

## Lancaster City Council | Report Cover Sheet

<b>Meeting</b>	Individual Cabinet member Decision	<b>Date</b>	
<b>Title</b>	Microsoft Enterprise Agreement		
<b>Report of</b>	Director for Corporate Services		
<b>Purpose of Report:</b> To seek authorisation to renew Microsoft Enterprise Agreement for the next 3 years. Authorisation is required due to the value of the contract.			
<b>Key Decision (Y/N)</b>	Y	<b>Date of Notice</b>	02/02/2022
		<b>Exempt(Y/N)</b>	N

### Report Summary

To seek authorisation to renew Microsoft Enterprise Agreement for the next 3 years. Authorisation is required due to the value of the contract.

### Recommendations of Officer

That the Microsoft Enterprise Agreement be renewed for another 3 years.

### Relationship to Policy Framework

The Microsoft Enterprise Agreement provides licences for critical server infrastructure, workstations, and Office 365. These licences support the delivery of the corporate priorities as they are used across the council and are vital for the delivery of frontline services.

### Conclusion of Impact Assessment(s) where applicable

<b>Climate</b>	<b>Wellbeing &amp; Social Value</b>
<b>Digital</b>	<b>Health &amp; Safety</b>
<b>Equality</b>	<b>Community Safety</b>

### Details of Consultation

N/A

### Legal Implications

Legal have reviewed the contract and haven't identified any issues.

### Financial Implications

The total contract price is £980,294.32 for the next 3 years and there is currently £1,019,100 in the budget provision, split out evenly at £339,700 per year. If approved the future years budgets will need to be updated in due course to reflect the new annual cost split included within the agreement.

### Other Resource or Risk Implications

### Section 151 Officer's Comments

The s151 Officer has been consulted and has no further comments to add to those provided within the Financial Implications above.

### Monitoring Officer's Comments

The Monitoring Officer has been consulted and has no further comments.

<b>Contact Officer</b>	Stephen Hargreaves
<b>Tel</b>	01524 582315
<b>Email</b>	<a href="mailto:shargreaves@lancaster.gov.uk">shargreaves@lancaster.gov.uk</a>
<b>Links to Background Papers</b>	

## 1.0 Introduction

- 1.1 Our existing Microsoft Enterprise Agreement is due to expire at the end of March 2022.
- 1.2 This agreement covers the licences for critical server infrastructure, workstations, and Office 365 subscriptions.
- 1.3 Without these licences, the council would be in a position where our critical ICT systems would cease to work past the end of March.
- 1.4 The procurement exercise has now taken place and the costs are within current budgets.

## 2.0 Proposal

- 2.1 To award the contract in line with procurement procedures and renew the Microsoft Enterprise Agreement for the next 3 years.

## 3.0 Options and Options Analysis (including risk assessment)

<b>Option 1: Renew the Microsoft Enterprise Agreement</b>
<b>Advantages:</b> Continuation of ICT services as we are heavily dependent on Microsoft products. The Microsoft Enterprise Agreement provides licences for the overwhelming majority of our ICT infrastructure.
<b>Disadvantages:</b> None
<b>Risks:</b> None
<b>Option 2: Don't renew the Microsoft Enterprise Agreement</b>
<b>Advantages:</b> None
<b>Disadvantages:</b> Without the licenses provided by the agreement, we would not be able to operate any ICT services or our corporate telephony solution. Many of our corporate applications are also supported by the Microsoft Enterprise Agreement.
<b>Risks:</b> Every service within the council would face severe disruption to the way they run and operate services.

## 4. Officer Preferred Option (and comments)

- 4.1 The officer preferred option is Option 1, as this will ensure the continuation of vital ICT services.