

WEST DUNBARTONSHIRE COUNCIL

Report by the Chief Officer – Supply, Distribution and Property

Tendering Committee: 17 March 2021

Subject: Contract Authorisation Report – Provision of Microsoft 365, Phase 2 - Implementation

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 Provision of Microsoft 365, Phase 2 - Implementation.

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 the Provision of Microsoft 365, Phase 2 - Implementation to Sword IT Solutions Ltd.
 - b) Note that the contract shall be for a period of approximately 12 months and at a maximum contract value of £120,000 ex VAT, as outlined in section 6.2. The estimated commencement date will be on 1 April 2021.

3. Background

- 3.1** Microsoft has changed their licensing model to Cloud based solutions, and the Council requires to implement Microsoft 365 in order to comply, utilise and maximise the features available via the new licensed product. The implementation of Microsoft 365 will also provide additional benefits to the Council in terms of digital enablement and collaboration tools.
- 3.2** The budget for the Provision of Microsoft 365, Phase 2 - Implementation was approved as part of a wider Microsoft 365 implementation budget at the Corporate Services Committee on 19 February 2021 and will be included in the draft capital plan that will be reported to West Dunbartonshire Council on 22 March 2021. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the *Public Contracts (Scotland) Regulations 2015* for Services. A Contract Strategy document was also approved by the Business Partner - Strategic Procurement (Corporate Indirects) on 5 February 2020.

4. Main Issues

- 4.1** The Contract Strategy identified that the Crown Commercial Services (CCS) G-Cloud Framework Agreement (FA) is the best route to market for this requirement. This FA has been utilised by the Council for a Microsoft 365 contract and other ICT requirements. Other routes considered would require far

greater resource and didn't represent best value.

- 4.2** The CCS G-Cloud FA only allows Councils to direct award to providers on the basis of best value. There was no facility to undertake a mini competition or a reverse e-auction as part of the CCS G-Cloud FA.
- 4.3** In line with the guidelines of the CCS G-Cloud FA, a compliant search and identification process of the FA was carried out to identify the solution that was the best fit to the requirement. Solutions offered were assessed by representatives from ICT Services and the Corporate Procurement Unit.
- 4.4** It is recommended that the contract for the Provision of Microsoft 365, Phase 2 - Implementation is awarded to Sword IT Solutions Ltd of Brentford, Middlesex, with an office location in Glasgow, who has provided the Provision of Microsoft 365, Phase 2 – Implementation at best value. Sword IT Solutions Ltd has previously delivered a provision relating to the Microsoft 365 project and has satisfied that the experience, capacity and capability to deliver this provision at best value. The contract shall be for a period of approximately 12 months and at a maximum contract value of £120,000 ex VAT as outlined in section 6.2.
- 4.5** Part of the overall work to be delivered by Sword IT Solutions will include migration of the Council's mailboxes from physical servers to Microsoft's cloud based solutions, security set up, product awareness and capability sessions so that the Council can identify aspects of the overall project that can be delivered by internal ICT, Organisational Change and Records Management Teams. Following the capability awareness sessions, the Council may decide that aspects of the requirement will not be progressed with Sword IT Solutions.
- 4.6** Sword IT Solutions Ltd is an accredited real Living Wage Employer. Social benefits will be discussed and agreed at the implementation meeting with Sword IT Solutions Ltd and actions to take these forward will be agreed.

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 capital budgets of ICT Services.
- 6.2** The cost implications for the Council are:

Sword IT Solutions Ltd	Cost (up to)
Mailbox migration (48 days)	£37,000
Security set up (56 days)	£42,000
Capability awareness/scoping and end user deployment (48 days)	£41,000
Total	£120,000

- 6.3** Financial costs are at a maximum contract value of £120,000 ex VAT, as outlined in section 6.2. Financial costs are dependant on the number of consultancy days used and the contract outturn cost may be lower than the maximum contract value.
- 6.4** There will be no additional costs in relation to expenses as the contract will be delivered remotely.
- 6.5** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with ICT officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.
- 7. Risk Analysis**
- 7.1** The successful provider 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 ICT Services, which determined a full equalities impact assessment was not required.
- 9. Consultation**
- 9.1** Consultation has taken place with ICT Services, Legal Services and Finance Services.
- 10. Strategic Assessment**
- 10.1** The Provision of Microsoft 365, Phase 2 - Implementation 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: 1 March 2021

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Appendices: None

Background Papers: The Contract Strategy
EIA Screening

Wards Affected: None

