

OFFICER DECISION RECORD 1 FORM

This form should be used to record Officer Decisions in Excess of £100k (but below the key decision threshold), or where required by Financial, Contract or other Procedure Rules or following formal delegation from Cabinet or a Cabinet Member or a Council Committee.

Decision Reference No: e.g. Directorate/Ref No/Year - CR/547/05/22

BOX 1

DIRECTORATE: Corporate Resources **DATE:** 22/04/2022

Contact Name: Phil Herrington **Tel. No.:** 01302 736969

Subject Matter: Microsoft Enterprise Agreement (Desktop Licensing)

BOX 2**DECISION TAKEN**

Enter into a 3 years with Microsoft and CDW for the licensing of Doncaster Councils Desktop, Server and Productivity software, choosing Microsoft 365 products that allow for the use of cloud technologies to support a modern and agile desktop.

The route to market for this contract will be using the Crown Commercial Services 'Aggregation' Framework for 3 years from 01/06/2022 to 31/05/2025 and will be funded from existing revenue budget MP011.

Three (3) Years after the initial enrolment date (except where the Optional Extension Period is taken, then the Call-Off Expiry Date shall be Four (4) Years after the initial enrolment date). Call-Off Contract to co-term and expire at the same date as agreement with Microsoft

The table below details the predicted spend over 3 years.

	Year 1	Year 2	Year 3	Line total
Doncaster Council	£763,772	£772,672	£772,672	£2,309,115
SLHD	£137,677	£138,867	£138,867	£415,410
DCST	£146,829	£148,878	£148,878	£444,584
Total	£1,048,277	£1,060,416	£1,060,416	£3,169,109

BOX 3

REASON FOR THE DECISION

In February 2019 Doncaster Council made the decision to move away from traditional on-premise licenses to consuming Microsoft cloud-based products. The decision to do so resulted in a financial saving and allowed the council to deploy services in a more agile manner no longer limited by physical hardware or dependant on our Data centres.

Since the beginning of the previous agreement, the Council and its partners have benefitted by moving to Microsoft Cloud services.

[REDACTED]

[REDACTED]

[REDACTED]

Document collaboration – SharePoint and One drive has allowed users to collaborate and safely share documents with tools unavailable before.

Security – Mobile Device management, credential security and file security has been paramount when designing and deploying these new services. The current agreement offers the licensing and products to allow Digital and ICT teams to safely secure the organisations data.

Over the next 12 months a further program of work is being carried out to fully utilise and realise all the benefits of the new Enterprise Agreement.

Due to the size of the organisation(s) an Enterprise Agreement is still the most cost effective way to license these products and services.

Using the Crown Commercial Services 'Aggregation' Framework, also known as collective buying, CCS can get a highly competitive price and favourable terms from suppliers, when more customers need the same, or similar, products and services. By combining the similar needs of customers from across the public sector, CCS can increase the national buying power to achieve savings that would not be possible through individual buying.

BOX 4**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED****Do nothing –**

This option is not recommended. If the Council does not enter into a new Enterprise Agreement, it will leave the council in a position of significant risk. The council and partners will be no longer licensed to use core desktop productivity products (Office, Email, Windows etc). This would be extremely disruptive to the council and affect business as usual operations and delivery of services to residents and service users.

[REDACTED]

BOX 5**LEGAL IMPLICATIONS**

1. Section 1 of the Localism Act 2011 provides the Council with a general power of competence, allowing the Council to do anything that individuals generally may do.
2. Section 111 of the Local Government Act 1972 gives the Council the power to purchase goods and services.
3. The contract will be awarded using a Crown Commercial Services Framework agreement. This framework agreement has been the subject of a procurement process which is compliant with the Public Contracts Regulations 2015.
4. The Council must continue to adhere to strict compliance with the rules of the Framework, the associated framework guidance and the Public Contracts Regulations 2015 throughout the term of the contract.
5. As the Council is contracting on behalf of St Leger and the Children's Trust, the Council will be responsible to the Supplier for the payments due from these organisations and for any loss caused to the supplier by any of their actions/omissions. Having a separate agreement between the Council and these organisations would cover off this risk.

6. Following contract signature, the project manager should be completely familiar with the contractual terms in order to protect the interests of the Council and enforce any terms as and when necessary.

7. The Council's Constitution should be complied with including CPRs and FPRs.

Name: P Ablett _____ Signature: By Emails _____ Date:
09.05.2022 _____

Signature of Assistant Director of Legal and Democratic Services (or representative)

BOX 6

FINANCIAL IMPLICATIONS:

This will be paid from MP011.25G00.2829.99999 where possible. The new contract represents a significant increase and funding will be provided from the Council's contingency allocation if necessary.

Name: Paul Holgate Signature: Paul Holgate Date: 04/05/22

Signature of Chief Financial Officer and Assistant Director of Finance (or representative)

BOX 7

Procurement Implications

As set out in the body of the report the appointment of CDW has been made in accordance with the procurement regulations via the Crown Commercial RM6068 Aggregation framework.

Due to the value being over the EU threshold there is a requirement to publish a notification of award in the Find A Tender Service for transparency. The service will need to complete a contract award notice via Iserve.

Name: A Gater _____ Signature: A Gater _____ Date:
06.05.22 _____

Signature of Assistant Director (or representative)

ANY IMPLICATIONS SENT TO DEPARTMENTS SHOULD GENERALLY BE SUBMITTED AT LEAST 5 WORKING DAYS IN ADVANCE TO ENSURE THESE CAN BE GIVEN THE RELEVANT CONSIDERATION.

BOX 8

EQUALITY IMPLICATIONS:

Not applicable.

BOX 9

RISK IMPLICATIONS:

The new agreement enables the council and its partners licenses to deploy a bundle of Microsoft products included in the Microsoft 365 suite.

There are risks associated with proceeding with a new contract of this type. If the organisation chooses to deploy the bare minimum products and not fully utilise the full suite of products and services within the agreement could result dual running of contracts and hardware. This risk is being addressed through the Office 365 Project and the organisation need to correctly profile users needs correctly.

Continual review of license consumption and optimisation has to be carried out throughout the agreement to ensure the Council does not over consume or under license products and services. Digital and ICT need to be informed of any significant changes i.e. Changes to new and existing staff numbers.

Technology changes, such as enabling phone calls within Microsoft Teams, will directly impact this agreement and revenue budget MP011, therefore, capital previously set aside for replacement technologies and hardware needs to be considered.

BOX 10

CONSULTATION

Not applicable.

BOX 11

INFORMATION NOT FOR PUBLICATION:

Some sensitive data within the ODR needs to be redacted under schedule 12A of the local government act.

Box 2 second paragraph under category 3

Box 3 paragraph 3- 5 under category 7

Box 4 second paragraph

Along with all signatures

Name: Holly Blake Signature H.Blake Date:10.05.22

Signature of FOI Lead Officer for service area where ODR originates

**BOX 12
BACKGROUND PAPERS**

Please confirm if any Background Papers are included with this ODR NO

(If YES please list and submit these with this form)

**BOX 13
AUTHORISATION**

Name: Julie Grant Signature:



Date: 10/05/22

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 and any relevant background papers should be forwarded to Governance Services at 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.