
Proposed purchase of MS Office 2007:

Why is this purchase necessary?

- Installed Office 2000 in late 2000 (last quarter)
- Support for the applications is expiring in 2009
 - Access, Excel, Outlook, Power Point and Word
- Security reasons
 - We can't leave our systems vulnerable – especially systems that are used every day by every employee that uses a computer.
- Our current system is not compatible with Office 2007.
 - MIS must convert any MS Office 2007 documents (.docx) before they can be opened.
 - This number will continue to rise as more and more companies and people move to Office 2007.

Process used to reach this conclusion:

- Knew this would take significant resources.
- Evaluated and tested multiple open source office software programs.
- Training costs would be roughly the same no matter which package we chose.
- Hours spent testing and putting information together:
 - Spent about 160 hours of staff time
 - Opening current documents in the various applications (many existing large documents and spreadsheets will not function properly in Open Office).
 - Creating new documents
 - Listing pros and cons

Conclusion:

- Initially were in support of open source office software and recommend it for home use.
- Open Office is not a superior or even an equivalent product when compared to MS Office 2007.
- In addition to our testing and research – I posted the question on a governmental list service and, of those that responded, none have implemented Open Office on an organization-wide basis.
- Open Office applications have a limited database component to compare to Access; thus, Access would still have to be purchased for many users.
- Cost of going to MS Office 2007:
 - \$323 per user – 250 users equals \$80,750.00 (installation disks - \$44.00)
 - Which is \$64.60 a year per user over the course of five (5) years.
 - Used current office product eight (8) years.

Recommendation:

- Move forward with the purchase of Microsoft Office Professional Plus 2007.