



**Department of General Services  
Procurement Division**

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**TO: Purchasing Authority Contacts (PACs)  
Procurement Contracting Officials (PCOs)  
Chief Information Officers (CIOs)  
Agency Information Officers (AIOs)  
Local Governmental Agencies**

**RE: Microsoft Office 365 Software Licensing Program**

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The Department of General Services is currently under negotiations with Microsoft to add Office 365 to the Software Licensing Program (SLP). Our objective is for availability by the end of this calendar year. Until Office 365 is added, state departments that need to renew their Microsoft enrollments should contact an authorized SLP reseller regarding current options.

State departments should read the following scenarios for information regarding the migration paths to Office 365 GovE3 and the options available to transition back to on-premises licenses.

**Departments with Office Pro Plus (On-Premise Licenses)**

1. Full transition to Office 365 (SaaS) at any point during the enrollment period and will be invoiced on an annual basis at the anniversary date during the enrollment period.
2. Purchase an Add-On, an additional subscription for Office 365 GovE3 which is added to a department's existing Office Pro Plus.

Depending on the situation, departments who wish to return to Office Pro Plus from Office 365 may do so at any time under the following conditions:

1. If a department transitioned to Office 365, the department must renew Software Assurance to get the most current version of the department's Office Pro Plus licenses.
2. If a department transitioned to Office 365 and does not renew Software Assurance, the department's Office Pro Plus licenses will remain at the version prior to moving to Office 365.

3. If a department purchased an add-on, the department licenses will be the most current version.

For questions regarding this notification, please contact:

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