

## ITSW1010 SHI – Microsoft Product Ordering Procedures

In July of 2012 the Office of Management and Enterprise Services (OMES) and Microsoft completed negotiations to implement a Statewide Microsoft Enterprise licensing agreement. In this agreement, all of the existing Agency Enterprise Agreements were consolidated into one statewide agreement. The agreement also entitles all Oklahoma State Agencies to purchase any of the Microsoft Core Desktop suite items directly from OMES. State Agencies that had already purchased Software Assurance agreements were also included.

### Microsoft Enterprise Licensing Products

For State Agencies, the following products will now be ordered directly from OMES. OMES will invoice the Agencies for the Microsoft products that are provided under the new Enterprise Agreement. These products are listed below:

- a) Microsoft O/S upgrade rights (Windows 7) – Latest Version
- b) Microsoft Office Pro Plus (Microsoft Office 2010) – Latest Version
- c) Core User Client Suite– includes items below
- d) Windows server Client Access License (CAL)
  - 1. Exchange Server Client Access License (CAL)
  - 2. Exchange Enterprise Client Access License (CAL) \* Must be purchased w/ Exchange Server CAL
  - 3. SharePoint Server Client Access License (CAL)
  - 4. Lync Server Client Access License (CAL)
  - 5. System Center Client Access License (CAL)
  - 6. Microsoft Forefront Endpoint Protection Client Access License (CAL)

\*Each Core User item can be purchased individually\*

**To place orders for the Microsoft Enterprise License products, follow the instructions below:**

- 1) All orders are to be a “released” against PeopleSoft Statewide Contract # 3240 (see attached)
- 2) While creating the purchase order it is **required** that the **Vendor Address Location** is changed to **0028**. This will change the vendor name on the purchase order to:

Office of Management and Enterprise Services  
PC Support Group  
3115 N. Lincoln Blvd.  
Oklahoma City, OK 73105-5400

**NOTE:** Failure to change the location to 0028 could result in your purchase order not received by the correct division within OMES.

- 3) Review PeopleSoft Contract #3240 below for correct line items.

### **Microsoft Products Not Included In the Enterprise Agreement**

Since not all Microsoft licensing is covered under the new agreement. If a state agency needs to purchase new Microsoft Licensing such as Microsoft Windows Server, SQL Server, Microsoft Visio, Microsoft Project or other products not listed above, those purchases will still need to use statewide contract ITSW1010 SHI, the Microsoft vendor for the State of Oklahoma.

### **Conclusion**

The process for ordering is like any other purchase, supporting documents and an eProcurement requisition are required. The difference is that Microsoft products included in the Enterprise Agreement (EA) the vendor is OMES, PeopleSoft contract #3240 and for products not on the Microsoft Enterprise Agreement (EA) the vendor is SHI, PeopleSoft contract #3245.

Please notify the OMES Service Desk if you have questions regarding this statewide contract ([helpdesk@osf.ok.gov](mailto:helpdesk@osf.ok.gov)).