

## Report to Cabinet

Thursday 6<sup>th</sup> June 2019

By the Cabinet Member for Finance & Assets

**DECISION REQUIRED**



Not Exempt

### Approval of Microsoft Licensing Contract Award Tender Process

#### Executive Summary

The purpose of this report is to seek Cabinet to delegate authority to the Director of Corporate Resources to award a contract for the Council's Microsoft Licensing Contract. This need arises because the Council's contract is due to expire at the end of August 2019 and if there is a delay in making the award the Council would be out of license for software that runs on all Council devices to power services such as email.

#### Recommendations

That the Cabinet is recommended:

- i) To delegate to the Director of Corporate Resources, in consultation with the Cabinet Lead for Finance & Assets, to award the contract for the Microsoft Licensing Solution Provider who manage and administer Microsoft licensing for our IT estate after when the tender process is complete.

#### Reasons for Recommendations

In line with the Constitution Cabinet would normally award any contract with a total value over £250,000. The report recommends a delegation to the Director of Corporate Resources, after speaking to the Cabinet Lead for Finance & Assets to avoid delay in meeting the renewal deadline.

#### Background Papers

There are no background papers

**Wards affected:** The proposal will affect all Wards.

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## **Background Information**

### **1 Introduction and Background**

- 1.1 The current contract for Microsoft Licensing expires on 31<sup>st</sup> August 2019. The current contract is with Phoenix and has been in place since 2016.
- 1.2 The benefits of utilising and accessing this Framework Agreement are:

### **2 Relevant Council policy**

- 2.1 The project supports the Council Policy for Efficiency in facilitating the delivery of great value public services.

### **3 Details**

- 3.1 The process will look to establish a contract for Microsoft Licensing for Horsham District Council via a Microsoft Licensing Solution Provider who manage and administer Microsoft licensing for our IT estate. The term of the contract will be for 3 years with an option to extend for a further 2 years.
- 3.2 The contract will cover the Microsoft Licensing Products and services across the Council's IT Estate. The Council's IT will not operate with it.
- 3.3 As the total value of this contract, would exceed £250,000 award of this contract is a key decision and would normally be made by Cabinet. However this report seeks a delegation of the award to ensure that the Microsoft Licensing Solution Provider is in place prior to 12<sup>th</sup> July 2019, so we can meet the renewal deadline.

### **4 Next Steps**

- 4.1 The Cabinet is requested to approve delegated authority for the award of this contract following a competitive procurement exercise. This will allow the project to be delivered on schedule and to prevent any potential delays and any cost over-runs associated with delays to the mobilisation and implementation of the new service.

### **5 Views of the Policy Development Advisory Group and Outcome of Consultations**

- 5.1 The Policy Development Advisory Group for Finance & Assets was consulted on 8th April. The Group supported the proposal.
- 5.2 The Council's Monitoring Officer has reviewed and states that there are no implications of this decision.
- 5.3 The section 151 Officer says there are no financial implications of this decision.

### **6 Resource Consequences**

- 6.1 There are no staffing consequences as the Council does not employ staff in these services. There may be some financial savings from this let.

## **7 Legal Consequences**

- 7.1 The Framework is underpinned by Terms and Conditions as set out under the Crown Commercial Services Framework. (RM3733 Technology Products, Lot 2) and all procurement procedures have been followed.

## **8 Risk Assessment**

The risks and implications for not granting delegated authority to approve the award of the contract following a procurement exercise are:

- Licenses expire on 31<sup>st</sup> August 2019. We would not be able to use Microsoft Products, this includes Office 365 Email, but would affect our entire estate.

## **9 Other Considerations**

- 9.1 This report has no effect on Crime & Disorder; Human Rights; Equality & Diversity or Sustainability from this delegation. From the remit of this contract we expect new machines at each refresh to be more energy efficient than their predecessors.