

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CABINET ON 17 MAY 2021

SUBJECT:

Procurement of a three-year Microsoft Licence Agreement using the Kent Commercial Services Framework.

REPORT AUTHOR: Paul Symes, Head of Technology & Digital

DATE: 22 March 2021

EXTN: 01903 737585

PORTFOLIO AREA: Corporate Support

EXECUTIVE SUMMARY:

The Council uses Microsoft products to provide services to the desktop and also for its back-office databases/servers. The products are licenced on a three-year agreement and the current agreement expires at the end of June 2021.

We are looking to procure the next three-year licence through an EU compliant framework. The value of the contract is above the EU threshold and requires Cabinet approval at the pre-award stage.

RECOMMENDATIONS:

The Cabinet is asked to:

- i. approve the purchase of a three-year Microsoft Licence Agreement with Trustmarque through the Kent Commercial Services Framework; and
- ii. Delegate authority to the Section 151 Officer to execute the contract under hand.

1. BACKGROUND:

The Council uses Microsoft products to provide services to the desktop and also for its back-office servers and databases.

Consideration was given to using alternative products for some of the licenced components however this is not felt to be practical, costs effective and cause considerable disruption of service.

The products are licenced on a three-year agreement and the current agreement expires at the end of June 2021.

As part of our five-year ICT Strategy we are transitioning services to the Cloud, Trustmarque (our existing licence supplier) are providing expertise and support to help us with this work and as a Microsoft Gold Partner have secured additional Microsoft migration investment for us.

A three-year licence will allow us to continue with the transition work already started and after that we plan to do a review of the market and products to meet our future needs.

It is not possible to buy these licences directly from Microsoft and we wish to let the contract as a direct award with Trustmarque using the EU (OJEU) complaint Kent Commercial Services Framework.

Microsoft update their prices monthly and when the renewal is taken out the price is locked in for the whole licence period, we estimate the annual licence cost to be approximately £157,000 this will be funded by the existing IT budget and any increase will be covered from existing resources.

The Council will enter into the contract by signing the framework call-off agreement. To comply with Contract Standing Orders, a contract of this value should be executed as a deed under seal. Authority is sought to allow the call-off contract to be executed under hand by the Section 151 Officer.

2. PROPOSAL(S):

Purchase a three-year Microsoft Licence Agreement with Trustmarque using the Kent Commercial Services Framework and gives the Section 151 Officer authority to execute the contract under hand.

3. OPTIONS:

- i. Procure a three-year Microsoft Licence Agreement via the Kent Commercial Services Framework.
- ii. Look at replacing some Microsoft products with alternative products.
- iii. Not procure a new Microsoft Licence Agreement and stop using Microsoft products.

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify)	ICT Finance Legal Procurement	

5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)

	YES	NO
Financial		X
Legal		X

Human Rights/Equality Impact Assessment		X
Community Safety including Section 17 of Crime & Disorder Act		X
Sustainability		X
Asset Management/Property/Land		X
Technology		X
Other (please explain)		X

6. IMPLICATIONS:

Usage of Microsoft products is conditional on having a licence agreement in place; if we do not renew the licences by end of June 2021 then we will not be able to use any council desktop computers or back-office systems.

7. REASON FOR THE DECISION:

To allow the purchase of a three-year Microsoft Licencing Agreement from Trustmarque via the Kent Commercial Services Framework and provide continuity of service.

8. EFFECTIVE DATE OF THE DECISION: 26 May 2021

9. BACKGROUND PAPERS:

None