

Bolsover District Council

Meeting of the Executive on 20th May 2024

Award of three-year Microsoft Licence contract

Report of the Portfolio Holder for Resources

Classification	This report is Public
Contact Officer	Nicola Astle, Assistant Director ICT

PURPOSE/SUMMARY OF REPORT

To seek approval to take out a three-year contract to supply Microsoft Licences.

REPORT DETAILS

1. Background

- 1.1 The current Microsoft Licence contract will expire in June 2024.
- 1.2 A tender process will be completed following procurement rules using a procurement framework during April and May, to select a new Microsoft 365 partner to supply Licenses for the Authority.

2. Details of Proposal or Information

- 2.1 To agree to sign a three year Microsoft Licence contract with the chosen supplier. The approximate value of the contract will be £280,000 split annually over the three years.
- 2.2 The contract awarded will be for three years and will take advantage of Microsoft's special discounted prices provided to government organisations which will be released during April.

3. Reasons for Recommendation

- 3.1 The Authority relies on Microsoft software to continue to provide services to carry out its Council plan.
- 3.2 The new contract will be completed following the Authority's procurement tender process and will be awarded via a procurement framework.

3.3 By entering into a three year agreement, the prices are fixed and enable the Authority to get discounted prices on the governments new Digital Transformation Arrangement (DTA) which will be released in April.

4 Alternative Options and Reasons for Rejection

4.1 Look at alternative software suppliers. Many of the major business applications will only work with Microsoft products so is not a viable alternative.

RECOMMENDATION(S)

1. To award a three-year Microsoft licence contract.
2. To delegate to the Chief Executive Officer the power to select the preferred supplier following the procurement exercise.

Approved by Councillor Clive Moesby, Portfolio Holder for Resources

IMPLICATIONS.

Finance and Risk: Yes No

Details:

The new contract can be afforded from within existing budgets.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details:

By using a framework the Council is complying with the Council's Contract Procurement Rules.

On behalf of the Solicitor to the Council

Environment: Yes No

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

Details:

Staffing: Yes No

Details:

On behalf of the Head of Paid Service

DECISION INFORMATION

<p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:</p> <p>Revenue - £75,000 <input checked="" type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	<p>Yes</p>
<p>Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i></p>	<p>Yes</p>

<p>District Wards Significantly Affected</p>	<p>(please state which wards or state All if all wards are affected)</p> <p>Not Applicable</p>
<p>Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input checked="" type="checkbox"/> SLT <input checked="" type="checkbox"/> Relevant Service Manager <input checked="" type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/></p>	<p>Details:</p>

<p>Links to Council Ambition: Customers, Economy, and Environment.</p>
<p>Making best use of our assets Ensuring financial sustainability</p>

DOCUMENT INFORMATION	
Appendix No	Title

<p>Background Papers</p>
<p><i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive, you must provide copies of the background papers).</i></p>