

WIRRAL COUNCIL

COUNCIL EXCELLENCE OVERVIEW AND SCRUTINY

27 NOVEMBER 2012

SUBJECT:	AWARD OF TENDER FOR THE PROVISION OF MICROSOFT SOFTWARE.
WARD/S AFFECTED:	ALL
REPORT OF:	DIRECTOR OF FINANCE
RESPONSIBLE PORTFOLIO HOLDER:	(<i>RELEVANT CABINET MEMBER</i>)
KEY DECISION?	NO

1.0 EXECUTIVE SUMMARY

- 1.1 This report informs members of the award of a contract for the provision of Microsoft software for the three years to October 2013. The contract was awarded under delegated authority to Trustmarque Ltd., who submitted the lowest priced tender. Tenders for the continued provision of the service will be invited towards the end of the contract term.
- 1.2 Appendix 1 shows the matrix used to evaluate the tenders and contains commercially sensitive information. It should therefore be considered exempt from publication under Schedule 12A of the Local Government Act 1972.

2.0 BACKGROUND AND KEY ISSUES

- 2.1 The Government Procurement Service has negotiated a catalogue of prices with Microsoft, known as Select Plus, for the provision of software to UK public sector organisations. Microsoft does not sell software directly to end user organisations but trades through a number of Large Account Resellers (LAR) that are accredited to provide support and value added services to organisations that purchase the software.
- 2.2 Tenders were invited from Microsoft LARs that are registered with the Government Procurement Service and were published via the Chest procurement portal. The process was conducted in accordance with the Council's Contract Procedure Rules and with the assistance of the corporate Procurement Unit. Responses were received from three potential suppliers, Phoenix, Trustmarque and Softcat, which were assessed against pre-determined evaluation criteria based on the Council's purchases of Microsoft software over the past three years. Trustmarque achieved the highest score and had also submitted the lowest priced bid; consequently they were awarded the contract under delegated authority.

3.0 RELEVANT RISKS

- 3.1 There is a risk that the contractor ceases to trade however there are a number of other Microsoft accredited organisations who would be prepared to supply the Council.

4.0 OTHER OPTIONS CONSIDERED

4.1 Microsoft offer a number of software licensing schemes that were assessed however the Select Plus programme was considered to be the most appropriate for the Council's current needs.

5.0 CONSULTATION

5.1 The corporate Procurement Unit were consulted during the tendering process.

6.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

6.1 There are no implications for voluntary, community or faith groups.

7.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

7.1 Funding for Microsoft software is contained within existing corporate and departmental budgets.

8.0 LEGAL IMPLICATIONS

8.1 There are no legal implications arising from the report.

9.0 EQUALITIES IMPLICATIONS

9.1 There is no relevance to equality contained within the report.

10.0 CARBON REDUCTION IMPLICATIONS

10.1 There are no carbon reduction implications.

11.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

11.1 There are no planning or community safety implications.

12.0 RECOMMENDATION/S

12.1 That Members note the award of a contract under delegated authority to Trustmarque for the provision of Microsoft software. The contract will run for a period of three years to October 2015.

13.0 REASON/S FOR RECOMMENDATION/S

13.1 Trustmarque submitted the lowest priced bid and scored highest against the tender evaluation criteria.

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APPENDICES

Appendix 1 ~ Tender Evaluation Matrix

REFERENCE MATERIAL

SUBJECT HISTORY (last 3 years)

Council Meeting	Date

