

OFFICER DECISION RECORD 2 FORM

This form should be used to record Officer Decisions which have a financial impact (income/expenditure) between £25k - £100k.

Decision Reference No: e.g. Directorate/Ref No/Year - CR/480/11/21

**BOX 1.**

**DIRECTORATE:** Corporate Resources      **DATE:** 08/10/21

**Contact Name:** Marcus Libby      **Tel. No.:** 01302862322

**Subject Matter:** Atlassian Jira/Confluence

**BOX 2**

**DECISION TAKEN:**

Renew the final 12 months subscription and support contract with Atlassian, This is being procured via the KCS framework for the period of 19/11/21 – 18/11/22 at a cost of £14,313.42 and will be funded from existing revenue budget MP011.

**BOX 3**

**REASON FOR DECISION AND ALTERNATIVE OPTIONS CONSIDERED AND REJECTED:**

The Atlassian subscription and support contract for Jira and confluence are due to expire on the 19/11/2021.

The Atlassian contract covers 2 core products and additional applications

Core Products:

- Jira
- Confluence

Additional applications:

- Zephyr
- Gliffy
- Balsamiq

Atlassian provides ICT, Digital Services, Customer Services and the Communications teams with both a collaboration tool (Confluence) for online

storage for shared notes and manuals and a tool to manage project workload through the Jira application.

ICT and Digital Strategy and Solutions are in the process of looking alternatives to replace Jira and with regards to the collaboration tool element we will be looking at moving everything from the Confluence module into the SharePoint/MS Teams environment.

The software was first implemented in 2017 and procured on an annual basis following procurement rules by requesting 3 quotes to 2019. In 2019 & 2020

After reviewing the current contract it's been decided to renew the core products, Jira, and Confluence with one of the additional applications, Zephyr, for a final 12 months.

During 2022, we will embark on moving current Jira workloads into Microsoft Planner/ Microsoft DevOps, and for the Confluence documents to be moved into the SharePoint/MS Teams environment.

**BOX 4  
BACKGROUND PAPERS**

**NO (If YES please list and submit copies with this form)**

**BOX 5  
INFORMATION NOT FOR PUBLICATION:**

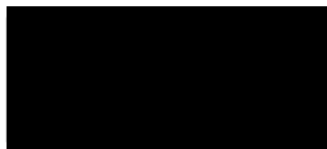
It is in the public's interest to be aware of this decision record, redacting signatures

**Name: Holly Blake Signature: H.Blake Date 16/11/21**

Signature of FOI Lead Officer for service area where ODR originates

**BOX 6  
AUTHORISATION:**

**Name: Julie Grant Signature:**



**Date: 16/11/21**

Assistant Director of Customers, Digital & ICT

Does this decision require authorisation by the Chief Financial Officer or other Officer?

NO

If yes please authorise below:

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Chief Executive/Director/Assistant Director of \_\_\_\_\_

**Consultation with Relevant Member(s)**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Designation \_\_\_\_\_

(e.g. Mayor, Cabinet Member or Committee Chair/Vice-Chair)

**Declaration of Interest YES/NO**

**If YES please give details below:**

**PLEASE NOTE THIS FORM WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE  
IN FULL UNLESS IT CONTAINS EXEMPT OR CONFIDENTIAL INFORMATION**

Once completed a PDF copy of this form along with any relevant background papers should be forwarded to Governance Services at [Democratic.Services@doncaster.gov.uk](mailto:Democratic.Services@doncaster.gov.uk) who will arrange publication.

It is the responsibility of the decision taker to clearly identify any information that is confidential or exempt and should be redacted before publication.