

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I089078
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1. **TITLE:** Microsoft Licensing Procurement Plan

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

The Council's licensing agreement to use Microsoft products expires on 30th June 2020 and therefore a tender exercise is required to enable the use of Microsoft licenses under an Enterprise Agreement from 1st July 2020. This procurement plan sets out the process to achieve this.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

The procurement approach outlined in the Procurement Plan is agreed.

7. **REASON FOR DECISION**

The council's current three-year Enterprise Licensing Agreement for the majority of Microsoft software expires on 30 June 2020. To enable the council to continue using this software, a new agreement must be in place with effect from 1 July 2020.

The council is part way through the implementation of Office 365 products, and it is advisable that the Council continues to implement these products with appropriate security applied to get the best value and outcomes. It would probably not be cost effective to change to an alternative provider of similar products at this stage.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The council could potentially secure Microsoft software licensing outside an Enterprise Agreement, but this is likely to be significantly more expensive.

9. **PRINCIPAL GROUPS CONSULTED:** None.

10. **DOCUMENT CONSIDERED:** Report of the Executive Director: Delivery

11. **DECLARED CONFLICTS OF INTEREST:** None

Date Decision Made	Final Day of Call-in Period
11 February 2020	19 February 2020