



Renfrewshire
Council

To: Procurement Sub Committee

On: Wednesday 15th February 2017

Report by:

**Joint Report
by
The Chief Executive & Director of Finance and Resources**

Contract Authorisation Report

Microsoft Secure Productive Enterprise Agreement (SPE) Licences

1. Summary

- 1.1 The purpose of this paper is to seek the approval of the Procurement Sub Committee to award the contract for the supply and delivery of Microsoft Secure Productive Enterprise Agreement (SPE) Licences, reference RC/RC/223/17.
 - 1.2 The procurement exercise was conducted in accordance with the Call Off Contract requirements under the Crown Commercial Services (CCS) Framework Agreement RM3733 Technology Products 2 - Lot 2 Packaged Software and the Council's Standing Orders Relating to Contracts clause 29.5 use of existing Framework Agreement.
 - 1.3 A contract strategy document was approved by the Strategic Commercial and Category Manager and Head of ICT for the supply and delivery of Microsoft Secure Productive Enterprise Agreement (SPE) Licences.
-

2. Recommendations

2.1 It is recommended that the Procurement Sub Committee authorise:

2.1.1 The Head of Corporate Governance to award the Contract for supply and delivery of Microsoft Secure Productive Enterprise Agreement (SPE) Licences, reference RC/RC/223/17., to Phoenix Software Limited following an e-Auction under Crown Commercial Service Framework Agreement RM3733 Technology Products 2 - Lot 2 Packaged Software

2.1.2 The duration of the contract will be 3 years. The commencement date is the 1st April 2017

2.1.3 The contract value will not exceed £2,690,000 excluding VAT for the 3 year term

3. Background

3.1 The Council has decided to enter into a Secure Productive Enterprise (SPE) Agreement with Microsoft. The Agreement will encapsulate all current corporate users, as well as all of the products included within a SPE. This agreement with Microsoft will also specifically cover SQL and Project/Visio licensing.

3.2 The procurement exercise was conducted in accordance with the Call Off Contract requirements under the Crown Commercial Services (CCS) Framework Agreement RM3733 Technology Products 2 - Lot 2 Packaged Software and the Council's Standing Orders Relating to Contracts 29.5 use of existing Framework Agreement.

3.3 Selection of the preferred Supplier was undertaken via an e-Auction under the Crown Commercial Service Framework Agreement RM3733 Technology Products 2 - Lot 2 Packaged Software. The e-Auction procedure was carried out in accordance with RM 3733 Technology Products 2 – Lot 2 ordering procedures and Council's Standing Orders Relating to Contracts 29.5 use of existing Framework Agreement.

3.4 The e-Auction was run on the 1st February 2017 at 11am. All 21 suppliers on Lot 2 of the RM 3733 Framework Agreement were invited to participate in the e-Auction, 2 of the 21 suppliers competed in the e-Auction.

3.5 The e-Auction award criterion is 100% price. Phoenix Software Limited submitted the lowest price.

3.6 The Contract will be funded from the ICT Revenue Budget FCA20 / 266202.

Implications of the Report

1. Financial

The contract approach is consistent with the Council's ICT strategy and focus on transitioning towards revenue based access to software provision and away from capital investment in software acquisition. The financial implications of this contract arrangements are reflected in the Council's financial planning arrangements and importantly the contract provides protection from future cost growth and financial exposure by providing council wide regulatory license compliance, flexibility to increased access across the workforce as the Council's requirements increase in the future as well as future proofed environment where the Council can access future software upgrades at no cost.

2. HR and Organisational Development

None.

3. Community Planning

None

4. Legal

The Contract was procured using the Order Procedure for e-Auction in accordance with the requirements of the Crown Commercial Service Framework Agreement RM3733 Technology Products 2 - Lot 2 Packaged Software and the Council's Standing Orders Relating to Contracts.

5. Property

None.

6. Information Technology

This procedure undertaken will ensure ongoing support for the Council's requirements in relation to the ICT strategy 'Connect Renfrewshire'.

7. Equality & Human Rights

All suppliers' tender submissions in relation to equality and human rights were evaluated by CCS at the time of awarding places to the Framework Agreement and were deemed to meet the minimum requirements.

8. Health and Safety

All suppliers' health and safety tender submissions were evaluated by CCS at the time of awarding places to the Framework Agreement RM3733 and were

deemed to meet the minimum requirements.

9. Procurement

As detailed in the report, the procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of the EU regulatory requirements, the Council Standing Orders Relating to Contracts and the Council's Financial Regulations.

10. Risk

None

11. Privacy Impact

None

List of background papers

(a) None

Author: Craig Laughlan, Strategic Commercial and Category Manager, 0141 618 7047 craig.laughlan@renfrewshire.gov.uk