

## London Borough of Hammersmith and Fulham Record of Cabinet Member Decision

**The call-in has expired and the decision below can be implemented.**

- ❖ Draft Decision List published on: 10 May 2021
- ❖ Confirmed Decision List published on: 13 May 2021

1. **TITLE: Office 365 license and support renewal May 2021**
2. **DECISION MADE BY:** Cabinet Member for Finance and Commercial Services
3. **DECISION:**

It is recommended that the Cabinet Member:

1. Notes that Appendices 1 and 2 in this report are exempt from disclosure on the grounds that they contain information relating to the financial or business affairs of a particular person (including the authority holding that information) under Paragraph 3 of Schedule 12A of the Local Government Act 1972.
  2. Approves the shared award contract, led by RBKC, for the purchase of Office 365 licenses, from 1<sup>st</sup> June 2021 to 31<sup>st</sup> May 2024, from Trustmarque using Kent Commercial Services, Software Products and Associates Services 2” framework.
  3. Approves the shared award contract, led by RBKC, for the purchase of Office 365 support, from 1<sup>st</sup> June 2021 to 31<sup>st</sup> May 2023, from Microsoft using the Digital Marketplace G-Cloud 12 Framework, Lot 3: Cloud Support.
  4. Approves the total funds required over 3 years for the purchase of Office 365 licenses and support services as set out in exempt Appendix 1, to be funded from the existing Digital services operational budget.
  5. Approves the use of an Inter Authority Agreement to maintain Council trust, relations and commitment to collaboration and license management.
4. **REASON FOR DECISION:**

Microsoft product licenses are required so staff can access key collaboration applications to complete their day-to-day work. A procurement exercise has concluded best value is achieved through the mini-competition undertaken by

the Royal Borough of Kensington and Chelsea. By awarding these contracts all Office 365 services will continue as normal, and there would be no disruption to live services ensuring business continuity from 1<sup>st</sup> June 2021.

5. **ALTERNATIVE OPTIONS CONSIDERED:**

As described in the report.

6. **CONFLICTS OF INTEREST DECLARED AND DISPENSATIONS GRANTED:**

None

<b>Date of Decision</b>
09 May 2021