

**Decision type:** **Decision Specifically Delegated to Officers**

**Decision date:** 04 March 2026

**Decision maker:** Tom Hook, Deputy Chief Executive

**Decision title:** Award of Contract for the Provision of Microsoft Enterprise Licensing  
Contract under Framework RM6098 Technology Products and Associated Services 2 For Microsoft Services

### Summary

<b>Decision being taken:</b>	Award of Contract for the Provision of Microsoft Enterprise Licensing
<b>Key decision:</b>	Yes
<b>Source of delegation:</b>	<p>Delegated by Cabinet at its meeting of 11 February 2026, when Cabinet resolved:</p> <p>“Delegate authority to the Deputy Chief Executive - City and Citizens' Services, in consultation with the Monitoring Officer, Section 151 Officer and Cabinet Member for Citizen Focused Services and Council Companies, to award the contract and finalise contractual arrangements.”</p> <p>This delegation was made in accordance with:</p> <p>Rule 18.12 (projects valued at £750,000 or over require Cabinet authorisation)</p> <p>Parts 4.5 (10), 4.5 (11) and Rule 19.17 of the Constitution</p> <p>Section 9E(3)(c) Local Government Act 2000</p>
<b>Cabinet Member:</b>	Councillor Nigel Chapman, Cabinet Member for Citizen Focused Services and Council
<b>Corporate Priority:</b>	None
<b>Policy Framework:</b>	None

The Deputy Chief Executive for City and Citizen Services decides as follows:

1.	<b>Award of Contract to Software One for the Council to continue to use Microsoft Services for £2,109,968.028 (excluding VAT) for three years</b>
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Appendix No.	Appendix Title	Exempt from Publication
No Appendix		

**Introduction and background**

1. The Council requires continued provision of Microsoft Services to function.

These are supplied by a reseller.

The procurement process has identified that the contract should be awarded to:

SoftwareOne UK Ltd

Contract Start Date: 01/04/2026

Contract Duration: 3 years. No options to extend.

Full value of contract £1,758,306.69 excluding VAT / £2,109,968.028 including VAT based on the anticipated volumes.

Contract to be awarded to the highest scoring bidder – Bidder 6.

2. The contract was tendered under CCS Framework RM6098 using the Further Competition procedure. All providers on Lot 3 were issued the tender paperwork. A clarification period was open for 11 days and the bid submission deadline was an additional 7 days later. 6 providers returned bids. The bids were assessed against Pass/Fail ICT criteria. Providers who met the criteria were assessed against Price and Social Value criteria, weighted 90% and 10% respectively. The final scores were:

Bidder Number	Price Score	Social Value Score	Total Score	Rank
1	88.00%	6%	94.00%	6
2	88.28%	6%	94.28%	5
3	89.75%	8%	97.75%	2
4	89.08%	8%	97.08%	4
5	89.23%	8%	97.23%	3
6	90%	8%	98%	1

This decision does not of itself carry any risks. The selected supplier was assessed on price and Social Value criteria. The latter should provide the benefits proposed.

**Reasons for the decision**

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The reason for the decision is to select a reseller for provision of Microsoft Services at the best price and with best potential Social Value.

If a decision is not taken, provision of Microsoft Services will lapse.

**Alternative Options Considered**

- 3. The other options consist of provision by suppliers at a higher price and poorer potential Social Value.
- 4. Doing Nothing would result in loss of all Microsoft Services without which the Council would be hard pressed to function

**Implications of Local Government Reorganisation**

Microsoft Services will be subscribed to and needed by all the potentially constituent councils. There may eventually be the potential for some economy of scale in future licencing arrangements. A term of 3 years for this contract was considered prudent.

**Equalities Impact**

- 5. This procurement relates to the renewal of Microsoft software licensing to ensure continuity of existing corporate ICT systems. It does not introduce any changes to service delivery, access arrangements, eligibility criteria, or employment practices. There is no anticipated differential impact on individuals or groups with protected characteristics under the Equality Act 2010. As such, a full Equality Impact Assessment is not required.

**Risks**

- 6. The principal risks relate to vendor dependency, pricing volatility, and service continuity. These are mitigated through use of compliant frameworks, active licence management, contractual controls, and forward planning aligned to ICT strategy.

**Carbon and Environmental Considerations**

The procurement relates to software licensing and does not involve the purchase of physical goods. Environmental impact arises primarily through the energy consumption of cloud-hosted services and associated digital infrastructure. Microsoft has published corporate sustainability commitments including renewable energy procurement and carbon reduction targets. ICT will manage licence allocation, cloud optimisation, and data lifecycle policies to minimise unnecessary energy consumption. The procurement is not expected to have a significant adverse environmental impact and supports digital working practices that may reduce travel and paper use.

**Implications of making the decision**

<b>Financial implications</b>	Based on the information in the report above the recommendation to appoint bidder number 6 is the most financially favourable and scores highest on the financial and social aspects. This	<b>Completed by:</b> <b>Bill Lewis</b> <b>Date:</b> 4 <sup>th</sup> March 2026
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	<p>appointment is therefore supported from a financial sense.</p>	
<p><b>Legal implications</b></p>	<p>Cabinet at its meeting on the 11<sup>th</sup> of February 2026 delegated the decision to award and finalise the contractual arrangements to the Deputy Chief Executive - City and Citizens' Services, in consultation with the Monitoring Officer, Section 151 Officer and Cabinet Member for Citizen Focused Services and Council Companies.</p> <p>The decision to award the contract and finalise the contractual arrangements can be lawfully taken as the delegation was made in accordance with:</p> <ul style="list-style-type: none"> <li>• Rule 18.12 (projects valued at £750,000 or over require Cabinet authorisation)</li> <li>• Parts 4.5 (10), 4.5 (11) and Rule 19.17 of the Constitution</li> <li>• Section 9E(3)(c) Local Government Act 2000</li> </ul> <p>Calling-off under an established framework agreement such as the Crown Commercial Service Framework Agreement ref RM6098 - Technology Products &amp; Associated Services 2 is a recognised way of lawfully procuring provided that the call-off process is strictly adhered to. As a further competition was undertaken between the resellers a competitive price has been obtained, and the Council has secured best value.</p> <p>Legal have checked that the call-off contract is robust and fit for purpose as well as ensuring that all contractual clauses set out in Appendix 1 to the Contract Rules (Part 19 Constitution) have been included in the call-off contract.</p>	<p><b>Completed by: John Coffey</b></p> <p><b>Date: 2.3.26/81228</b></p>

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<b>Other implications</b>	N/A	<b>Completed by:</b> Rocco Labellarte <b>Date:</b> 04 March 2026
<b>Member declared interests</b>	N/A	<b>Completed by:</b> Rocco Labellarte <b>Date:</b> 04 March 2026

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Service area or department	ICT
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### Consultee checklist

<b>Consultees</b>	<b>Name and job title</b>	<b>Date</b>
<b>Senior officer</b> e.g. the relevant service manager / Director where the decision maker is the Chief Executive or a Deputy Chief Executive.	 Tom Hook Deputy Chief Executive, City and Citizens' Services	04/03/2026
<b>Group Finance Director</b> Where required by the Constitution or conditions of the delegation	Nigel Kennedy, Group Finance Director	4/3/2026
<b>Director of Law, Governance and Strategy</b> Where required by the Constitution or conditions of the delegation	Emma-Louise Jackman, Director of Law, Governance and Strategy	4/3/2026

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<b>Cabinet Member(s)</b> Where required by the conditions of the delegation	<b>Councillor Nigel Chapman</b> , Cabinet Member for Citizen Focused Services and Council	4/3/2026
<b>Ward Members</b> Where required by the Constitution or conditions of the delegation		

**Decision Maker Approval**

<i>Name and job title</i>	<i>Date</i>
Tom Hook	04/03.2026

This form must be completed and sent to Committee and Member Services **on the date that the decision maker signs it. This must be only done once all consultees have given their approval. The decision shall be effective from the date of publication; therefore, it is important that you send to Committee and Member Services as soon as it is completed and dated by the decision maker. Please note that it is not effective until it is published and the call-in period has passed.**

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## NOTES

The law<sup>1</sup> requires the Council to record executive and non-executive decisions taken by officers under delegated powers and to publish them on the Council's website.

These requirements apply to decisions that would have been taken by Council or the Cabinet if delegated powers had not been given to an officer:

- under an express delegation granted at a meeting of Cabinet, Council or a Committee.
- in accordance with Part 4.4 of the Constitution as follows:
  - Awarding a contract where authority has been specifically delegated to officers by Cabinet or a Cabinet Member (regardless of value)
  - Acquiring or disposing of freeholds or leaseholds granting new leaseholds (excluding assignments and rent reviews) where authority has been specifically delegated to officers by Cabinet or a Cabinet Member (regardless of value)
  - Making a regulatory order which affects a number of people, for example a Public Space Protection Order or a Parking Place Order
  - Where the effect of a decision is to grant a licence or permission or it affects the rights of citizens
  - Discharging any other express delegation from Cabinet or a Cabinet Member a committee or Council.

These requirements **do not** apply to:

- planning and licencing matters where there are established arrangements for recording decisions: or
- decisions which are purely administrative or operational in nature

All other officer decisions should be recorded on an officer decision form but do not need to be published. They must though be stored so as to ensure that they are not lost should an officer leave the authority.

### Exempt or Confidential information

Information relating to a delegated officer or single member decision does not have to be made public if it is exempt or confidential. Summary information from this decision sheet (excluding all exempt or confidential information) will be published on the Council's website.

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<sup>1</sup> the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012/2089 (Regulation 13(4)) and The Openness of Local Government Bodies Regulations 2014/2095 (Regulation 7)

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## Key or Non Key Decision

A key decision is an executive decision which is likely to:

- Have a significant effect on people living or working in a least two wards or
- Involve spending, income, or saving a significant amount – whether an amount is significant depends on the Council's total budget for the service involved. For this Council 'significant' in budgetary terms is:
  - Expenditure, income, or savings of £750,000 or greater in the context of the medium term financial strategy,
  - Acquiring or disposing of freeholds with a consideration over £500,000 in the context of the medium term financial strategy except for disposals pursuant to right to buy legislation
  - Acquiring or disposing of leaseholds where either the rental value is in excess of £250,000 per annum and/or the premium is £750,000 except for statutory lease renewals under Part 2 of the Landlord and Tenant Act 1954 and disposals pursuant to right to buy legislation and disposals pursuant to right to buy legislation.
  - Acquiring or disposing of easements with a value over £750,000 and/or rental value over £250,000 each year

A key decision can only be taken and recorded here if notice of it has been published on the Forward Plan for at least 28 clear days. Key decisions taken by officers may be "called in" by any four councillors or the Chair of the Scrutiny Committee within two days of the notice of decision being published.

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