Office of Information Technology Standard

Personal Computing: Office Suite

Definition(s):
A collection of software programs sold together as an integrated toolset used on office personal computers to perform typical business functions, such as word processing, client email, numeric analyses, and presentation graphics.

Rationale:
Use of a common, integrated set of office programs to provide the State's workforce with:

- the ability to easily share memos, documents, numeric analyses, email messages, databases, graphic presentations, etc., within a department and between departments, without the need to convert files from one format to another, which can result in lost data and time and decreased productivity.
- a common scripting tool that can be used to write macros that cross applications.
- a basic web interface and an integrated set of internet authoring tools.
- a tool that reduces training time and expense. Once an employee has learned how to negotiate word processing, they can more easily learn spreadsheets and graphics. Employees can leverage skills between products as they move within a department and between departments.
- a simplified license tracking and seat management.

Approved Standards:
 A suite of office products which includes word processor, spreadsheet, email and presentation graphics that support the standard API's for these products.

Approved Products:
Currently supported version of Microsoft Office

Guidelines/Technical Considerations:
The investment in documents already created using non-standard software programs must be acknowledged and addressed. In some cases, it may be necessary to preserve historical documents in their original format.

Although a large installed base already exists in State government, consideration will have to be made for the various versions of software in use or planned. It may be helpful to use add-on utilities to assist in document conversions.

The method selected to convert files from competing products to the standard must be determined on a case-by-case basis, depending upon the complexity of the document, the need for on-going updates to the files, use of macros, integration with other products, etc. In many cases, existing documents can be retained in their original format until needed and then opened within the new standards.

Review Cycle:
As needed

Timeline:
Issued: February, 2002; December, 2011

Procurement:

Please use the following link for contract information "Volume Pricing Agreements".

Date: _____

Approved by: _____