I want more value from my software expenditure.
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INTRODUCTION

This guide can help you understand the Microsoft® Open Value for Government licensing program and is provided for informational purposes only. Your licensing agreement terms govern your software use. The Microsoft Licensing Product Use Rights (PUR) document, which is updated regularly, provides additional details on use rights for specific Microsoft licensed products acquired through Microsoft Volume Licensing programs. For a copy of the current PUR, please go to http://www.microsoftvolumelicensing.com/userights/.

Microsoft Volume Licensing for Government Overview

For government customers who license software in quantity and manage software across multiple computers, Microsoft Volume Licensing programs offer the most cost-effective way to acquire Microsoft licenses. While this guide is specific to the Open Value for Government Program, Microsoft offers several other Volume Licensing programs for government organizations, which are listed below.

Please note: Program availability may vary by region. Check with your software license reseller about availability for specific licensing programs.

Open License for Government

Microsoft Open License for Government is a widely accessible and cost-effective way for small and midsize government organizations to license Microsoft products, starting with as few as five licenses. Simply determine the number of product licenses your organization wants to acquire and order them through an authorized reseller. Microsoft Software Assurance is optional.

Open Value for Government

Microsoft Open Value for Government is for small and midsize organizations that want an easy way to manage their licenses, predictable software costs, better control over their software license expenses, and spread-out payments. Open Value for Government does include Microsoft Software Assurance, which is a comprehensive maintenance program with benefits such as downloads of new products, the Windows Vista® Enterprise operating system, software training, and Microsoft E-Learning. Open Value for Government has both Company(Organization)-wide and Non–Company(Organization)-wide options.

Open Value Subscription for Government

With Open Value Subscription for Government, you pay a single price per desktop PC (minimum of five desktop PCs) to set up Microsoft technology as the standard across your organization. It offers the same benefits as Open Value with lower up-front costs and includes access to Microsoft licensed products only for the term of the agreement through subscription-based licensing. A one-year Open Value Subscription option is available for eligible government organizations. This gives them a choice between a one-year and three-year term. Software Assurance is included.

Enterprise Agreement for Government

Microsoft Enterprise Agreement (EA) for Government is for large organizations that want to standardize technology across the organization with the latest Microsoft products. It offers cost savings and simplifies license and budget tracking with just a single agreement. Pay the full amount at the time of the order or spread out payments annually. Software Assurance is included.
Enterprise Subscription Agreement for Government

Microsoft Enterprise Subscription Agreement (EAS) for Government is for large organizations that want the benefits of an Enterprise Agreement with lower up-front costs. These organizations prefer to subscribe to, rather than purchase, Microsoft product licenses. EAS for Government includes access to Microsoft product licenses only for the term of the agreement through subscription-based licensing. Software Assurance is included.

Select Plus for Government

Microsoft Select Plus for Government is for organizations that want to acquire product licenses and services at any affiliate or department level, while realizing advantages as one organization. It offers the flexibility to acquire licenses as needed and a single agreement and Lead Affiliate customer ID to streamline managing accounts. Select Plus also offers the choice of adding value with a full 36 months of Software Assurance.

Select License for Government

Microsoft Select License for Government is for midsize and large organizations that have mixed software requirements, can forecast their license needs during a three-year period, and prefer to acquire the latest Microsoft technology on a pay-as-you-go basis. With Select License for Government, you can add Software Assurance to an individual license or you can select Software Assurance Membership for an entire pool of products.

OPEN VALUE FOR GOVERNMENT FEATURES

Open Value for Government is for small and midsize government organizations. Beyond reducing the price that organizations pay for software licenses versus full package product (FPP) prices, Open Value offers a flexible and affordable way to use and manage Microsoft licensed products under a single agreement. The Open Value Program also offers an easy way to manage licenses and better control your licensed product costs and investment. Open Value gives you the flexibility to acquire licenses or add product licenses as needed. Additional cost savings are available when standardizing desktop PC licensed product organization-wide.

Open Value also offers the advantages of Microsoft Software Assurance for Volume Licensing, Microsoft’s comprehensive offering that helps you get the most out of your software investment.

Please note: For complete details, check out the Open Value for Government Agreement.

OVERVIEW AND BENEFITS

Helping your organization get the most value from your software investment, Open Value for Government benefits include the following:

An Easy Way to Manage Licenses

- You get a single agreement for all Microsoft licensed product within a territory, including qualified affiliates.
- You can upgrade at any time—no need to track versions or open new agreements.
• You can transition new original equipment manufacturer (OEM) licenses onto your agreement by purchasing Software Assurance within 90 days of your OEM purchase.

Take Control of Your Expenditure

• With the Software Assurance New Version Rights benefit, you receive rights to new versions of licensed products to set up at your convenience.
• Plus, Software Assurance offers benefits you can take advantage of to help you set up your new software.
• You can upgrade licensed product organization-wide with the Company (Organization)-wide option.

More Licensing Flexibility

• Open Value gives you a single platform option where you can choose components from the Windows® Desktop Operating System upgrade, the 2007 Microsoft Office system, and Client Access Licenses (CALs) under a single platform for every desktop PC in your organization.
• With the custom platform option, customers with the Company (Organization)-wide option can mix and match the available enterprise products to create the best combination for their organization.
• Downgrade rights provide use rights to multiple product versions rather than only to the latest version.
• You can also choose Microsoft’s latest offerings in midsize business solutions with Windows Essential Business Server. If your organization requires it, you can easily register and access all the information you need about your agreement.

Better Management of Your Software Costs

• Spread out payments with the Software Assurance Spread Payments benefit, which reduces up-front costs and helps you forecast annual budget requirements with predictable annual payments.
• You have rights to new software version releases with Software Assurance New Version Rights to help you lower the costs of acquiring software licenses. Software Assurance also makes it easier to purchase and forecast licensing. In addition, Company(Organization)-wide licensing provides additional savings.
• Eligible government organizations have a single price level regardless of the number of licenses (minimum five licenses).

Open Value for Government Program Options

You can choose from two Open Value for Government options to meet your needs. For customers who prefer to purchase software licenses, Open Value is available in both Company(Organization)-wide and Non–Company(Organization)-wide options. The Company(Organization)-wide option offers an easy way to manage your licenses and additional discounts when you license all of the qualified desktop PCs in your organization. NOTE: Open Value Subscription is available for organizations that prefer to subscribe to software rather than license it.
Open Value for Government Company(Organization)-wide Option

Open Value for Government Company(Organization)-wide offers predictable annual payments, low long-term costs, and a simple way to manage licenses. You get additional savings opportunities (minimum five licenses) if you standardize all your desktop PCs on one or more Microsoft enterprise product. This option also provides an agreement that helps you better predict your costs during the three-year agreement term. You agree to acquire licenses and Software Assurance for the licensed product you select for all the qualified desktop PCs in your organization and its affiliates. An annual desktop PC price allows you to run any licensed product version on any PC.

Company(Organization)-wide is also beneficial if you want to standardize software throughout your organization. Standardization helps to reduce support costs and offer Company(Organization)-wide solutions that require a common technology operating environment. Benefits for this include the following:

- Count your qualified desktop PCs once a year—at the beginning of the agreement and on the agreement anniversary—to determine your annual cost.
- Receive additional savings on Company(Organization)-wide licenses.
- Pay a per-desktop PC license price for new licenses during the month of installation.
- Spread out costs through the remaining years.
- Add software products at any time and pay for them during the month of installation.
- Transition OEM licenses onto your Open Value Agreement by purchasing Software Assurance on the OEM licenses.

You need to acquire at least one of the following platform product licenses for each qualified desktop PC in your organization:

- The Microsoft Office System
- The Windows operating system upgrade
- CALs

After purchasing at least one of these licenses for each qualified desktop PC organization-wide, you can add licenses as you need them. For example, you can license all your desktop PCs to run Microsoft Office Professional Plus 2007. You can then purchase licenses for Microsoft Office Visio® Professional Plus 2007 drawing and diagramming software (or any other Microsoft software available through Volume Licensing) for individual desktop PCs as needed.

You can add another platform product throughout your organization after the start of the agreement. However, Microsoft does not extend any discounts for organization-wide platform product purchases after the agreement is initiated.

If you do not need enterprise products or licenses for all of your qualified desktop PCs, you can acquire licenses through Open Value Non-Company(Organization)-wide option.

Open Value for Government Non–Company(Organization)-wide Option

If you need licenses for servers, or for just some of your desktop PCs, you can open an Open Value for Government Non–Company(Organization)-wide Agreement. You can take advantage of spreading out
annual payments for the licenses and upgrade rights and other benefits that come with Software Assurance. Customers who do not want to standardize their desktop PCs can obtain all licenses through Open Value and manage all those Microsoft licenses through a single agreement.

**Platform Option for Open Value Company(Organization)-wide**

With the Open Value Company(Organization)-wide option, you can choose to standardize desktop PC licensed product across your organization on all three components on the platform and receive additional savings. The platform option provides the simplest desktop PC license management solution because you do not need to track which version is installed on which desktop PC. Instead of individual licenses for the Windows operating system upgrade, the Microsoft Office system, and CAL Suite, the platform option provides a single license per desktop PC. With the customized platform option, you can mix CAL Suite and Microsoft Office licenses within the platform agreement, and purchase additional CALs to cover non-qualifying clients, such as mobile devices, that need access to IT systems.

You can also choose Microsoft’s latest offerings in midsize business solutions with Windows Essential Business Server. If your organization requires Microsoft’s enterprise solutions, Microsoft Office Enterprise Edition, Enterprise CAL (ECAL), Essential Business Server CAL, and the Microsoft Desktop Optimization Pack (MDOP) are available.

**SOFTWARE ASSURANCE**

Software Assurance is a comprehensive maintenance offering. It provides a broad range of benefits that helps you get the most out of your software license purchases. 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 expenditure by helping you with budget predictability, minimized downtime, and improved productivity. And Software Assurance can help lower operating expenses associated with employee development, deployment, and support costs. This program also offers other advantages, depending on how you activate and use the benefits.

With Open Value for Government, Software Assurance is included with your software licenses. 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 expenses by allowing you to spread out your payments annually during the term of the Software Assurance coverage. Open Value for Government offers Affiliate Anniversary billing (similar to Agreement Anniversary billing) that allows you to spread out payments annually. This can help reduce initial up-front costs and provide annual budget predictability.

You can also acquire Software Assurance on its own when:

- System or server software product licenses are acquired through retail FPP or from an OEM. You can add Software Assurance to these purchases during a 90-day enrollment period.
- The Microsoft Office 2003 System or newer version licenses are acquired through an OEM. Again, you can add Software Assurance to these purchases during a 90-day enrollment period.
Software Assurance Renewal

It is easy to continue benefiting from Software Assurance by renewing into another Open Value Software Assurance-only agreement after the initial agreement term ends. To ensure that your Software Assurance benefits remain uninterrupted, order it through your authorized reseller so that Microsoft receives the order within 30 days of the initial agreement’s expiration.

In cases where Software Assurance coverage lapses, new License and Software Assurance purchases are required before Software Assurance can be renewed.

To learn more about Software Assurance, please visit www.microsoft.com/licensing/sa.

AGREEMENT STRUCTURE

Open Value for Government is offered through authorized resellers worldwide who can help you evaluate your needs and select the best Open Value option for your organization.

Agreement Process—Electronic or Manual

Your reseller counsels you and processes your Open Value for Government Agreement:

- Your reseller coordinates with you and collects information on the agreement requirements, such as agreement options, qualified desktop PC count, affiliate information, and languages required.
- Your reseller either enters agreement information into the Microsoft eAgreements tool directly or works with a distributor to complete the process. Your reseller can also work with you to complete a paper version of the agreement.
- You receive an e-mail with instructions to log on and electronically sign the agreement or you can sign and mail a paper copy. Your agreement is processed when the signed agreement is received by Microsoft either electronically or in paper.

Once the agreement is processed and activated, you receive a letter with instructions to access the Microsoft Volume Licensing Service Center Web (VLSC) site at https://www.microsoft.com/licensing/servicecenter/home.aspx. Here you can download licensed products, get your Volume Licensing Keys (VLKs), and manage Software Assurance benefits.

Spread Out Payments or Pay Up Front

With Open Value for Government, you can choose to spread out your payments annually or pay up front. If you decide to pay up front—for example, to get the costs into the current budget year—you can still spread out your payments on future orders.

If you elect to spread out your payments, you must submit an order each year through your reseller, even if you have no change in the number of products you license.

- The order must be for no less than the number of products ordered on your previous anniversary order plus any new and additional licensed products run during the year.
- Microsoft gives you prior written notice 45 days before and 30 days after each anniversary to submit an anniversary order to your reseller. If an order is not received within 60 days after the anniversary of the effective date, Microsoft may invoice you directly for all sums due.
during the term of the agreement or may instruct a third party to invoice and collect your payment.

- The two payment options available under this agreement include equal annual installments or lump sum payment. However, you may be able to arrange other payment plans with your reseller.

**Products**

Open Value for Government customers can select from all platform products, plus additional software products. The Microsoft Product List for Volume Licensing has monthly information about Microsoft software and Online Services licensed through Microsoft Volume Licensing programs. See the Product List at [http://www.microsoftvolumelicensing.com/userights/PL.aspx](http://www.microsoftvolumelicensing.com/userights/PL.aspx).

The set of software products that you can license through Open Value depends on the licensing options that you choose. The following are option examples:

- If you choose Open Value with the Company(Organization)-wide option, you can choose from all platform products and additional products, including Microsoft Enterprise editions.

- If you choose Open Value (Non–Company(Organization)-wide option), you can choose from all platform products and additional products and you can order any number of the platform products you like as additional products.

**Covering Affiliates in Your Territory or Country**

You can include affiliates in Open Value for Government, which can help centralize your purchasing and reduce random purchase orders from remote offices. A government affiliate is defined as an Eligible Entity, which is located in the defined region where the customer is located. For more detail, see [http://www.microsoft.com/licensing/contracts/](http://www.microsoft.com/licensing/contracts/).

With Open Value Company(Organization)-wide, the enterprise must consist of entire legal entities, not partial entities such as departments, divisions, or units. Each affiliate must be entirely “included in” or entirely “excluded from” the agreement. Entities that participate are referred to as “enrolled affiliates.” In the agreement, you can choose between:

- Excluding all your affiliates

- Including a set of affiliates that you specify in the agreement

- Including a set of affiliates that you specify in the agreement and automatically include all your future affiliates
LICENSING SCENARIOS WITH OPEN VALUE FOR GOVERNMENT

The following scenarios can help you determine whether Open Value for Government is right for your organization.

<table>
<thead>
<tr>
<th>Scenario One</th>
<th>Consider Open Value for Government</th>
</tr>
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<tbody>
<tr>
<td>A local government has multiple offices that purchase their own licenses. The organization wants to standardize the IT infrastructure with a central agency responsible for purchasing additional licenses to support unique IT needs.</td>
<td>The agency has a single, agency-wide agreement that is renewed only every three years. This enables: + Affiliate-level purchasing under a single agreement. + A single agreement to track so that they can get simpler asset tracking and reporting.</td>
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</table>

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<tr>
<th>Scenario Two</th>
<th>Consider Open Value Subscription for Government</th>
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<tbody>
<tr>
<td>A small government organization needs to license software to cover their desktop PCs with minimal software asset management. They have a plan to decrease their PCs due to consolidating the government organizations in the near future. The organization wants to get the best possible price for the licenses with a minimal asset management workload, but their purchasing process does not allow them to sign an agreement for more than one year.</td>
<td>The organization can sign a one-year agreement without the need to commit for further years. This means: + The agreement aligns with their single-year purchasing requirement. + Existing and additional desktop PCs are covered on a single agreement. + Should the organization have to reduce workforce, they can reduce the total licensing costs if the desktop PC count declines.</td>
</tr>
</tbody>
</table>

HOW TO GET STARTED

Open Value for Government is offered through a large network of resellers worldwide that can help you evaluate your organization’s needs to make the best licensing choice. For more information regarding worldwide reseller locations, please refer to https://solutionfinder.microsoft.com/.

Eligible government organizations of all sizes qualify for the most affordable pricing available to commercial organizations. You can begin by purchasing a minimum of five software licenses under a new Open Value for Government Agreement.

**ADDING LICENSES TO AN AGREEMENT**

**Open Value for Government with Company(Organization)-wide Option**

**Company(Organization)-wide Products**
For all Company(Organization)-wide platform products that you have chosen, you must place a purchase order for all your qualified desktop PCs at the start of your agreement. Depending on the type of license (OEM, FPP, or Volume Licensing) and the purchase date, you can order only Software Assurance or a license with Software Assurance.

If the total number of desktop PCs among the enrolled affiliates increases, then you must order additional licenses for the Company(Organization)-wide platform products for which you have chosen to maintain standardization. You must place this order before the end of the month in which the new desktop PCs are placed in service.

You cannot change the set of Company(Organization)-wide products that you first choose during the agreement.

**Additional Products**
You can order licenses with Software Assurance for additional products at any time during your Open Value Company(Organization)-wide Agreement. If you need licenses for an additional product, you must order them before the end of the month in which you install the copy or copies of the additional product.

You may add Software Assurance for licenses with Software Assurance acquired through other expiring agreements at any time during the agreement.

**Open Value for Government without Company(Organization)-wide Option**
You may add licenses with Software Assurance for previously ordered products and you may also obtain licenses with Software Assurance for products not previously ordered at any time during the course of your agreement. You can install any number of copies of any product available through your Open Value Agreement as long as you place a purchase order with your reseller before the end of the month in which you carried out the additional installations.

You may add Software Assurance for licenses with Software Assurance acquired through other expiring agreements at any time during the agreement.

**PRODUCT FULFILLMENT**

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

Your Open Value for Government Agreement grants you permission to legally copy and use multiple copies of the licensed product per the terms of your agreement. You receive media for each licensed product title at no charge, and you can also purchase additional licensed copies through your reseller or download them from the VLSC Web site. You also receive media for each new release of products licensed through the Open Value Agreement.

Media can be Web-based downloads of Microsoft Volume Licensing products from VLSC, 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.

Making Copies

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

Languages

Open Value for Government includes the All Language stock keeping unit (SKU). One exception is in the Europe, Middle East, and Africa (EMEA) regions, which offers the choice of the Romanian and Bulgarian Languages (RAB) SKU in place of the All Languages SKU.

Worldwide
(Except Europe/Middle East/Africa region)

<table>
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<tr>
<th>Enterprise Products</th>
<th>Additional Products</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Languages</td>
<td>Multi-Language (MUI)</td>
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</tbody>
</table>

Europe/Middle East/Africa

<table>
<thead>
<tr>
<th>Enterprise Products</th>
<th>Additional Products</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Languages</td>
<td>Multi-Language</td>
</tr>
<tr>
<td>Romanian and Bulgarian Languages (RAB)</td>
<td>Romanian and Bulgarian Languages</td>
</tr>
</tbody>
</table>

Customers who sign up for the “All Languages” category are eligible to use the Multi-Language Packs for Company(Organization)-wide products and additional products licensed under their agreement. Language versions through Open Value for Government depend on the languages available in the particular licensed product. You have the flexibility to select a different language for your affiliates, which can be included under a single agreement within your territory.

Cross-language use rights allow you to use any language versions of licensed software as long as the language versions in use are priced the same as or less than the original version.
MICROSOFT VOLUME LICENSING SERVICE CENTER

The online VLSC tool offers convenient online solutions for Volume Licensing customers to easily manage licensing agreements and purchases. VLSC is a password-protected Web site for viewing your license agreements and purchases. With this online tool, you can manage your licenses for Open Value for Government. From the site, you can:

- Calculate current Microsoft License Statements to view an easy-to-understand, comprehensive license summary across programs and agreements.
- View license purchases and licenses purchased to date, including expired agreements.
- View and request Microsoft VLKs and download software based on entitlements.
- Activate and use Microsoft Software Assurance benefits.
- Manage access rights for internal staff and Software Assurance administrators.

You can access the Microsoft Volume Licensing Service Center at https://licensing.microsoft.com/.

ADDITIONAL RESOURCES


Government Eligibility Requirements:

Volume Licensing for Government Organizations:
www.microsoft.com/licensing/programs/gov/default.mspx

To Learn More About Software Assurance:
www.microsoft.com/licensing/sa

Microsoft Volume Licensing Service Center Web Site:

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The contents of this document are subject to change. Please contact your Microsoft reseller for the most current version of this guide.

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