

**To: Procurement Sub Committee**

**On: Wednesday 29<sup>th</sup> March 2017**

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**Report by:**

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

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**Contract Authorisation Report  
Microsoft Implementation Support**

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## **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 Implementation Support reference RC/RC/224/17.
  - 1.2 The procurement exercise was conducted in accordance with the Council's Standing Orders Relating to Contracts and the above EU Threshold Services Open tender procedure.
  - 1.3 A contract strategy document was approved on the 31<sup>st</sup> January 2017 by the Strategic Commercial Category Manager and Head of ICT for the delivery of Microsoft Implementation Support.
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## **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 the supply and delivery of Microsoft Implementation Support, reference RC/RC/224/17, to GCI Network Solutions Limited.

- 2.1.2 The term of the contract will be 2 years with the option to extend for 1 year at the discretion of the Council. The anticipated commencement date will be the 24<sup>th</sup> April 2017, however, the actual date will be reflected in the Council's Letter of Acceptance.
- 2.1.3 The contract value will be £367,755 excluding VAT for the 2 year term and will not exceed £555,000 excluding VAT where the Council utilises the extension period.
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### 3. Background

- 3.1 The Council has opted to enter into a Secure Productive Enterprise (SPE) Agreement with Microsoft ("the "Agreement") as one of many major strategic initiatives being undertaken by the Council. That Agreement will provide various licences for all current corporate users (approximately 4,200) and the products included within the SQL licensing and Project/Visio licensing. The Business Case that to award that Agreement was predicated on the decommissioning of a range of products that are currently in use prior to the expiry date of existing contracts.
- 3.2 Given the scale of this Agreement, the Council has decided to appoint an Implementation Support Partner to guide and support the Council through the transition.
- 3.3 The procurement exercise to select this implementation Support Partner was conducted in accordance with Renfrewshire Council's General Conditions of Contract for Services, Special Conditions of Contract for Microsoft Implementation Support, The Council's Standing Orders Relating to Contracts and in accordance with the requirements for above EU Threshold Services Contracts under the Public Contracts (Scotland) Regulations 2015.
- 3.4 A contract notice was published on the Public Contracts Scotland advertising portal on 26 January 2017 with a tender submission deadline of 5pm on 2 March 2017. Three (3) contractors provided responses to the Invitation to Tender by the tender submission deadline.
- 3.5 Three (3) tender submissions were evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives from the Corporate Procurement Unit and ICT Services. One (1) tender passed the mandatory requirements as set out above. The one (1) tenderer who successfully passed the requirements of the ESPD was then evaluated against a set of award criteria, which was based on a price / quality ratio of 70% / 30%, by the Corporate Procurement Unit and ICT Services.
- 3.6 The scores achieved by this tenderer are noted below:

Contractor	Price Score (30%)	Quality Score (70%)	Total Tender Score (100%)
GCI Network Solutions Ltd	30	49.40	79.40

3.7 It is recommended that this award be made to GCI Network Solutions Ltd, as the most economically advantageous tender.

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

3.9 The Community Benefits submitted with this tender are detailed below

Outcomes/Activity	Definition	No of People/ Activity
<b>Employment Benefits</b>		
New Entrant	Duration of employment must be a minimum of 12 weeks. No relevant experience prior to employment is required.	1
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Graduates	New start, progression or completion to be defined per contract	1
Apprenticeship	New start, progression or completion to be defined per contract.	1
<b>Skills and Training</b>		
Work Experience Placements (16 + years of age)	Duration of placement must be a minimum of 4 weeks for an unemployed person. This must be evidenced by way of certificate, case study or report from the employer and person undertaking the placement.	1
Further Education Visits	This can be visits to Further Education establishment or providing site visits for students to attend. Engagement with a minimum of 5 students is required. Report from the Further Education establishment and the employer will be required to evidence delivery of this activity. This may be supported with case studies.	1
Work Experience Placements (14-16 years of age)	Duration of placement must be a minimum of 5 days. Report from the member authority education department and the employer will be required to evidence delivery of this activity.	1
School Visits	This can be visits to schools or providing site visits for students to attend. Engagement with a minimum of x number of students is required.	3
S/NVQ (or equivalent) for an existing employee	New start, progression or completion to be defined per contract	1
S/NVQ (or equivalent) for new entrants	New start, progression or completion to be defined per contract	1
<b>Supply Chain Development</b>		
Business Mentoring for an SME	This must be evidenced by a report from the supplier and the SME of the benefits expected as a result of the mentoring received.	1
<b>Community Engagement</b>		
Financial Support for a Community Project	Must be a minimum value of £1000	3
Non financial support for a Community Project	May include volunteering for a minimum of 3 days. Guidance of community projects within Renfrewshire can be provided to the successful tenderer.	4

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## **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**

GCI Network Solutions Limited has committed to deliver a number of community benefits for each of the contracts as detailed in section 3.8 of this report.

### **4. Legal**

The procurement exercise was conducted in accordance with the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts for above EU Threshold Services Open tender procedure.

### **5. Property**

None.

### **6. Information Technology**

The procedure undertaken will ensure ongoing support for the Council's requirements in relation to the new ICT Strategy | 2017 - 2020.

### **7. Equality & Human Rights**

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

because for example it is for noting only. 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 and Safety**

None

**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

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**List of background papers**

(a) None

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