

## Personal Computing: Office Suite

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**Definition(s):**

A collection of software programs sold together as an integrated toolset used on office personal computers to perform typical business functions, such as word processing, client email, numeric analyses, and presentation graphics.

**Rationale:**

Use of a common, integrated set of office programs to provide the State's workforce with:

- the ability to easily share memos, documents, numeric analyses, email messages, databases, graphic presentations, etc., within a department and between departments, without the need to convert files from one format to another, which can result in lost data, time, and productivity.
- a common scripting tool can be used to write macros that cross applications
- basic web interface and an integrated set of internet authoring tools.
- reduced training time and expense. Once an employee has learned how to negotiate word processing, they can more easily learn spreadsheets and graphics. Employees can leverage skills between products as they move within a department and between departments.
- simplified license tracking and seat management

**Approved Standards:**

Office suite, which includes word processor, spreadsheet, email and presentation graphics that support MAPI, OLE, ODBC.

**Approved Products:**

Microsoft Office 2000 Professional or current product.

**Guidelines/Technical Considerations:**

The investment in documents already created using non-standard software programs must be acknowledged and addressed. In some cases, it may be necessary to preserve historical documents in their original format.

Although a large installed base already exists in State government, consideration will have to be made for the various versions of software in use or planned. It may be helpful to use add-on utilities to assist in document conversions.

The method selected to convert files from competing products to the standard must be determined on a case-by-case basis, depending upon the complexity of the document, the need for on-going updates to the files, use of macros, integration with other products, etc. In many cases, existing documents can be retained in their original format until needed and then opened within the new standards.

**Review Cycle:**

Annually or within six months of general availability of a major version upgrade.

**Timeline:**

Issued: February , 2002

**Transition:**

The transition period will be dictated by department/agency implementation plans and should begin upon publication of standards and acceptance of the department/agency transition plan.

The transition period will be dictated by budget for hardware and software, the number and complexity of files to be converted, and the ability to provide end-user and technical training. However, once begun, transition should occur as quickly as possible in order to minimize the number of problems that will be created by the coexistence of competing products, such as file compatibility, on-going licensing fees, technical support costs, etc.

Where format/layout preservation is essential, the existence (or absence) of compatible fonts and printer drivers needs to be reviewed before documents are converted between competing products. During the conversion period, it is recommended that users select fonts and printers that are supported equally and that produce the same results on both products.

**Procurement:**

All Executive Branch agencies may purchase Microsoft software products via the State's Enterprise Agreement (EA) or Select Agreement. These agreements assure the most competitive pricing and provide purchasing statistics that the State can use to negotiate optimal software discounts in the future.

Numerous vendors are certified by Microsoft to provide EA and Select pricing, but only vendors who have also enrolled with the State can do so. When making a software purchase, OIT recommends that agencies contact these vendors to obtain price quotes, and compare prices before ordering.

Office of Information Technology Standard

For the latest information about enrolled vendors and the State's Microsoft contracts, refer to the Office of State Purchasing web page the heading "[Volume Pricing Agreements](#)".

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_