

WEST DUNBARTONSHIRE COUNCIL

Report by Chief Officer – Supply, Distribution and Property

Tendering Committee: 12 May 2021

Subject: Contract Authorisation Report – Microsoft Licenses for Education ICT Estate

1. Purpose

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for Microsoft Licenses for Education ICT Estate.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Chief Officer - Regulatory and Regeneration to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract for Microsoft Licenses for Education ICT Estate to Insight Direct (UK) Ltd; and
 - b) Note that the contract shall be for a maximum period of 12 months and at a value of £89,520 ex VAT. The estimated commencement date of the contract is 01 July 2021.

3. Background

- 3.1** The Council has a requirement to procure Microsoft licenses across the education establishments. These licenses provide a Council wide agreement for staff and pupils and are required in order for the Council to be allowed to access and utilise the Microsoft Windows and Microsoft Office software. The current contract is with Insight Direct (UK) Ltd.
- 3.2** The budget for Microsoft Licenses for Education ICT Estate was approved at the Corporate Service Committee on 17 February 2021. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the *Public Contracts (Scotland) Regulations 2016* (below the threshold) for Goods and Services. A Contract Strategy was approved on 2 February 2021.

4. Main Issues

- 4.1** The Contract Strategy identified that a reverse e-auction – online and in real time, under a Crown Commercial Services (CCS) framework agreement (FA) Technology Products & Associated Services RM6068, Lot 3 – Software and Associated Services, was the best route to market for Microsoft Windows and Microsoft Office software.
- 4.2** On 19 March 2021, three compliant bids were received. The three bids were

from Insight Direct (UK) Ltd, Phoenix Software Ltd and Boxxe. An e-auction was held to determine the most economically advantageous tender. Insight Direct (UK) Ltd offered a bid that was assessed by representatives from ICT Services as the optimal technical solution at the most competitive rates. The Corporate Procurement Unit facilitated this process.

- 4.3** The three bids were evaluated against a set of award criteria which was based on Price / Quality ratio of 90% / 10%. The scores relative to the award criteria of each bidder are as follows:

	Weighting	Boxxe	Insight Direct (UK) Ltd	Phoenix Software Ltd
Best Value	(10%)	5%	7.5%	7.5%
Quality Sub-Total %:	(10%)	5%	7.5%	7.5%
Price	(90%)	£88,900	£89,520	£89,600
Price Sub Total £	-	£88,900	£89,520	£89,600
Price Sub Total %	(90%)	90%	89.387%	89.297%
Total Score	100%	95%	96.877%	96.797%

- 4.4** It is recommended that the contract is awarded to Insight Direct (UK) Ltd, of The Atrium, 1 Harefield Road, Uxbridge, Middlesex, UB8 1PH who provided the most economically advantageous tender. The contract shall be for a maximum period of 12 months at a value of £89,520 ex VAT. The value of the contract is above the value approved by the Corporate Services Committee and the extra funding will be provided from the Computer Maintenance Budget.
- 4.5** Insight Direct (UK) Ltd has committed to following Fair Working Practices in line with the FA process and pay all staff the real Living Wage (min. of £9.50 per hour). There are no specific social benefits associated with this contract, however further social benefits will be discussed with Insight Direct (UK) Ltd and any actions to take any social benefits forward will be agreed and will be monitored as part of the Contract and Supplier Management Policy.

5. People Implications

- 5.1** There are no people implications.

6. Financial and Procurement Implications

- 6.1** Financial costs in respect of this contract will be met from the approved revenue budgets of ICT Services. The value of the contract is £480 above

the value approved by the Corporate Services Committee and the extra funding will be provided from the Computer Maintenance Budget.

7. Risk Analysis

7.1 Failure to implement a Microsoft license renewal will leave the Council staff and pupils with no access to Microsoft products, such as Word, Excel and Outlook.

7.2 Insight Direct (UK) Ltd has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

8. Equalities Impact Assessment (EIA)

8.1 An equalities impact assessment screening was undertaken by the ICT Services which determined a full equalities impact assessment was not required.

9. Consultation

9.1 Consultation has taken place with ICT Services, Finance Services and Legal Services.

10. Strategic Assessment

10.1 The Provision of Microsoft Licences for Education ICT Estate will contribute to the delivery of the Council's strategic priorities by supporting the provision of efficient and effective frontline services that improve the everyday lives of residents.

Name: Angela Wilson

Designation: Chief Officer – Supply, Distribution and Property

Date: 27 April 2021

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Appendices: None

Background Papers: The Contract Strategy
EIA Screening

Wards Affected: None

