue” on the Primary Location Selection page
4. Enter school name or account number and click the blue “Search” button
5. Select the correct school location and click “Next”
6. Agree to Terms of Service
7. If you have not recently updated your Apple ID, you may be prompted for security questions; enter your date of birth and optional rescue email address, click “Next”
8. Choose your “Role” for Apple Online Store access as “Purchaser,” “Proposer” or “Returns Specialist”
9. Enter your manager or supervisor’s name, email address, phone number; click “Next”
10. Review and confirm your information, click “Submit” to complete the registration process

Steps to Add a Location

If you need to create proposals, make purchases or request returns for more than one Apple account, please follow these steps to add those account locations.

1. Log onto the registration site at https://myaccess.apple.com
2. Select the “Applications” tab on left side of page; click the blue “Request Access” button on the right
3. Select “Apple Online Store” application; click “Next”
4. Click the blue “Add Location” button at top left of pane
5. Enter school name or account number and country; click the blue “Search” button
6. Place checkmark next to the correct school location; click “Add location”
7. Place checkmark next to the selected location; select the Role at right as “Purchaser,” “Proposer” or “Returns Specialist;” click “Next”
8. Update manager or supervisor contact information if needed, click “Next”
9. Review the information; click “Submit,” then “Close” to complete the process

Validation Process

You will receive an in process notification email, followed by a welcome letter. Once you have received your welcome letter, you are ready to shop, create proposals or request a return. Visit https://ecommerce.apple.com, select your country, and log in to the Apple Store for Education.

Support

If you encounter any registration issues, please send an email to usersupport@apple.com, or call our dedicated support team at 1-800-800-2775, option 4 then 1, for assistance.

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