

To: The Finance, Resources and Customer Services Policy Board

On: Wednesday 29 January 2020

Report by: Chief Executive and the Director of Finance and Resources

Heading: Contract Authorisation Report for Microsoft Enterprise Agreement (RC-CPU-19-134)

1. Summary

- 1.1 The purpose of this report is to seek approval of the Finance, Resources and Customer Services Policy Board to award a Call Off Contract for a Microsoft Enterprise Agreement.
 - 1.2 The procurement exercise was conducted in accordance with the Call Off Contract further competition requirements under the Crown Commercial Services (CCS) Framework Agreement RM3733 Technology Products 2 - Lot 2 Packaged Software and Renfrewshire Council's Standing Orders Relating to Contracts.
 - 1.3 A contract strategy document was approved by the Head of ICT and the Strategic Commercial and Procurement Manager on 31 October 2019.
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2. Recommendations

It is recommended that the Finance, Resources and Customer Services Policy Board authorise the Head of Corporate Governance to:

- 2.1 Award a Call Off Contract for Microsoft Enterprise Agreement to Phoenix Software Ltd following a mini-competition under Lot 2 of the Framework Agreement RM3733 Technology Products 2.
 - 2.2 For a contract period of three (3) years. The licence period is from 1 April 2020 until 31 March 2023.
 - 2.3 At a contract value of £3,916,409.50 excluding VAT for the three (3) year contract period.
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3. **Background**

- 3.1 The Council has a requirement for a Microsoft Enterprise Agreement as the current contract for this requirement expires on 31 March 2020. This Agreement will provide Microsoft licensing for all of the Council's current corporate and academic users.
- 3.2 The procurement exercise was conducted as a mini competition made under Lot 2 – Packaged Software of the Crown Commercial Services (CCS) Framework Agreement for Technology Products 2 (“the Framework”) and in accordance with the procedures for use of frameworks under the Council's Standing Orders Relating to Contracts. The mini-competition was issued via the Public Contracts Scotland – Tender portal on 1 November 2019 with the submission deadline of 22 November 2019.
- 3.3 All twenty-one (21) suppliers on Lot 2 of the Framework were invited to tender and by the closing date, four (4) responses were received.
- 3.4 All four (4) suppliers completed an ESPD as part of the tendering process for the Framework.
- 3.5 All tender submissions were evaluated against the mini-competition Award Criteria of 20% Quality and 80% Price.
- 3.6 The scores relative to the Award Criteria for the tender responses are noted below:

Tenderers Name	Quality Score (20%)	Price Score (80%)	Total Score (100%)
Phoenix Software Limited	19.25	80.00	99.25
Trustmarque Solutions Limited	13.25	79.47	92.72
Softcat Plc	9.60	76.15	85.75

Insight Direct (UK) Ltd	8.75	75.73	84.48
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Phoenix Software Limited tender submission was identified as the most economically advantageous tender.

3.8 The cost for this Call Off Contract will be funded by the ICT Revenue Budget.

3.9 Phoenix Software Limited have committed to deliver the following community benefits as part of this Call Off Contract:

Community Benefit Description	No of People/Activity
Skills and Training	
Industry Skill Transfer to Schools	4
Supply Chain Development	
Business advice/support to an SME/Social Enterprise/Voluntary organisation	3
Event to promote supply chain opportunities	3
Community Engagement	
Non-financial support for a Community Project	1

Implications of the Report

1. **Financial** - All suppliers' tender submissions in relation to financial stability were evaluated by Crown Commercial Services at the time of awarding places to the Framework and were deemed to meet the minimum requirements. This continues to be monitored by Crown Commercial Services.
2. **HR & Organisational Development** - No TUPE implications for the Council have arisen or are anticipated.
3. **Community/Council Planning** – Working together to improve outcomes – This Contract provides a platform for collaboration and enhanced productivity.
4. **Legal** - The procurement was carried out in accordance with the further competition requirements under CCS Framework Agreement for

Technology Products RM3733 and Renfrewshire Council's Standing Orders Relating to Contracts.

5. **Property/Assets** - No property/assets implications have arisen or are anticipated.
6. **Information Technology** – This contract provides a platform for collaboration and enhanced productivity which supports the Council's objectives under the Right for Renfrewshire programme.
7. **Equality & Human Rights**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** - No Health and Safety implications have arisen or are anticipated.
9. **Procurement** –The procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of the EU regulatory requirements, the Council's Standing orders Relating to Contracts and the Council's Financial Regulations.
10. **Risk** - All suppliers' tender submissions in relation to insurances for appointment to the CCS Framework Agreement for Technology Products 2 RM3733 were evaluated and continues to be monitored by CCS.
11. **Privacy Impact** - No Privacy Impact implication has arisen or is anticipated.
12. **Cosla Policy Position** – No Cosla policy position implications have arisen or are anticipated.
13. **Climate Risk** - The level of impact associated with provision of this service has been assessed using the Scottish Government Sustainability Test and is considered to be low risk.

List of Background Papers

None

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