

## **SWC# 3054, SAS Software**

### **Contract Information and Usage Instructions**

**Contract Period:** Two-year initial term, with 3 one-year renewal options

Start Date: October 29, 2021

Initial End Date: October 28, 2025

Final End Date: October 28, 2026

**Summary/Background Information:** This contract is used to purchase SAS Software and Support. This is a sole-source contract.

#### **State Contact Information**

Zohreh Hurd

Category Specialist

Central Procurement Office

(615) 741-2026

[zohreh.hurd@tn.gov](mailto:zohreh.hurd@tn.gov)

#### **Vendor Contact Information:**

SAS Institute Inc.

PO Box 8000

Cary, NC 27511

Edison Contract Number #72788

Jeff Schilz

SAS Institute

Regional Manager, Mid-South Region

(864) 915-6838

[Jeff.Schilz@sas.com](mailto:Jeff.Schilz@sas.com)

#### **State Agency Ordering Instructions:**

1. Please consult the SAS product catalogs to determine what software or support to order. If you need assistance selecting software or support, please contact Jeff Schilz with SAS. You can email him at [Jeff.Schilz@sas.com](mailto:Jeff.Schilz@sas.com) for a quote.
2. If you are adding licenses to a pre-existing installation, follow your normal requisition/purchase order process to complete the order.

3. If you are buying a new type of software license, SAS will require the State to sign a supplement governing the use of the software. Please send the supplement to the Contract Administrator with the Central Procurement Office to negotiate and sign the supplement on your behalf. Once the supplement has been signed, follow your normal requisition/purchase order process to complete the order.
4. All licenses for every agency are co-termed to expire on December 31<sup>st</sup> every year. SAS will send you a renewal quote 90 days before the license expiration date. You will need to send a purchase order to SAS to renew your support. If you are unable to send your purchase order prior to the annual expiration date, SAS will grant your agency a grace period in which your licenses will continue functioning.

#### **State License Management & Support Instructions:**

1. Every agency will have a unique site number and license key based on the type of SAS software. If you are unsure of your site number and license key, please contact your agency SAS administrator(s). If you are unsure who your agency SAS administrator(s) is, please contact the Contract Administrator with the Central Procurement Office.
2. The license key is needed to install SAS licenses on workstations and servers.
3. When your agency renews your SAS licenses for an additional annual term, your agency SAS administrator(s) will receive a new license key for that term of service. The old license key expires at the beginning of the new term of service.
4. The site number is needed to open support tickets with SAS.
5. You can open support tickets with SAS by going to <http://support.sas.com/techsup/index.html> or calling 1-800-727-0025.

#### **Local Government Entity Instructions:**

1. Local Governments and other eligible entities are encouraged to use this contract.
2. Local entities should contact Bill Huskey or Melissa Barbour with SAS with respect to how they would like to conduct business transactions. You can email them at [Bill.Huskey@sas.com](mailto:Bill.Huskey@sas.com) and [Melissa.Barbour@sas.com](mailto:Melissa.Barbour@sas.com).
3. The State requires SAS to report all sales to Local Government entities making use of the State contract.

#### **Access to Contract Documents Online:**

1. Click on the link below to go to the Supplier Portal homepage:

<https://supplier.edison.tn.gov/psp/suprd/SUPPLIER/ERP/h/?tab=DEFAULT>

2. Click on the “Statewide Contract (SWC) Search” link at the top of the page under “Statewide Contract Information”.
3. Scroll down the list of contracts and locate “SAS Software”. Click on the picture of a folder under the “Details” column.
4. You will get a rectangular box and one of the columns (to the right) will say “Contract Documents”, and below will be a picture of a file folder, click on it and you will get a new box with multiple contract documents shown. Click on the picture of the document to view the attachment.