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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**

*Enterprise I.T. Services Division*

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**POLICY DIRECTIVE #AD 2017-6**

**TO:** All Agencies

**FROM:** Shanna Rahming, State Chief Information Officer  
Administrator – Enterprise IT Services Division

**SUBJECT:** Purchase and Implementation of Microsoft Office 365

**DATE:** October 13, 2017

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The Enterprise IT Services Division – Department of Administration (EITS) is in the process of building a single-tenant architecture for software used by the offices of elected State officials and all state agencies within Executive branch departments.

If your office/department/agency is planning to move to an Office 365 platform, it is imperative to coordinate and consult with EITS (Step One) to ensure the migration is successful and it occurs in a manner that maintains the integrity of the state's system/infrastructure.

Inquiries and requests for EITS consultation regarding the purchase and implementation of Office 365 licenses must be directed to [Softwarelicense@admin.nv.gov](mailto:Softwarelicense@admin.nv.gov). After the request is received you will be contacted by EITS on the next steps and implementation timeframes after you have obtained licenses through your normal purchasing process. Neither EITS nor the Department of Administration has legislatively approved funding to provide agency implementations of Office 365. If your agency is appropriately funded, you should purchase Office 365 licenses/services through your normal purchasing process (Step Two) based on the technical standards and procedures provided by EITS to ensure state-wide systems integration.

The Purchasing Division and EITS have negotiated a significantly discounted price with a Microsoft Reseller (CDW-G) that will be used by all state agencies and may be used by local municipalities.

Thank you.