

Microsoft® Select Plus for Government

Program Guide

I want more value from my software investment.

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Introduction

This guide provides information to help you understand the Microsoft® Select Plus for Government licensing program. It is provided for informational purposes only. Your software use is governed by the terms of your licensing agreement. The Microsoft Licensing Product Use Rights (PUR) document, which is updated regularly, provides additional details regarding use rights for specific Microsoft products acquired through volume licensing programs. For a copy of the current PUR, please visit [http://www.microsoftvolumelicensing.com/userights/](http://www.microsoft.com/licensing/resources/downloads/default.mspx).

## Government Volume Licensing Overview

For government customers who license software in quantity and manage software across multiple computers, Microsoft Volume Licensing programs may provide the most cost-effective way to acquire licenses. Microsoft offers the following Volume Licensing programs for government organizations.

*Please note:* Program availability may vary by region.

#### Open License for Government

Microsoft Open License for Government is a widely accessible and cost-effective way for small government organizations to license Microsoft software, starting with as few as five licenses. You just determine the number of software licenses your organization wishes to acquire and place the order with an authorized reseller. You also have the option to include Software Assurance with your licenses. After obtaining licenses, you can order installation media from a Microsoft-approved fulfillment source for a fee. License confirmations are distributed electronically and posted on a password protected Internet site.

#### Open Value for Government

Microsoft Open Value for Government is for small to mid-size government organizations with five or more desktop PCs that want simplified license management and better control of their licensed product costs and investment. Software Assurance is also included with Open Value for Government, so that you are guaranteed rights to the latest versions of licensed product throughout the three-year agreement term.

#### Open Value Subscription for Government

With the Subscription option of Open Value, you pay a single price per desktop PC (minimum of five desktop PCs) to deploy Microsoft technology as the standard across your organization. The Subscription option gives your organization the rights to run the software company (organization)-wide only during the term of the agreement with Microsoft. To better align with government organization procurement requirements, a one-year Open Value Subscription option is available for eligible government customers. This gives eligible government organizations the flexibility to choose from a one-year or three-year term.

**Enterprise Agreement**

#### Microsoft Enterprise Agreement is a premium Microsoft Volume Licensing program designed for large organizations with 250 desktop PCs or more that have or want a centralized purchasing department and are interested in making a strategic decision to deploy Microsoft technology across their organization, enabling IT standardization.

#### Enterprise Subscription Agreement

Microsoft Enterprise Subscription Agreement is a software Volume Licensing program that is designed for customers who have 250 or more desktop PCs who prefer to subscribe to—rather than purchase—Microsoft software licenses. Enterprise Subscription Agreement helps you standardize your IT choices across the enterprise, simplify license management, and provide maintenance benefits.

#### Select License for Government

Microsoft Select License for Government provides volume licensing for medium and large organizations with approximately 250 or more PCs who can forecast their license needs over a three-year period. Each product within Select License for Government has an assigned point value, which allows your organization to establish a special Government price level by meeting a minimum forecast of license acquisitions. With Select License for Government, you can add Software Assurance to an individual license, or you can select Software Assurance Membership (SAM) for an entire pool of products.

#### Select Plus for Government

Microsoft Select Plus for Government is the newest program for medium and large government organizations with approximately 250 or more PCs. Select Plus for Government offers the advantages of an agreement with no specific end date, the flexibility to acquire licenses as needed, a single customer ID to streamline account management across multiple affiliates, and the ability to add value with a full 36 months of Software Assurance. Select Plus for Government is explained in detail in this guide.

# Select Plus for Government Overview and Benefits

When it comes to licensing software and getting the most value from software investments, customers have asked for a Microsoft Volume Licensing solution that offers more flexibility, better asset management, and a way to balance growing technology needs with predictable costs.

Starting in October 2008, Microsoft will offer a new licensing program for government organizations—Select Plus for Government. Driven by customer research, Select Plus for Government is for midsize and large government customers that want to acquire their software licenses and services at any affiliate level—such as an agency or department—while realizing advantages as one organization.

Helping your organization get the most value from your software investment, Select Plus for Government benefits include:

**Accessible, flexible purchasing.**

Select Plus for Government uses a single, organization-wide agreement that supports both centralized and decentralized purchasing of licensed products on an as-needed basis. The agreement has no specific end date and simplifies budgeting for short- and long-term IT needs.

**Better manageability.**

With Select Plus for Government, you will have far fewer agreements to track and manage. Because all affiliate purchases are tied to their own unique customer IDs, you will have a clear view of your entire license and software asset portfolio—either in a comprehensive report that contains all affiliates or an individual report that lets you drill down into a specific affiliate. New self-service tools also make it easier for you to register and access all the information that you need about your agreement. And there is no need to renegotiate and renew agreements every three years with Select Plus for Government.

**Better returns with Software Assurance.**Select Plus for Government helps you maximize your return on investment (ROI) by giving you the choice of adding a full 36 months of Software Assurance to your licenses purchased—without proration or regard to purchase timing. Software Assurance is the Microsoft enhanced maintenance program that helps you get the most out of your licensed product through each phase of software management. Access to valuable benefits such as training, deployment planning, software upgrades, and product support help you increase the productivity of your entire organization.

Select Plus for Government Features

Beyond reducing the price that organizations pay for software licenses over full packaged product prices, Select Plus for Government offers many other opportunities to maximize the value organizations receive by participating in the program. Benefits include:

Reduced licensing complexity through:

* **Simplified licensing agreements.** Organizations are provided with a single agreement. This agreement has no specific end date, eliminating the need to renegotiate and renew every three years.
* **Organized purchases.** Select Plus for Government agreements are associated to a single customer ID, so asset reporting can be done under a single, master agreement.

Improved asset management with:

* **License management.** Enhanced self-service, online tools give customers and partners better management capabilities.
* **Downgrade rights.** Organizations can now standardize on versions. Downgrade rights offer the right to license the latest software version available, yet still run an earlier version.

Added value by offering ways to:

* **Realize more value from Software Assurance.** Organizations receive a full 36 months of benefits, without proration based on purchase timing.
* **Make a seamless transition.** The transition from Select License for Government to Select Plus for Government is simple, can be done on your timeline, and provides for seamless coverage for your Software Assurance investments.

Increased flexibility by:

* **Cross-language use rights.** These rights can help enhance an organization’s appeal and effectiveness across geographic and cultural boundaries within a country.
* **Training and evaluation software licenses.** Save money on software training and evaluate new or unlicensed products by receiving license for:
  + 20 copies per software title for use in a dedicated training facility.
  + 10 copies per software title for a 60-day evaluation.
* **Re-Imaging rights.** Providing added convenience during product rollouts, these rights allow the use of certain licensed product media for copying of software onto multiple devices from one standard image.
* **Secondary use rights.** These rights can help increase productivity by allowing primary users of a licensed desktop computer to share the same application license with a portable computer (for work-related purposes only).

*Please note***:** For complete details, reference the Select Plus for Government agreement.

Software Assurance with Select Plus for Government

Software Assurance is a comprehensive maintenance offering. It provides a broad range of benefits that helps you get the most out of your software investment, including exclusive technology, training, support, deployment services, and rights to future upgrades. These benefits are available throughout the software management life cycle, so you can access them when you need them. Software Assurance benefits contribute to the return on your technology investment by providing better budget predictability, minimized downtime, improved productivity, and lower operating expenses associated with employee development, deployment, and support costs. Software Assurance may also offer other advantages, depending on how you activate and use the benefits.

With Select Plus for Government, you have the option to include Software Assurance with your software licenses. And with Select Plus for Government you get a full 36 months of Software Assurance no matter when you purchase. To extend existing Software Assurance, you simply place a renewal order within 30 days of the expiring Software Assurance term.

For information about Software Assurance benefits, please visit [www.microsoft.com/licensing/sa](http://www.microsoft.com/licensing/sa).

Licensing Options for Software Assurance

The Spread Payments benefit for Software Assurance offers a more flexible way to manage technology expenditures by allowing you to spread payments annually over the term of the Software Assurance coverage. Select Plus for Government offers both Affiliate Anniversary billing (similar to Agreement Anniversary billing) that allows you to spread payments annually, and Order Anniversary billing that allows you to spread payments over full-year increments. This can help reduce initial up-front costs and provide annual budget predictability.

You may also acquire Software Assurance on its own when:

* System or server software product licenses are acquired through retail full-packaged product (FPP) or from an original equipment manufacturer (OEM). There is a 90-day enrollment period during which time Software Assurance may be added to these purchases.
* Office 2003 or newer version licenses are acquired through an OEM. Again there is a 90-day enrollment period during which time Software Assurance may be added to these purchases.

Software Assurance Renewal

It is easy to continue the benefits enjoyed through Software Assurance after the initial 36-month term ends. Because Select Plus for Government is an ongoing agreement that does not expire, Software Assurance may be renewed through the existing agreement. When renewing multiple Software Assurance licenses that were acquired through Select Plus for Government at different times, the coverage period is adjusted to a common date, and the prices prorated to reflect the coverage period, in order to simplify renewals and facilitate annual budgeting cycles.

To ensure that upgrade protection remains uninterrupted through Software Assurance, place an order for Software Assurance renewal through your authorized reseller.

If Software Assurance acquired under another program is about to expire, it may be renewed into your Select Plus for Government agreement by working with your authorized reseller to place a renewal order under your Select Plus for Government agreement.

In cases where Software Assurance coverage lapses, new License and Software Assurance purchases are required before Software Assurance may be acquired again.

To learn more about Software Assurance, please visit [www.microsoft.com/licensing/sa](http://www.microsoft.com/licensing/sa).

Select Plus for Government Agreement Structure

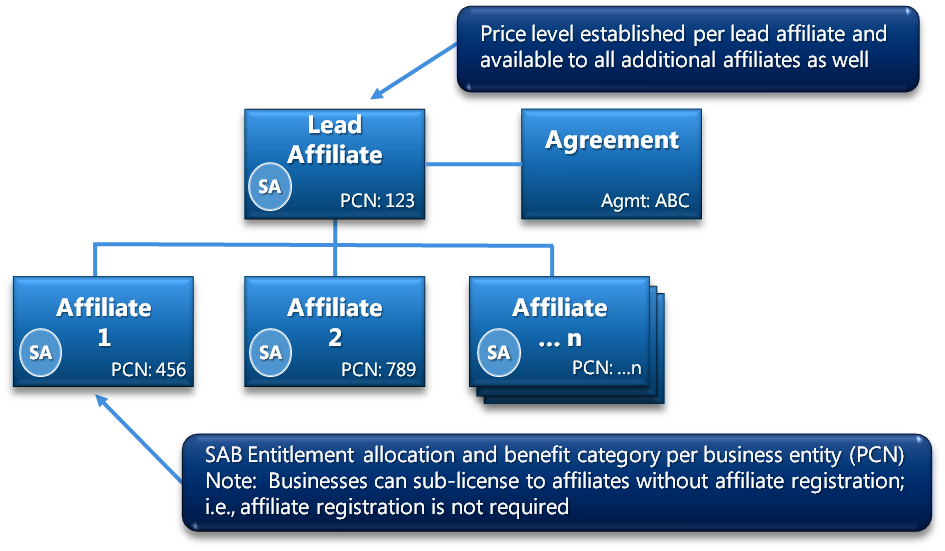
The Microsoft Volume Licensing agreement structure makes it easier to negotiate the terms and conditions of multiple agreements. A Select Plus for Government agreement has two components: (1) the agreement itself; and (2) the Select Plus for Government affiliate registration form.

**Select Plus for Government Agreement.** This agreement enrolls your organization in the Volume Licensing program so that you can license products and services at volume discount prices for government.

**The Select Plus for Government affiliate registration form.** This form identifies buying affiliates—such as departments, agencies, and municipalities—within your organization and enrolls them in the program. As a result, they can acquire software licenses and services under the Select Plus for Government agreement. A Large Account Reseller (LAR) that works directly with the affiliate is also identified on the affiliate registration form. Having a separate Select Plus for Government agreement and Select Plus for Government affiliate registration structure allows greater flexibility for enrolled affiliates located in different countries and regions, while providing a single, organization-wide licensing agreement with improved reporting and management. Although purchasing is conducted independently, all licenses are managed under one master agreement.

Affiliate Structure for Select Plus for Government Agreements

With Select Plus for Government, a unique customer ID is established with the public customer number (PCN) of an organization’s lead affiliate. The PCN is associated with the PCNs of any number of affiliates, linking them to the same agreement. This framework helps streamline purchasing, Software Assurance benefit delivery, and licensing reporting.



A Select Plus for affiliate registration cannot be initiated without a Select Plus for Government agreement.

Licensing Scenarios with Select Plus for Government

The following scenarios can help you determine when Select Plus for Government is right for your organization.

|  |  |
| --- | --- |
| Scenario 1: | With Select Plus for Government: |
| A state government has multiple agencies that purchase their own licenses. The organization has signed an Enterprise Agreement to standardize the IT infrastructure with each agency purchasing additional licenses to support unique IT needs using their own Select License agreement. This situation can create a few possible problems:   * Purchasing can get out of control. * No easy way exists to accurately track and manage licensed assets. * Renewing multiple agreements occurs at different times, making increasing administrative overhead. * Managing the procurement process takes time and can be costly. | The state agencies have a single, state-wide agreement that does not have to be renegotiated and renewed and complements their EA. This enables:   * Affiliate-level purchasing under a single master agreement. * A single customer ID to provide organization-wide purchase benefits and asset reporting. * Anytime licensed product purchasing at both central and affiliate procurement locations. * Easy tracking and reporting on all licensed product assets across the organization—all the way to the affiliate level. * The new Microsoft Licensing Statement to combine all of your organization’s software assets, including numbers for affiliates, in one report. * An organization-wide asset view to help determine how to efficiently deploy newly licensed products. |

|  |  |
| --- | --- |
| Scenario 2: | With Select Plus for Government: |
| A federal government department needs to buy multiple servers for a number of IT initiatives that are scheduled to launch soon. This situation creates a few problems:   * The department does not have time to negotiate a new contract. They do, however, want to make sure that they get the best value for their solution. * The department does not have the time to go to consolidate purchases with other federal departments, but they want the price advantage of being part of the federal government. * They are under a tight deadline and are unsure that they can deploy the new servers soon enough. | The department can purchase the server licenses through their Microsoft partner using a one-page affiliate registration form that is associated with a single master agreement. This means:   * The department’s purchases count toward the organization’s volume purchase requirements. * The department is ensured the best possible contract solution based on federal volume needs. * Because they have the software, they can either deploy or download and access the Volume Licensing Keys at the Microsoft Volume Licensing Service Center and launch the project without costly delays. * The federal government is satisfied because the department got the same price/benefits and did not have to circumvent the government agreement. |

How to Get Started

Eligible government organizations of all sizes qualify for pricing equivalent to Level D for commercial organizations. This is the same pricing as for Select License for Government.

An eligible government entity is defined as follows:

* The entity meets the eligibility requirements in your region.
* The government, as an aggregated whole, will be licensing 15,000 desktop computers. Note that this requirement is per government entity, not per agreement, so the requirement can be met with multiple agreements totaling a minimum of 15,000 licenses.

Government eligibility requirements are available at [www.microsoftvolumelicensing.com/userights/DocumentSearch.aspx?Mode=3&DocumentTypeId=6](http://www.microsoftvolumelicensing.com/userights/DocumentSearch.aspx?Mode=3&DocumentTypeId=6).

Select Plus for Government is offered through our Large Account Resellers (LARs) that can help you evaluate your organization’s needs to make the right choice. For more information about worldwide reseller locations, please refer to <https://solutionfinder.microsoft.com/>.

How to Begin Purchasing Under Select Plus for Government

You can begin purchasing software licenses with Select Plus for Government if you satisfy one of the following three qualifications:

* **Option 1.** Qualify as a new customer by purchasing a minimum of 500 points in any given product pool under a new Select Plus for Government agreement.
* **Option 2.** Qualify with an existing Enterprise Agreement or Enterprise Subscription Agreement. In this case, the minimum purchase compliance check for Select Plus for Academic is waived as long as the qualifying Enterprise Agreement or Enterprise Subscription Agreement is active.
* **Option 3.** Qualify with any other Volume Licensing agreement under which a minimum of 500 points have been acquired over the last 12 months. Subsequent annual minimum purchase compliance checks are required.

**Meeting Point Minimums for Product Pools**

Like Select License for Government, Select Plus for Government categorizes software products into three distinct product pools: applications, systems, and servers.

* **Applications.** Examples of Microsoft applications include Microsoft Office Professional 2007, Microsoft Office Excel® 2007 spreadsheet software, and Microsoft Office Project 2007.
* **Systems.** An example of a Microsoft desktop computer operating system software program is Windows® operating system upgrades such as Windows Vista Business.
* **Servers.** Examples of Microsoft server software programs include the Windows Server® operating system, Microsoft Exchange Server, Microsoft SQL Server® database software, and associated Client Access Licenses (CALs).

Each software product carries a point value. For example, Office Professional 2007 is worth 2 points, Microsoft Online Services Subscription is 1 point, and Windows Server Standard 2003 is 15 points. The Software Assurance component of License & Software Assurance is worth half the total point value of its accompanying license annually. For example, if Office Professional 2007 is worth 2 points, Software Assurance is worth 1 point for each year it is maintained during the term of the Select Plus for Government agreement, for a total of 3 points during the three-year term of the agreement.

You can acquire points for each product pool with these three options:

* Acquire new Licenses.
* Acquire License & Software Assurance.
* Renew Software Assurance for products already covered with Licenses & Software Assurance from a previous order or where Software Assurance is purchased based on the eligibility rules.

The points that you earn apply to all your affiliates registered under the agreement. For more information and to see a full product point list, please visit [www.microsoftvolumelicensing.com/userights/PL.aspx](http://www.microsoftvolumelicensing.com/userights/PL.aspx).

**Example Product List and Points**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Applications Pool** | **Points** | **Systems Pool** | **Points** | **Servers Pool** | **Points** |
| Office Professional Edition 2007 | 2 | Windows Vista Business Upgrade Edition | 2 | Windows Server 2003 Standard Edition | 15 |
| Office Excel 2007 | 1 | Microsoft Online Services Subscription | 1 |
| Office Project 2007 | 1 |

If you have an active Enterprise Agreement or Enterprise Subscription Agreement, you automatically meet the annual point minimums. Otherwise, you must meet the point minimums for each subsequent annual compliance check. If you purchase fewer than 500 annual points in a product pool for a given year, your account will be put on hold for that pool until you reach the 500 point level again. An order for the minimum annual points automatically reactivates the product pool, with no need to sign new forms or renegotiate the agreement terms.

Product Fulfillment

Media can be Web-based downloads of Microsoft Volume Licensing Products from the Microsoft Volume Licensing Service Center, materials such as a floppy disk, CD-ROM, or DVD for a licensed software product, and may also include printed materials such as a user’s guide or product manual.

cid:e0e941b7-ccb3-424b-a431-2fcab8540005Digital by Choice

Through the Digital by Choice initiative, you have the option to access your licensed software digitally, instead of receiving physical media. By choosing this option, you help Microsoft in efforts to reduce our carbon footprint by eliminating the need for discs, packaging, and shipping.

Volume Licensing Product Fulfillment Kits

If you choose to receive physical media for your licensed software, media kits are customized according to the languages and product pools specified on the Select Plus for Government media form. Media is sent at no charge only for the licensed products ordered. The Welcome Kit and Update Kits are automatically provided to the contacts specified on the Select Plus for Government agreement. Use the Product Fulfillment User’s Guide Web site to help you manage the media kit. You can access these site features at [https://licensing.microsoft.com](https://licensing.microsoft.com/). You can also download the products from Microsoft Volume Licensing Service Center (VLSC) at [https://licensing.microsoft.com](https://licensing.microsoft.com/), or order additional media via your designated LAR.

Making Copies

With Select Plus for Government, you can immediately reproduce and use Microsoft licensed products, as long as licenses are ordered for all copies of the deployed licensed products by the end of the month in which they were installed.

Microsoft Volume Licensing Service Center

The Microsoft Volume Licensing Service Center makes it easy to manage your Volume Licensing agreements, download licensed products, and access product keys for your software—all in one place. Use the Microsoft Volume Licensing Service Center to view your Microsoft License Statement, an easy-to-use report that provides a real-time calculation of Volume Licensing entitlements across agreements. You can also quickly identify and activate Software Assurance benefits. You can access the Microsoft Volume Licensing Service Center at <https://licensing.microsoft.com>.

Additional Resources

Microsoft offers detailed information about the Select Plus for Government program and other Volume Licensing programs on the Microsoft Volume Licensing Web site at [www.microsoft.com/licensing](http://www.microsoft.com/licensing).

Government eligibility requirements: [www.microsoftvolumelicensing.com/userights/DocumentSearch.aspx?Mode=3&DocumentTypeId=6](http://www.microsoftvolumelicensing.com/userights/DocumentSearch.aspx?Mode=3&DocumentTypeId=6)

To learn more about Software Assurance:

[www.microsoft.com/licensing/sa](http://www.microsoft.com/licensing/sa)

Volume Licensing for Government organizations:

[www.microsoft.com/licensing/programs/gov/default.mspx](http://www.microsoft.com/licensing/programs/gov/default.mspx)

Microsoft Volume License Services Web site:

<https://licensing.microsoft.com/eLicense/L1033/Default.asp>

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The contents of this guide are subject to change. Please contact your Microsoft account manager or LAR for the most current version of this guide.