

Contract Instructions

Transource Services Corporation

*Please Note: Each Participating Addendum (PADD) is slightly different.*

**PRINTERS MUST BE PURCHASED FROM THE COPIERS, PRINTERS, AND RELATED DEVICES CONTRACTS**

\*The only exception is if the printer is purchased as part of a new configuration.

**General Instructions**

1. Review the PADD document to determine if the Vendor you selected has been awarded the band of products you are purchasing. Below is a quick reference guide.

Band 1	Band 2	Band 3	Band 4	Band 5
Desktop	Laptop	Tablet	Server	Storage
NO	NO	NO	Transource	Transource

2. Transource will work with each Agency directly. There are no Transource resellers for Idaho.
3. Idaho has awarded this PADD for Bands 4 (servers) and 5 (storage) only.
4. Note that you may order services and software for to the equipment purchased.
5. You may order products from Transource in the awarded bands from manufacturers not awarded a PADD in Idaho. For example, you may not order HP, Dell, or Pure Storage products through Transource, but can order Nutanix.
6. Follow the ordering instructions in Section 10 of Idaho’s PADD document.
  - a. You must always include **Idaho’s PADD number** (PADD18200544) and the Lead State Master Agreement No., which is **MNWNC-130**.

For additional information, please review the Pricing, Product, and Service Schedule Information on the statewide contracts page.

If you have questions, please contact Quinn Shea at (208) 332-1609 or [Quinn.Shea@adm.idaho.gov](mailto:Quinn.Shea@adm.idaho.gov)

Thanks!