



**Department of General Services
Procurement Division**

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**TO: Procurement and Contracting Officers (PCOs)
Purchasing Authority Contacts (PACs)**

RE: Microsoft Office 365

The Department of General Services (DGS), Software Licensing Program (SLP) has added Microsoft Office 365 to the Microsoft Software Cooperative Agreement (SCA)/Microsoft Enterprise License Agreement.

Per Technology Letter 16-01, procurement of Microsoft Office 365 Cloud Services will only be available through the California Department of Technology.

State departments are instructed to read the User Instructions for complete ordering information at:

- [http://www.dgs.ca.gov/pd/Programs/Leveraged/SLP/MicrosoftEnterpriseLicenseAgreements\(MELA\).aspx](http://www.dgs.ca.gov/pd/Programs/Leveraged/SLP/MicrosoftEnterpriseLicenseAgreements(MELA).aspx)

For questions regarding this notification, please contact:

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