

**WEST NORTHAMPTONSHIRE COUNCIL**  
**RECORD OF DECISION**

Date Of Decision:	24/06/2022
Title:	Approval of Microsoft licence renewal (note: special urgency powers have been applied)
Is this a “Key Decision”?	Yes
Purpose:	To ensure that Microsoft services, which are critical to the Council’s daily workflow, continue to function after their current expiry on June 30 <sup>th</sup> 2022.
Cabinet Member:	Cllr Mike Hallam
Decision Maker:	Cllr Jonathan Nunn
Consultation and Scrutiny:	The contract relates to the continued use of Microsoft ‘E3’ services. As a 'business as usual' function no consultation was required, however consultation was undertaken with the Chair of the Corporate Scrutiny Committee in relation to the urgency of the decision.
Officer Recommendations:	It is recommended that the Council award a contract for the provision of Microsoft licences to Trustmarque (reseller of Microsoft products), before the existing licenses expire on June 30 <sup>th</sup> 2022. This will apply for the standard three-year period, at a cost of c. £4.5m for the duration.
Decision Taken:	That the Council award a three-year contract for the provision of Microsoft licences to Trustmarque before the existing licenses expire on June 30 <sup>th</sup> 2022 at a cost of c. £4.5m for the duration.
Reasons For Decision:	Given the absolute criticality of Microsoft’s tools – Office, Teams, SharePoint et al. – to the Council’s daily workflow: <ul style="list-style-type: none"> <li>• It is vital that we maintain continuity of service on July 1<sup>st</sup>.</li> <li>• In the Council’s investigation of procurement options, Trustmarque came out with the most favourable quote, with the option to make efficiencies over the duration of the contract.</li> </ul>
Alternative Options Considered (Including Reasons For Rejection):	<ul style="list-style-type: none"> <li>• Allow contract to lapse and go to full procurement: this would cause an unacceptable loss of council services.</li> <li>• Award to another supplier: the supplier selected has offered the best value of the options we have been able to find that are suitable.</li> </ul>
Declarations of interest:	None.

Authorised By Relevant Cabinet Member/Chief Officer/Deputy Chief Officer:

Name: .....

Date: .....