

Contract Name: **Conduvis Technologies Software**

Solicitation Number: **5400007543**

Contract Period: **07/01/2014 to 06/30/2019**

[Terms and Conditions](#)

ITMO Procurement Manager:

Will Butler

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Last Updated: 01/22/2019

[Click here for instructions how to place orders for Conduvis software](#)

EN POINTE TECHNOLOGIES SALES, INC

On-Site Sales Support:

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Contract Pricing

Contract #: 4400008576

FEIN: 95-4650291

How to Place Purchase Orders for Conduvis software

To place purchase orders for your Conduvis software needs, please use the following four (4) steps:

Step 1

Visit the State's Procurement website for pricing. If you need assistance, contact En Pointe Technologies for a quote.

Step 2

Complete your Purchase Order—ensuring that the PO is addressed to En Pointe Technologies.

ALL USERS

1. You **MUST** make sure that your PO matches the Quote 100%.
2. The amount of taxes on your PO should match what is referenced on the quote. Electronic Delivered items are Tax Exempt.
3. Electronic Delivery items should include a note that states "Electronic Delivery Only". This is a requirement on all orders that include downloaded software – NOT MEDIA.
4. Include your Quote Number on all PO's you send.
5. Include a "Ship to" address even if nothing ships with the order.

If you fail to follow these instructions Purchase Orders will be returned for correction or the tax indicated on the PO will be applied to the order and any request for reimbursement of paid taxes will need to be handled through the Department of Revenue.

Step 3

Email purchase orders to En Pointe Technologies.

Step 4

Software will be provided and invoiced to agencies directly from En Pointe Technologies.

Please provide the contact information for your primary licensing contact on each Purchase Order.

Please choose the individual to whom the ConduSiv Licensing Confirmations should be sent. This simple procedure should allow you to fully catalog your ConduSiv licenses and may simplify tracking of lost or missing orders.

*The Primary Licensing Contact Information requested is as follows:

Primary Contact Person

Primary Contact Person E-mail Address

Primary Contact Person Phone Number

*The primary licensing contact should be a single point of contact per department or agency.