Microsoft Campus Agreement (MCA) General Information

The following information is provided to help departments determine if the MCA best fits their needs:

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. The MCA is a potential 7-year agreement that allows participating departments to license their machines at cost per FTE (Full-Time Equivalent) rather than licensing at cost per machine. The MCA is geared toward higher education institutions, and is practical and cost-saving for large areas such as computer labs as well as departments and colleges within the campus. Once licensed, all machines in each participating department will be covered for a selected list of Microsoft software. The MCA is renewable on an annual basis, and participants are allowed to run any version up to the most current of the selected list of Microsoft software. New releases that occur during the agreement period are also covered, and Work At Home (WAH) rights are included as well. During the licensed period, faculty/staff that are licensed to use these particular products on campus have the right to also run one copy of the particular product on a home machine that they own or lease, for work and school related purposes only.

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 product selection listed above
- The official FTE count will be obtained from payroll data by the Business Affairs Purchasing Office. This data must be certified for record/auditing purposes.

FTE Count 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 annual cost for each participating department is charged per Full Time Equivalent (FTE) for the Product Selection covered. As in previous years, the Business Affairs Office will pay for the entire MCA and process charges to each participating department. The MCA is renewable on an annual basis and the cost may vary from year to year depending on the product list and number of users.

NOTE: For participating departments that request orders of Microsoft software products that are not included on the MCA list, then a separate requisition must be entered in the BASIS UPS system on a case by case basis and in compliance with the requirements of the Microsoft Select Contract (MSC).
For questions about current contract information, please contact Whitney Smith in Purchasing at 575-5158, wesmith@uark.edu or Marla Misamore at 5-5088, mmisamo@uark.edu

We encourage your participation!!