

London Borough of Hammersmith and Fulham Record of Cabinet Member Decision

The call-in has expired and this decision can be implemented.

- ❖ Draft Decision List published on: 4 May 2023
- ❖ Confirmed Decision List published on: 10 May 2023

1. **TITLE: Microsoft M365 Enterprise Agreement (EA) license and Unified support renewal May 2023**
2. **DECISION MADE BY:** Cabinet Member for Finance and Reform
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 procurement strategy where RBKC will continue to lead on Microsoft licensing and support contract procurement on behalf of Royal Borough of Kensington & Chelsea, Hammersmith & Fulham, and Westminster.
3. Approves a three-year extension of the existing Enterprise Agreement, led by RBKC, for the purchase of Office 365 licenses from 1st June 2023 to 31st May 2026, which was awarded to Trustmarque using Kent Commercial Services 'Software Products and Associates Services 2' framework.
4. Approves the shared award contract, led by RBKC, for the purchase of Office 365 support, from 1st June 2023 to 31st May 2024, from Microsoft using the Digital Marketplace G-Cloud 13 Framework, Lot 3: Cloud Support.
5. Approves the total funds required over 3 years for the purchase of Office 365 licenses and support services as set out in exempt Appendix 2, to be funded from the existing Digital services operational budget.
6. Approves the use of an Inter Authority Agreement to maintain Council trust, relations and commitment to collaboration and license management with RBKC.

4. **REASON FOR DECISION:**

1. Renewing the Enterprise Agreement (EA) and Unified Support contract is critical for H&F as it ensures continued access to Office 365 products and Azure. Without an active EA agreement, H&F would not have access to any Office 365 product, making the option of doing nothing unviable. Therefore, contract renewal is required to maintain uninterrupted access to the Office 365 products essential for the authority's daily operations.

5. **ALTERNATIVE OPTIONS CONSIDERED:**

2. Renew licensing and support contracts through RBKC – Recommended option.
3. Do nothing – not recommended.
4. Use a different procurement route - not recommended.

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

None

Date of Decision
02 May 2023