

TENDERING COMMITTEE

At a Meeting of the Tendering Committee held by video conference on Wednesday, 17 March 2021 at 9.15 a.m.

Present: Councillors Ian Dickson, Diane Docherty*, Jim Finn, Marie McNair and Lawrence O'Neill*.

*Arrived later in the meeting.

Attending: Angela Wilson, Chief Officer – Supply, Distribution and Property; Derek McLean, Business Partner – Strategic Procurement; and Scott Kelly, Committee Officer.

Apologies: Apologies for absence was intimated on behalf of Provost William Hendrie and Councillors Gail Casey and Brian Walker.

Councillor Jim Finn in the Chair

DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest in any of the items of business on the agenda.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Tendering Committee held on 17 February 2021 were submitted and approved as a correct record.

OPEN FORUM

The Committee noted that no open forum questions had been submitted by members of the public.

CONTRACT AUTHORISATION REPORT – PROVISION OF MICROSOFT OFFICE 365, PHASE 2 – IMPLEMENTATION

A report was submitted by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for the Provision of Microsoft 365, Phase 2 - Implementation.

After discussion and having heard the Business Partner – Strategic Procurement and the Chief Officer – Supply, Distribution and Property in further explanation of the report and in answer to a Member’s question the Committee agreed:-

- (1) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, the award of the contract for the Provision of Microsoft 365, Phase 2 - Implementation to Sword IT Solutions Ltd; and
- (2) to note that the contract shall be for a period of approximately 12 months and at a maximum value of £120,000 ex VAT, as outlined in section 6.2 of the report, and that the estimated commencement date would be 1 April 2021.

CONTRACT EXTENSION REPORT – EMAIL FILTERING AND GATEWAY SOLUTION

A report was submitted by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to extend the Email Filtering and Gateway Solution contract by two 12 month periods.

Having heard the Business Partner – Strategic Procurement in further explanation of the report, the Committee agreed to authorise the Chief Officer – Regulatory and Regeneration to extend the Email Filtering and Gateway Solution contract, undertaken by Infosec Cloud Limited, by a maximum of two 12 month periods from 4 June 2021 at a value of £25,653 ex VAT over a 12 month period and £51,306 ex VAT over a two year period.

Note: Councillors Docherty and O'Neill entered the meeting during consideration of this item.

The meeting closed at 9.25 a.m.