Contract Summary

SOFTWARE

PRODUCTS AND SERVICES

The University of Houston Information Technology (UIT) purchases software that includes Windows/MAC Operating Systems, Office Suite which contains Microsoft Office, Sharepoint, One Note, One Drive, Teams, Skype for Business, plus specialized segments of MS Visio, MS Project, MS Power BI Pro. Other software includes Adobe Acrobat Pro, Zoom, Endnote and statistical and mathematics software.

PRICING

The University of Houston Information Technology (UIT) purchases software for use by campus employees at no or discounted costs to UH Departments. Specialized segments including MS Visio, MS Project, MS Power have an additional cost (between $20 - $25 per year for most)

HOW TO UTILIZE THE CONTRACT

In order to procure software against this contract, divisions and departments should follow these steps:

Windows/Mac Operating Systems and Office Suite

1. Departmental or College/Division personnel should contact their local/departmental IT support to install copies on their University owned machines, or contact UIT by email (software@uh.edu) or phone 713-743-1411 to request additional information on licenses

Other Software

1. Department purchasers can log into the University Software page directly with their Cougarnet ID and password: https://www.uh.edu/software-downloads/index.php. The software list can also be found by logging in to Access Uh and selecting the "Software Download" icon

2. To purchase/order software, call 713-743-1411 or email software@uh.edu with the following information:
   - Software title
   - Quantity
   - Platform: Windows or Mac

3. University Software will provide instructions for departments to pay by SC Voucher

4. Once the SC Voucher is received, University Software will provide the Department Purchaser with the licensing/registration keys needed and the software can be downloaded from the Software website.

5. Departments can request media for a cost of $10, if needed