

South Lakeland District Council
Cabinet
Wednesday, 20 October 2021
Microsoft Enterprise License Agreement

Portfolio: Promoting South Lakeland and Innovation Portfolio Holder
Report from: Director of Strategy, Innovation and Resources
Report Author: Charles Jeffries - Shared IT Infrastructure Lead
Ben Wright - Head of Shared ICT
Wards: N/A
Forward Plan: Key Decision included in the Forward Plan as published on 21st September 2021

Links to Council Plan Priorities:

1.0 Expected Outcome and Measures of Success

The approval of the award of contract for Microsoft Enterprise License Agreement. The licenses included in this agreement cover all Microsoft software, running on all of SLDC's ICT equipment, so are critical in supporting the operation of the council.

2.0 Recommendation

2.1 It is recommended that the Cabinet:-

- (1) Approves the award of contract to the preferred bidder identified in the Part II Appendix 1 to the report for a contract term of three years; and**
- (2) That the Director of Strategy Resources and Innovation be delegated authority in consultation with the Specialist Procurement officer and Lead Specialist Legal Governance and Democracy to enter into the appropriate contract on behalf of the Council with the successful bidder.**

3.0 Background and Proposals

- 3.1 A tender process has been undertaken, for our Microsoft Enterprise licenses, using further competition under Crown Commercial Services Framework Agreement RM6068 Lot 3.
- 3.2 Five tender responses were received as further detailed in the Part II Appendix to this report.
- 3.3 The responses were evaluated using a comprehensive process. This involved evaluation against cost and Quality, covering details of how the suppliers would work with us to maximise the benefits through the term of the contract. The weighting used was 60% cost and 40% quality.

3.4 The preferred supplier for the new contract is identified in the Part II Appendix to the report. The contract needs to be in place by 15th November 2021 to ensure continuity of the proper provision of ICT services for the Council.

3.5 A breakdown of the evaluation scores and pricing is included in the Part II Appendix

4.0 Appendices Attached to this Report

Appendix No.	Name of Appendix
1	Part II report – tender evaluation

Please note that in accordance with Section 100B(2) of the Local Government Act 1972, copies of the appendix to this report are excluded from inspection by members of the public as they contain information as described in Schedule 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006, as follows:-

- *Information relating to the financial or business affairs of any particular person (including the authority holding that information). (Paragraph 3)*

5.0 Consultation

Internal to SLDC officers

6.0 Alternative Options

6.1 Do nothing. This would result in our current Microsoft software licenses expiring and as a result we would not be able to run any Microsoft software on our ICT equipment. Therefore all our current business application software would be unusable.

6.2 Tender outside of Crown Commercial Services. This is no longer viable due to time and resource constraints.

7.0 Implications

Financial, Resources and Procurement

7.1 The total (estimated) value of the contract can be found in the Part II Appendix to this report. It should be noted that the contract value across the three year term is estimated based on our current licence usage. The Microsoft licenses we use as an organisation flex as our requirements change, this can cause the costs to increase or decrease during the life of the contract. There is an annual process to review the licenses and set the costs for the next year of the contract based on the usage at that time.

7.2 The procurement is included on the procurement schedule under the title Corporate Microsoft Licenses

7.3 It is recommended that the contract be awarded for a term of 3 years

7.4 No additional resources are required to administer the contract.

Human Resources

Not applicable

Legal

7.3 The Council's Contract Procedure Rules provide that the Council may 'call off' from a suitable framework agreement. Legal Governance and Democracy Specialists will review and advise on the 'call off' contract documentation for the purchase.

Health and Sustainability Impact Assessment

7.4 Have you completed a Health and Sustainability Impact Assessment? No

7.5 If you have not completed an Impact Assessment, please explain your reasons: Not applicable

7.6 Summary of Health and Sustainability Impacts

		Positive	Neutral	Negative	Unknown
Environment and Health	Greenhouse gases emissions				X
	Air Quality				X
	Biodiversity				X
	Impacts of Climate Change				X
	Reduced or zero requirement for energy, building space, materials or travel				X
	Active Travel				X
Economy and Culture	Inclusive and sustainable development				X
	Jobs and levels of pay				X
	Healthier high streets				X
	Culture, creativity and heritage				X
Housing and Communities	Standard of housing				X
	Access to housing				X
	Crime				X
	Social connectedness				X

Equality and Diversity

7.7 Have you completed an Equality Impact Analysis? No

7.8 If you have not completed an Impact Analysis, please explain your reasons: Not applicable

7.9 Summary of Equality and Diversity impacts

Please indicate: P = Positive impact; 0 = Neutral; N = Negative; Enter "X"						
Age	P		0	X	N	
Disability	P		0	X	N	
Gender reassignment (transgender)	P		0	X	N	
Marriage & civil partnership	P		0	X	N	
Pregnancy & maternity	P		0	X	N	

Race/ethnicity	P		0	X	N	
Religion or belief	P		0	X	N	
Sex/gender	P		0	X	N	
Sexual orientation	P		0	X	N	
Armed forces families	P		0	X	N	
Rurality	P		0	X	N	
Socio-economic disadvantage	P		0	X	N	

Risk Management	Consequence	Controls required
Contract not in place by 15 th November.	SLDC will not be licensed to use any Microsoft software and all ICT Equipment and software will become unusable	Approval and timely completion of contract documentation

Contact Officers

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Background Documents Available

Tracking Information

Signed off by	Date sent	Date Signed off
Section 151 Officer		5/10/2021
Monitoring Officer		7/10/2021
CMT		23/09/2021

Circulated to	Date sent
Lead Specialist	N/A
Human Resources Lead Specialist	N/A
Communications Team	N/A
Leader	N/A
Committee Chairman	N/A
Portfolio Holder	7/10/2021
Ward Councillor(s)	N/A
Committee	N/A
Executive (Cabinet)	N/A
Council	N/A