

TO: THE EXECUTIVE MEMBER FOR CULTURE, CORPORATE SERVICES AND PUBLIC PROTECTION, COUNCILLOR IAIN MCCRACKEN

DATE OF MEETING: 13TH JUNE 2017

CONTRACT FOR THE PURCHASE OF MICROSOFT SECURE PRODUCTIVE ENTERPRISE LICENCES

Director of Corporate Services

1 PURPOSE OF REPORT

- 1.1 To approve the Procurement Plan and delegation of contract award approval for the purchase of Microsoft Secure Productive Enterprise Licences.

2 RECOMMENDATION(S)

- 2.1 That the Procurement Plan for the purchase of Microsoft Secure Productive Enterprise licences, attached at Annex 1 of the Director of Corporate Services report, is approved.
- 2.2 That the contract award approval is delegated to the Director of Corporate Services.

3 REASONS FOR RECOMMENDATION(S)

- 3.1 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.
- 3.2 In order to comply with licensing requirements and benefit from Microsoft "transformation" discount the purchase must be completed by the 19th June 2017, or earlier if possible.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Options were considered and are detailed in the Procurement Plan, Section 3.

5 SUPPORTING INFORMATION

- 5.1 The Cloud Transformation Agreement between Microsoft and the Cabinet Office (Crown Commercial Services) gives the public sector significant discount on licences procured before 30th June 2017.

Microsoft software products are only available through authorised partners (resellers). The partners are all accredited by Microsoft depending on their Microsoft competencies in different areas, e.g. Mobility, Productivity, Cloud Platform etc.

The Council currently purchases the majority of Microsoft software through Bytes Technology Group Ltd under a Microsoft Core Client Access License (CAL) Agreement. This agreement also expires at the end of June 2017.

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.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

6.1 Recorded in Section 15 of the Procurement Plan

Borough Treasurer

6.2 Recorded in Section 15 of the Procurement Plan

Equalities Impact Assessment

6.3 Equality Screening Record attached at Annex 2 of this report.

Strategic Risk Management Issues

6.4 If the council were not to tender for the purchase of Microsoft licences it will be at risk of exceeding the Public Contract Regulations threshold

7 CONSULTATION

7.1 Council Officers including the Head of Procurement, Consultant Advisor for Information Services and Assistant Borough Solicitor were consulted in the drafting of the Plan.

Background Papers

Annex 1 The Purchase of Microsoft Secure Productive Enterprise Licences
Procurement Plan (Restricted document)

Annex 2 The Purchase of Microsoft Secure Productive Enterprise Licences Equality
Screening Record

Contact for further information

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