Contract Name: **Rapid7 Software** Solicitation Number: **5400007400** Contract Period: **08/01/2014 to 07/302019** **Terms and Conditions**	**ITMO Procurement Manager:** **Michael Thomas** **803-896-5232** **mthomas@mmo.sc.gov** Last Updated: 09/09/2014

Click here for instructions how to place orders for Rapid7 Software

SHI International

Point of Contact:

Onsite Sales Support:
Higher Education
Orlinda Rose
Fort Mill, SC
Phone 770-906-1711
Orlinda_Rose@shi.com

K-12
Willie Ivery
Atlanta, GA
Phone (404) 729-0281
Willie_Ivery@shi.com

Inside Sales Team - Quotes, Orders, Tracking:
Southeast Team
Office 800-715-3197
Fax 732-868-6055
Email **Southeastteam@shi.com**

Escalation Contact:
Tony Santini
Office 727-424-4201
Email **Tony_Santini@SHI.com**

Send Payments To:
SHI
290 Davidson Ave
Somerset, NJ 08873
Contract#: 44400009054
FEIN: 56-1878180

Contract Pricing

How to Place Purchase Orders for Rapid7 Software

To place purchase orders for your Rapid7 software needs, please use the following four (4) steps:

Step 1

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

Step 2
Complete your Purchase Order—ensuring that the PO is addressed to SHI.

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 SHI International.

Step 4

Software will be provided and invoiced to agencies directly from SHI International Corp.

Please provide the contact information for your primary licensing contact on each Purchase Order.
Please choose the individual to whom the Rapid7 Licensing Confirmations should be sent. This simple procedure should allow you to fully catalog your Rapid7 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.