

Record of Officer Decision(s)

1. Subject of decision

Renewal of Microsoft Office 365 Licence Agreement 2023-2025

2. Name and Title of Decision Maker

Jon Ritchie – Director of Resources

3. Details of any Conflict of Interest and any Dispensation granted in respect of such Interest

None

4. Executive summary

On 28 March 2022 Cabinet received a report entitled 'Procurement Plan 2022/23 and agreed to the procurement exercises specified in that report proceeding through the 2022/23 financial year and to the awarding of contracts in accordance with UK public procurement legislation to the most advantageous tenders.

To facilitate this process delegated authority was given to the Director of Resources in consultation with the relevant Cabinet Member to commence the specified procurement and to thereafter award the contract to the bidder who met the specification set out in the tender.

The Procurement Plan 2022-23 can be accessed via the hyperlink below.

<https://democracy.northtyneside.gov.uk/documents/s8227/Procurement%20Plan%202022-2023.pdf>

Appendix 1 to the Procurement Plan 2022-23 can be accessed via the hyperlink below.

<https://democracy.northtyneside.gov.uk/documents/s8386/Procurement%20Plan%202022-2023-Appendix-1.pdf>

An existing framework was utilised to procure the licences to ensure compliance with UK legislation. These costs were compared to costs provided by the incumbent supplier and it was confirmed that the incumbent supplier's costs were lower and therefore provided best value to the Authority.

5. Alternative Options considered

Not to award the contract for the supply of the Microsoft Office 365 system licences to the incumbent supplier.

6. Decision(s)

*To award the contract to the incumbent supplier.

*The decision to award the contract to the incumbent supplier has been taken in the knowledge that an appropriate procurement exercise was undertaken and that the contract to be entered into provides good value for the Authority.

A failure to enter into the contract with the incumbent supplier by 1 January 2023 will leave the Authority unable to utilise the Microsoft Office 365 applications. Such applications are critical to the daily operation of most staff across the Authority and its business partners.

7. Reasons for the Decision(s)

This will allow the Authority to further realise the benefits of utilising the suite of applications available within the Microsoft 365 Office licence. Applications such as Word and Excel are essential to the daily operation of multiple service areas whilst deployment of Teams has been of significant benefit during the period of Covid lockdown and continues to provide real benefits in new hybrid ways of working.

8. Date decision made

13 December 2022

9. Is this decision subject to call-in and if so expiry date of call-in period

Yes, the call-in period expires at 5pm on the 20 December 2022

10. Date of Publication

13 December 2022

11. Implementation Date (if decision not called in)

After 5pm on the 20 December 2022

Note: *The report in relation to the above decision is not for publication under Paragraph 3 of Schedule 12A of the Local Government Act 1972.