

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I069335
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1. **TITLE:** Procurement Plan for Microsoft Secure Productive Enterprise Licences
2. **SERVICE AREA:** Corporate Services
3. **PURPOSE OF DECISION**

To approve the procurement plan and seek delegated authority to award the contract for the supply of Microsoft Secure Productive Enterprise Licences.

4. **IS KEY DECISION** Yes
5. **DECISION MADE BY:** Executive Member for Culture, Corporate Services and Public Protection, Director of Corporate Services
6. **DECISION:**

That the Procurement Plan for the purchase of Microsoft Secure Productive Enterprise licences, attached at Annex 1 of the Director of Corporate Services report, be approved.

That the contract award approval be delegated to the Director of Corporate Services.

7. **REASON FOR DECISION**

It is a requirement of the Contract Standing Orders that the Executive member approves any Procurement Plan with a value in excess of £400,000. This decision seeks approval for the procurement process.

In order to comply with licensing requirements and benefit from Microsoft "transformation" discount the purchase must be completed by the 19 June 2017, or earlier if possible.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Alternative options considered included to continue with current arrangements, continue with current arrangements and then upgrade later or pursue alternative products.

To reflect the Council's ICT & Digital Strategy 2017-2020 which focuses on leveraging cloud based IT solutions, it is necessary to ensure that the new Agreement includes entitlement to use cloud based services from Microsoft.

9. **PRINCIPAL GROUPS CONSULTED:** Internal officers of the Council
10. **DOCUMENT CONSIDERED:** Report of the Director of Corporate Services
11. **DECLARED CONFLICTS OF INTEREST:** None.

Date Decision Made	Final Day of Call-in Period
13 June 2017	20 June 2017