

# PURCHASING CONTRACTS AND POLICIES

## Microsoft Software

**NOTE:** When purchasing a technology product, the State of Arkansas is required to comply with the Arkansas Technology Access Clause, which expresses the policy of the State to provide individuals who are blind or visually impaired with access to information technology purchased in whole or in part with state funds. To comply with this requirement, the UofA community is asked to request a [Voluntary Product Accessibility Template \(VPAT\)](#), or similar documentation to demonstrate compliance, from the supplier in question for the technology product to be purchased. For further information regarding this policy please navigate the [Procurement Policy Website](#).

### **I. IT SERVICES**

For technical questions regarding hardware/software information and guidance, and for access to installation codes, please connect with IT Services through the [IT Services Website](#) or contact the IT Help Desk at 575-2905.

### **II. STATE CONTRACT (Optional)**

The Office of State Procurement (OSP) has established an optional contract through the [NASPO ValuePoint Software Contract](#) vehicle for all state agencies and institutions concerning the purchase of multiple software products, including Microsoft and Adobe. **Purchases under this particular contract must be made through SHI (only authorized reseller).**

Feel free to contact our SHI Account Representative: James Lynch, [James.Lynch@shi.com](mailto:James.Lynch@shi.com), 512-501-7675, or the SHI team ([ARKANSAS@shi.com](mailto:ARKANSAS@shi.com)) and provide the following information when requesting an official quote (licensing per machine):

Full Product Name  
Quantity of License(s)  
Quantity of Media (if preferred)  
Computer Platform (Mac or Win)

### **III. ORDER PROCESS**

#### **RAZORBUY:**

Departments are urged to utilize RazorBuy for all software-related requisitions. **The RazorBuy shopping mall offers quick access to all technology supplier catalogs with a streamlined approach for your technical needs.** Refer to the [RazorBuy Website](#) for further information, or send questions and correspondence directly to the [RazorBuy Program Training Coordinator](#).

After an official quote has been requested by the department, SHI should drop the quote into the SHI catalog in RazorBuy. The department can then initiate the ordering process through the catalog. See the [SHI Quote Process](#) for further direction.

**NOTE:** When a complete computer system is purchased at the University of Arkansas Campus Computer Store, departments may have Microsoft software pre-installed on the computer. Otherwise, if departments are not already participating in the Microsoft Campus Agreement, then departments have the option of purchasing Microsoft Software products through the [NASPO ValuePoint Software Contract](#) established at the state level. **Purchases under this particular contract must be made through SHI (only authorized reseller).**

**NOTE:** Microsoft software is available for purchase from the University of Arkansas Campus Computer Store for personal use with personal funds only. If departments are requesting Microsoft software for departmental use then the requestor should comply with the optional contract as referenced above, and/or related procurement regulations. Departments will not be reimbursed for purchase of Microsoft software through any means other than the available ordering options.

**NOTE:** Any software licensing agreement or contract that requires a signature must be sent to your Procurement Coordinator in the Purchasing Office for review and acceptance of terms before a purchase takes place.

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For all general purchasing questions contact [Whitney Smith](#), Procurement Coordinator.