

Active Supplier Contract: Information Sheet

Overview: The Office of Procurement Services aims to create and maintain Active Supplier Contracts that are available for use by the campus community on an as needed basis. This document provides information regarding an active supplier contract so that faculty and staff may become familiar with the scope of work, and take advantage of the already established agreement.

Benefits of Utilizing an Active Supplier Contract:

- All procurement and compliance requirements have been satisfied, and therefore reducing the time and resources required to place orders.
- The selected Vendor was evaluated by University stakeholders and deemed to be advantageous, price and other factors considered.

Project Description:	Apple computers and related equipment
Contract:	Sourcewell Contract #121923-CDW (University Waiver #W261206)
Term:	January 1, 2026 through December 31, 2030 (five-years)
Awarded Vendor:	CDW Government, LLC
CDW Government, LLC Contact Information:	<p>Primary Representative: Joe Masulli Title: Senior Account Manager (Higher Education) Phone: 203.851.7057 Email: joemasu@cdwg.com</p> <p>Secondary Representative: Roberto Natalino Title: Senior Account Representative (CDW-EDU) Phone: 203.851.7247 Email: robenat@cdwg.com</p>
Scope of Services:	
This contract is for Apple computers and related equipment for all campus locations.	
Purchases under this Contract may be made through a Punch-Out (preferred) or outside of the Punch-Out (requisition process). Please see the guides below on how to purchase items through the Punch-Out, and outside the Punch-Out.	
This Contract may be utilized by any department on an as-needed basis.	
For more information regarding computer hardware configurations, or disposing of computer equipment, please refer to the Division of Information Technology's webpage for Department Computer Purchases .	



CDW - Apple Punch-Out Catalog

Effective January, 2026 CDW Government, LLC. (Supplier ID: S-00001688) has been created as a punch-out catalog in Workday. **ALL** requisitions for CDW Government, LLC(CDW). must now be entered through the punch-out process (such as W.B. Mason, Grainger, etc.) using "**Punch-Out Catalog**" as the **Requisition Type**.



Montclair State University has standardized Apple equipment to ensure all devices are fully supported by the Information Technology (IT) Service Desk, and local academic technology teams. Therefore, only pre-approved standardized desktops, laptops, workstations, monitors, and peripherals are available for purchase under the punch-out. For assistance purchasing products outside of the standardized equipment, please send an email to itservicedesk@montclair.edu.

As with all other punch-outs, CDW requests cannot be edited, canceled and/or a change order cannot be created, once they have been submitted in the system. For any changes to the original request, contact the CDW representative listed below:

Primary Representative: Joe Masulli
Title: Senior Account Manager (Higher Education)
Phone: 203.851.7057
Email: joemasu@cdwg.com

Secondary Representative: Roberto Natalino
Title: Senior Account Representative (CDW-EDU)
Phone: 203.851.7247
Email: robenat@cdwg.com

For more information regarding computer hardware configurations, or disposing of computer equipment, please refer to the Division of Information Technology's webpage for [Department Computer Purchases](#).

TO CREATE A PUNCH-OUT REQUISITION:

1. In Workday, go to **Create Requisition**.
2. Select **Connect to Supplier Website** under *Ordering Methods*.

Instructions

Supplier **MUST** be approved in the system. Please use the Find Supplier Report to check for the status of the Supplier.

Dollar Threshold: \$0 - \$23,959 for general goods and services (\$0 - \$8,519 for prevailing wage projects). **Requirement:** One (1) written quote. Competition is not required but is recommended.

Dollar Threshold: Cumulative spend at \$17,970 and above for general goods and services (\$6,390 and above for prevailing wage projects). **Requirement:** Business Registration Certificate (BRC). Non-profits and public entities are exempt.

Dollar Threshold: \$23,960 - \$119,799 for general goods and services (\$8,520 - \$42,599 for prevailing wage projects). **Requirement:** 3 quotes, except in the limited case of a sole source or a [cooperative contract](#).

Dollar Threshold: Cumulative spend at \$17,500 and above. **Requirement:** Chapter 51 (Political Contributions Disclosure Form). Non-profits and public entities are exempt.

Dollar Threshold: \$119,800 and above for general goods and services (\$42,600 and above for prevailing wage projects). **Requirement:** Public bid, waiver of advertising (if an exception exists), or [cooperative contract](#). Affirmative Action requirements exist based on cumulative spend as well.

Requisitions (Past 6 Months)

Open (0) Completed (4) [Edit Filters](#)

No Open Requisitions
You can track requisitions you create here.

Requisition Details

Requesting for
Sara Diaz

Company
Montclair State University

Currency
USD (\$)

Requisition Type
Punch-Out Catalog

Deliver-To
Overlook Building

Ship-To
150 Clove Road...

Worktags

Cost Center: C10294 Purchasing
Division: D53 Finance and Treasury

2 more worktags [view all worktags](#)

[Start Requisition](#) [Edit Details](#)

Ordering Methods

[Request Non-Catalog Items](#)
Special Request...

[Connect to Supplier Website](#)
Punch-Out Catalogs...

3. Click the **Connect** button on the **CDW** line.

Connect to Supplier Website [...](#)

Company	Requester	Currency
Montclair State University	Jessica Moore	USD

Supplier Websites 11 items

Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	Connect
	Amazon	<input type="checkbox"/>	AMAZON.COM SERVICES LLC (PUNCH OUT)	Amazon	Connect
	CDW	<input type="checkbox"/>	CDW GOVERNMENT LLC (PUNCH OUT)	CDW	Connect
	Fisher Scientific	<input type="checkbox"/>	FISHER SCIENTIFIC - (PUNCH OUT)	Fisher Scientific	Connect
	Gourmet Dining	<input type="checkbox"/>	GOURMET DINING SERVICES (PUNCH OUT)	Gourmet Dining	Connect
	HD Supply	<input type="checkbox"/>	HD SUPPLY FACILITIES MAINTENANCE LTD (PUNCH OUT)	HD Supply	Connect
	Lenovo	<input type="checkbox"/>	LENOVO US INC (PUNCH OUT)	Lenovo	Connect
	MSC Direct	<input type="checkbox"/>	MSC INDUSTRIAL SUPPLY CO (PUNCH OUT)	MSC Direct	Connect

TO PURCHASE AN ITEM:

1. Once on CDW's website, click on either options "Apple" or "Peripherals" and click on the desired item.

What can we help you find today?

Notifications Montclair State University Cart

Hardware Software Solutions Services Industries Partners Insights Why CDW

Montclair State University

Search Quote/Order/PO

Home
Apple (circled in red)
Peripherals (circled in red)

Orders Quotes

MONTCLAIR STATE UNIVERSITY

- ▶ Begin Shopping
- ▶ Transfer a Cart
- ▶ Convert a Quote into an Order
- ▶ Return to this Homepage

This site will provide discounted pricing on over 450,000 of the top technology products and services in the industry. CDW-G inventory model and multiple distribution centers will ensure you have the products and solutions needed for the school year.

Approved standard models can be found by navigating through the links to the left.
All other models require procurement approval and quote from sales team.

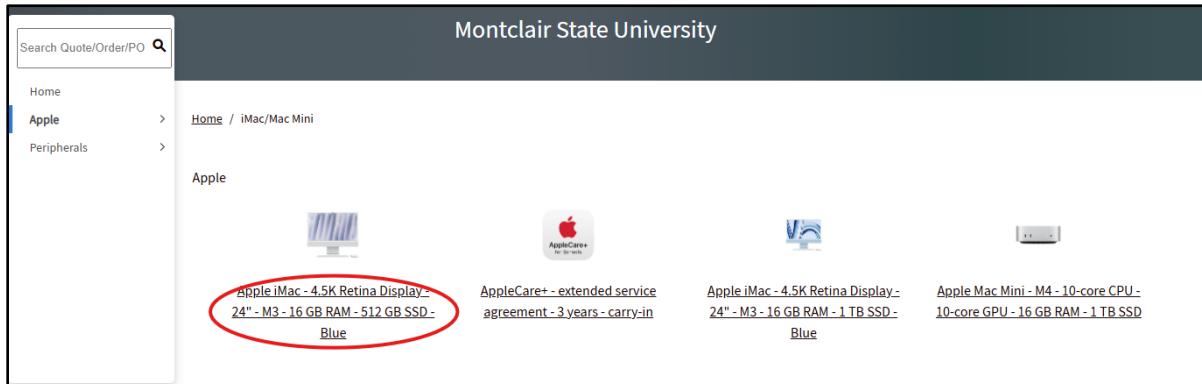
Search Quote/Order/PO

Home
Apple (circled in red)
Peripherals

[iMac/Mac Mini](#)

MacBook
iPad 10.9"
iPad Pro 11"
iPad Pro 12.9"

2. Click the item you wish to purchase. Once in the main “Item” page, click the corresponding **Add to Cart** link to the right of the item.



Montclair State University

Search Quote/Order/PO

Home > Home / iMac/Mac Mini

Apple > Apple

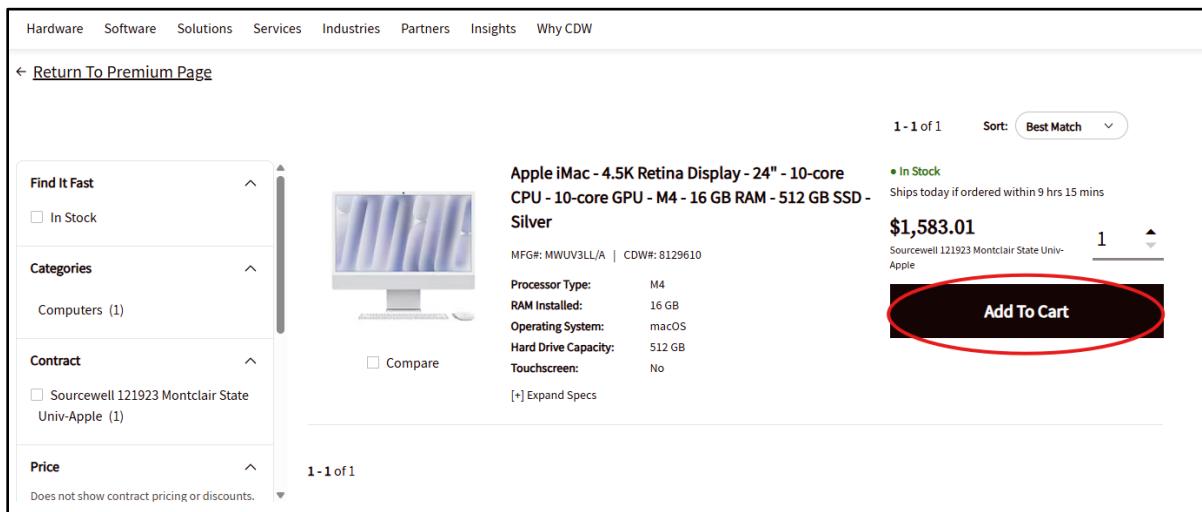
Peripherals

Apple iMac - 4.5K Retina Display - 24" - M3 - 16 GB RAM - 512 GB SSD - Blue

AppleCare+ - extended service agreement - 3 years - carry-in

Apple iMac - 4.5K Retina Display - 24" - M3 - 16 GB RAM - 1 TB SSD - Blue

Apple Mac Mini - M4 - 10-core CPU - 10-core GPU - 16 GB RAM - 1 TB SSD



Hardware Software Solutions Services Industries Partners Insights Why CDW

← [Return To Premium Page](#)

1 - 1 of 1 Sort: Best Match

Find It Fast

In Stock

Categories

Computers (1)

Contract

Sourcewell 121923 Montclair State Univ-Apple (1)

Price

1 - 1 of 1

Does not show contract pricing or discounts.

Apple iMac - 4.5K Retina Display - 24" - 10-core CPU - 10-core GPU - M4 - 16 GB RAM - 512 GB SSD - Silver

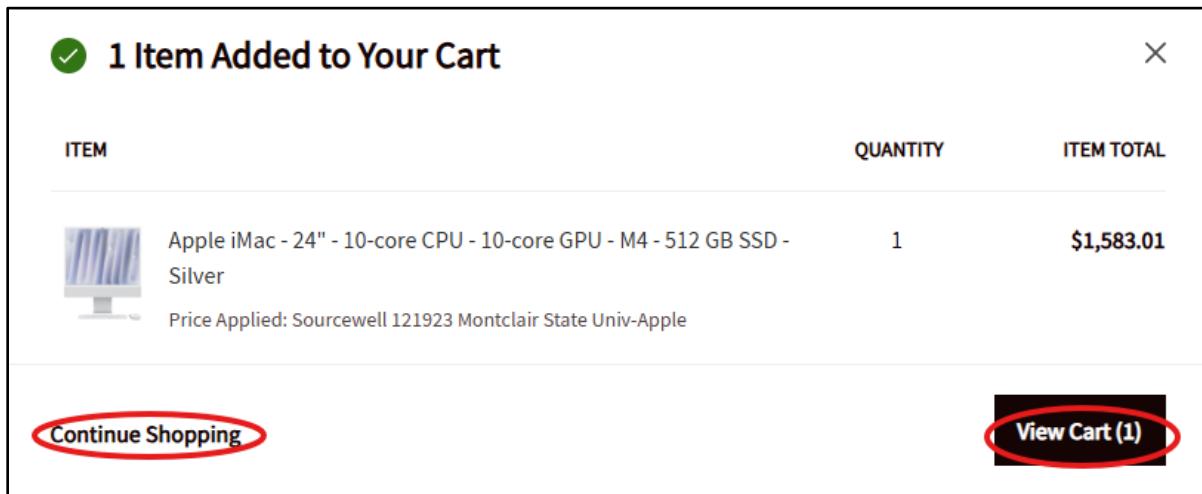
MFG#: MWUV3LL/A | CDW#: 8129610

Processor Type: M4
RAM Installed: 16 GB
Operating System: macOS
Hard Drive Capacity: 512 GB
Touchscreen: No

Compare

[Add To Cart](#)

3. After clicking **Add to Cart** a window will appear allowing you to view cart or continue shopping to add additional items to your cart.



1 Item Added to Your Cart

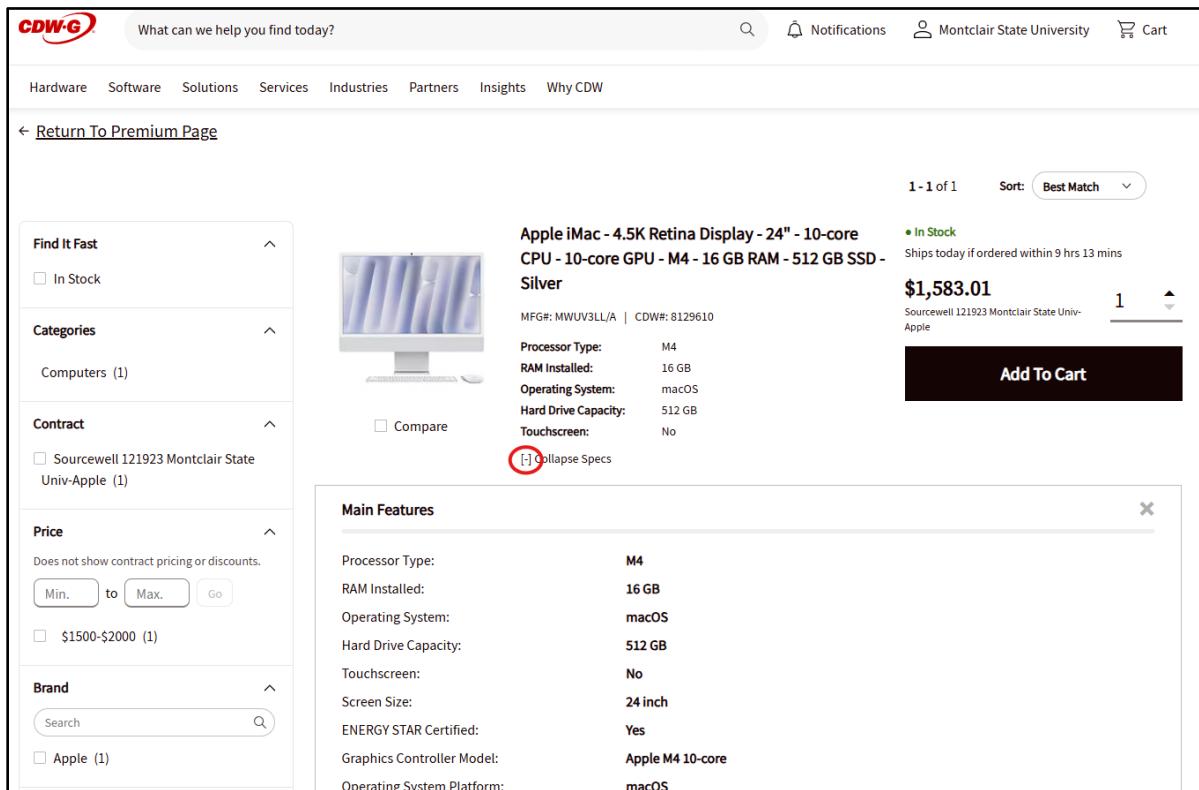
ITEM	QUANTITY	ITEM TOTAL
 Apple iMac - 24" - 10-core CPU - 10-core GPU - M4 - 512 GB SSD - Silver	1	\$1,583.01

Price Applied: Sourcewell 121923 Montclair State Univ-Apple

[Continue Shopping](#) [View Cart \(1\)](#)

TO VIEW THE SPECIFICATIONS OF A SPECIFIC ITEM:

1. Click the [+] View All, under the corresponding item. *Note, only specific items which include additional components (such as some laptops and external drives) are customizable. Most items are standard and customization is NOT available.*



CDW-G What can we help you find today? Notifications Montclair State University Cart

Hardware Software Solutions Services Industries Partners Insights Why CDW

← Return To Premium Page

1 - 1 of 1 Sort: Best Match

Find It Fast

In Stock

Categories

Computers (1)

Contract

Sourcewell 121923 Montclair State Univ-Apple (1)

Price

Does not show contract pricing or discounts.

Min. to Max. Go

\$1500-\$2000 (1)

Brand

Search

Apple (1)

Apple iMac - 4.5K Retina Display - 24" - 10-core CPU - 10-core GPU - M4 - 16 GB RAM - 512 GB SSD - Silver

MFG#: MWUV3LL/A | CDW#: 8129610

Processor Type: M4
RAM Installed: 16 GB
Operating System: macOS
Hard Drive Capacity: 512 GB
Touchscreen: No

\$1,583.01

Sourcewell 121923 Montclair State Univ-Apple

Add To Cart

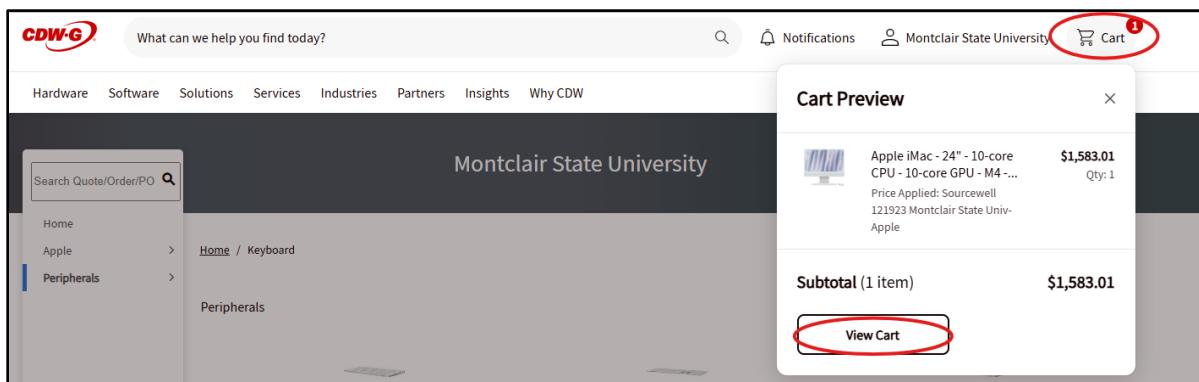
[+] Collapse Specs

Main Features

Processor Type: M4
RAM Installed: 16 GB
Operating System: macOS
Hard Drive Capacity: 512 GB
Touchscreen: No
Screen Size: 24 inch
ENERGY STAR Certified: Yes
Graphics Controller Model: Apple M4 10-core
Operating System Platform: macOS

TO VIEW ITEMS ADDED TO YOUR CART:

1. To view items added to your cart, click the cart icon in top right of your screen for a quick snapshot or click View Cart button to open cart in its own window.



CDW-G What can we help you find today? Notifications Montclair State University Cart

Hardware Software Solutions Services Industries Partners Insights Why CDW

Montclair State University

Search Quote/Order/PO

Home > Home / Keyboard > Peripherals

Cart Preview

Apple iMac - 24" - 10-core CPU - 10-core GPU - M4 -... \$1,583.01

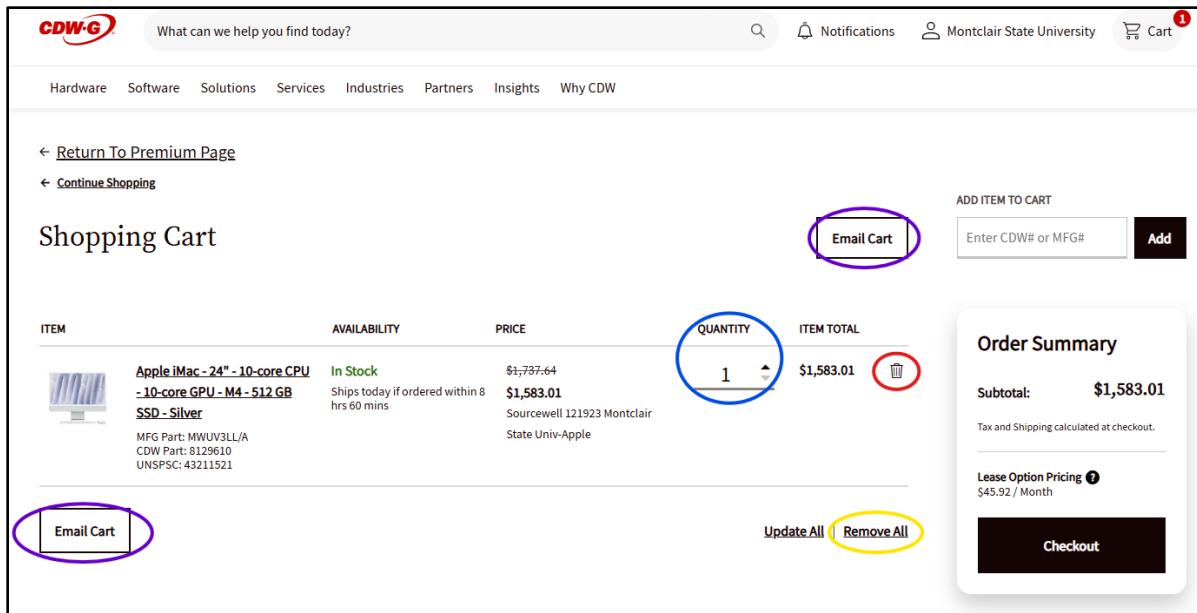
Price Applied: Sourcewell 121923 Montclair State Univ-Apple

Subtotal (1 item) \$1,583.01

View Cart

2. Your Shopping Cart has the following functionality:

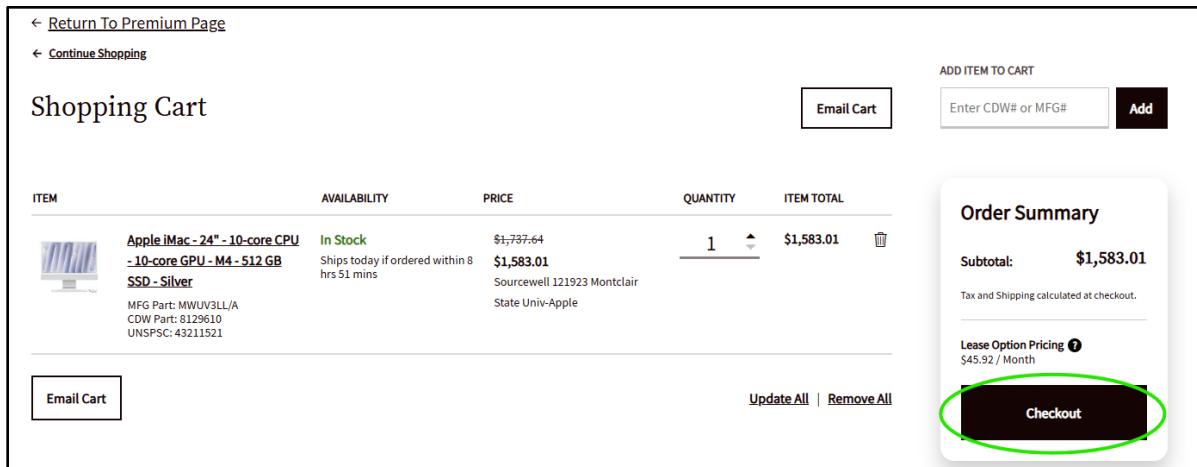
- To remove an item from the cart, click the trash can next to item total.
- To adjust the quantity of an item within the cart, click up or down arrow under the quantity field next to the corresponding item you wish to update quantity.
- To remove all items in your cart, click the Remove all link at the bottom right corner.
- To email your cart to yourself or others, click on the email cart link at top right or bottom left of your cart.



The screenshot shows the CDW Shopping Cart page. A single item, an Apple iMac, is listed. The quantity is set to 1, with an up and down arrow next to it. To the right of the quantity is a red circle with a white minus sign, indicating a remove link. The item total is \$1,583.01. At the bottom right of the cart area, there are 'Update All' and 'Remove All' buttons, with 'Remove All' highlighted by a yellow circle. The 'Email Cart' button is also highlighted with a purple circle on the left side of the cart table.

TO CHECKOUT:

- To **Checkout** of the CDW punchout screen and return to the requisition, click the **Checkout** button. This will bring your items to Workday to continue your requisition.



The screenshot shows the CDW Shopping Cart page with the same item listed. The quantity is 1, and the item total is \$1,583.01. The 'Update All' and 'Remove All' buttons are at the bottom right. The 'Email Cart' button is on the left. The 'Checkout' button, located in the 'Order Summary' box, is highlighted with a green circle.

FINAL APPROVALS & CONFIRMATIONS:

After the department manager's approval, all purchases will be routed in Workday to Information Technology for approval, and then CDW will receive the purchase order.

Once a request is submitted, the Requester will receive three emails from CDW, as follows:

- First email will be sent immediately after the request has been submitted through Workday and will confirm that the request was received (Purchase Order Acknowledgement).
- Second email indicates that CDW has processed the Purchase Order and is working on fulfilling the request (PO Confirmation).
- Third email confirms that the request has been shipped from CDW (Shipment Confirmation).

For questions regarding hardware configurations, please contact Information Technology:

Name: Jason Francis

Title: Director of Endpoint Engineering, Technical Support Services

Email: FrancisJ@montclair.edu

Phone: 973.655.3374

Outside the Punch-Out: CDW Government, LLC

Departments (end-users) may purchase outside of the Punch-Out (requisition) for Apple computers or related equipment that is non-standard, nor available for purchase in the Punch-Out.

Part 1: If the required computer or other hardware is not available in the Punch-Out, reach out to the CDW representative for a quote meeting your needs.

Waranty Requirement: All quotes received for non-standardized computers through this process must include a minimum 3-year warranty.

Primary Representative: Joe Masulli

Title: Senior Account Manager (Higher Education)

Phone: 203.851.7057

Email: joemasu@cdwg.com

Part 2: Create a requisition in Workday, based on the quote provided from CDW.

- When creating the requisition, select “Nationally Recognized Cooperative Contract,” as the requisition type.
- Select Supplier Contract #000550.
- Use one of the following spend categories: SC0057: Hardware Desktop, Laptop, tablet, iPad - or - SC009: Computer peripherals/supplies.
- Within the ‘Memo to Suppliers,’ field, please enter Sourcewell #121923.
- After completing the requisition, the Questionnaire box will appear for a response. Please reference the Contract, “W261206.”

Part 3: All requisitions for CDW-purchased Apple computers or other hardware through this process must include a justification, including the name of the primary user, and an explanation as to why a pre-approved model is insufficient.

Part 4: Receive any good(s) in Workday once the product(s) has been delivered.

Part 5: CDW should submit the invoice to Accounts Payable, as directed on the purchase order. If, however, you receive the invoice, please email it to Accounts Payable (Invoices@montclair.edu) for payment, and include the purchase order number, receipt number, your name, and extension on the invoice.

Important Note: CDW should never deliver any equipment without a purchase order. Therefore, all requisitions must be created from the quote received, and not an invoice.