

# Microsoft Campus Agreement (MCA) General Information

## Description

The Microsoft Campus Agreement (MCA) is an option made available to all University of Arkansas departments for procurement of a selected list of Microsoft software licensing. This agreement allows participating departments to license their machines at cost per FTE (Full-Time Equivalent), rather than licensing at cost per machine. This licensing program is geared toward higher education institutions where large areas such as computer labs benefit from this practical and cost-saving solution. Most departments within the higher education system will find this program beneficial.

The MCA is renewable on an annual basis. During the licensed period, participants are allowed to run any new version of products covered by the MCA. The MCA also includes Work-At-Home Rights (WAH) and Software Assurance (Microsoft's enhanced maintenance program). Once licensed, all departmentally owned computers will be covered for the selected list of Microsoft software products.

## MCA Participation Requirements

- 100% departmental participation is required (must license total FTE count)
- Participating departments are charged on an annual basis, per FTE, for the annual product selection covered
- Official FTE counts must be certified for record/audit functions. Payroll data will be used for verification and for Microsoft's required FTE calculation.

## Microsoft FTE Calculation

(Total Full Time Faculty) + (Part Time Faculty divided by 3) + (Full Time Staff) + (Part Time Staff divided by 2) = Total FTE Count

## Cost

The cost may vary from year to year depending on the product list and number of users. Departments are charged on an annual basis per FTE. As in previous years, the Business Affairs Office will pay for the overall cost and distribute charges to each participating department accordingly.

## Additional Information

In addition to the optional MCA, the Office of State Procurement has an established state Microsoft Select Contract (MSC) which is a binding contract for all state agencies and institutions for the purchase of all Microsoft software products. The MSC requires purchase of Microsoft software licensing at cost per machine. SHI is the contracted reseller for the MSC. Departments have the option to join the MCA for purchase of the products covered under the MCA, or purchase these same items on an as-needed basis through the state MSC. **Microsoft software products for departmental use that differ from the products covered by the MCA MUST be purchased through the state MSC.** For procedural information regarding orders through the MSC, contact Whitney Smith in Purchasing: [wesmith@uark.edu](mailto:wesmith@uark.edu) (or 575-5158).

For questions about current contract information, please contact Whitney Smith in Purchasing at 575-5158, [wesmith@uark.edu](mailto:wesmith@uark.edu) or Marla Misamore at 5-5088, [mmisamo@uark.edu](mailto:mmisamo@uark.edu).

**We encourage your participation!!**