

## **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.