

Cabinet	
Meeting Date	9 th June 2021
Report Title	Microsoft Enterprise Agreement Renewal
Cabinet Member	Cllr Roger Truelove, Leader and Cabinet Member for Finance
SMT Lead	Stephen McGinnes, Mid Kent Services Director
Head of Service	Chris Woodward, Head of ICT Shared Service
Lead Officer	Julie May IT Business Manager
Key Decision	Yes
Classification	Open with No Appendix
Recommendations	1. To award the contract to Phoenix Software

1 Purpose of Report and Executive Summary

- 1.1 The purpose of this report is to seek to award our Microsoft Enterprise Agreement contract to Phoenix Software

2 Background

- 2.1 To use Microsoft products, they must be licenced, and these are renewed every 3 years. This covers all our office products such as Outlook, Word, Excel etc. We cannot run our systems without these licences and if you are found to be incorrectly licenced financial penalties can be incurred.
- 2.2 The value of the contract is £98,888 per year for 3 years (this is SBC's share). This is an increase of £15,500 but this would be expected given that the price has been fixed for the last 3 years. This increased budget can be covered from the existing IT Revenue Budget.

3 Proposals

- 3.1 To agree to award the contract to Phoenix Software via the Kent County Supplies Framework Agreement.

4 Alternative Options

- 4.1 To not award the contract thus meaning Swale Borough Council is not correctly licenced from the 1/7/21
- 4.2 To move to opensource or another vendor such as Google however this would increase the cost considerably as Microsoft does underpin many of Swales Software Applications.

5 Consultation Undertaken or Proposed

- 5.1 No consultation was required.

Policy Development and Review Committee

6 Implications

Issue	Implications
Corporate Plan	This decision supports all 4 objectives of the Corporate Plan
Financial, Resource and Property	Revenue has already been identified for this spend
Legal, Statutory and Procurement	The Procurement has been run through Maidstone Borough Councils procurement team, in consultation with the procurement team at Swale Borough Council.
Crime and Disorder	N/A
None Environment and Climate/Ecological Emergency	N/A
Health and Wellbeing	N/A
Safeguarding of Children, Young People and Vulnerable Adults	N/A
Risk Management and Health and Safety	Failure to purchase the licences would mean that SBC could not use any Microsoft products from 1/7/21 rendering staff unable to use most of the council's system.

	Other products could be sourced but this would require significant investment in nearly all of our current systems and would not be financially viable.
Equality and Diversity	N/A
Privacy and Data Protection	DPIA was not required

7 Appendices

None

8 Background Papers

None