

28 day notice
Notice issued 22 May 2024

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Notice is given of the following proposed Key Decisions (whether proposed to be taken in public or in private) and of Executive Decisions (including key decisions) intended to be considered in a private meeting:-

Item no.	Matter in respect of which a decision is to be made	Decision-maker (if individual, name and title, if body, its name and see below for list of members)	Key Decision Y/N	Anticipated date of decision/ period in which the decision is to be taken	Private meeting Y/N	Reasons for the meeting to be held in private	Documents submitted to the decision-maker in relation to the matter	Address to obtain further information
140524/905	Procurement and award of the Council's Microsoft Licenses Software Asset Management (SAM) and Enterprise Agreement	Director of Smart Cities & Enabling Services	Yes	In the period 20 – 30 June 2024	N/A	N/A	Summary Report	Democratic Services City Hall Plater Way Sunderland SR1 3AA committees@sunderland.gov.uk

Note: Some of the documents listed may not be available if they are subject to an exemption, prohibition or restriction on disclosure.

Further documents relevant to the matters to be decided can be submitted to the decision-maker. If you wish to request details of those documents (if any) as they become available, or to submit representations about a proposal to hold a meeting in private, you should contact Democratic Services at the address below.

Subject to any prohibition or restriction on their disclosure, copies of documents submitted to the decision-maker can also be obtained from the Democratic Services team City Hall, Plater Way, Sunderland, SR1 3AA, or by email to committees@sunderland.gov.uk

Who will decide: Director of Smart Cities & Enabling Services

Elaine Waugh,
Assistant Director of Law and Governance

22 May 2024

PROPOSED RENEWAL OF THE MICROSOFT LICENSES AND SOFTWARE ASSET MANAGEMENT (SAM) SERVICES PARTNER CONTRACT

22 May 2024

REPORT OF THE DIRECTOR OF SMART CITIES AND ENABLING SERVICES

1. Purpose of the Report

- 1.1 To seek approval for the proposed award of Microsoft Licenses and Software Asset Management (SAM) Services Partner contract.

2. Background and Proposal

- 2.1 In 2021, the Council awarded a three-year contract to Phoenix Software Limited for the provision of a Software Asset Management (SAM) Services Partner. The purpose of the SAM contract is as follows:

- optimisation of licences including identifying any cost savings,
- licence and software compliance,
- flexibility to add/remove licences during the term of the contract, and
- allows the purchase of the required Microsoft licences across the Council.

- 2.2 The current SAM contract commenced on 1st May 2021 and expired on 30th April 2024. However, Phoenix Software Limited have agreed to continue to provide this service until the contract is renewed on 1st July 2024.

- 2.3 The scope of the SAM contract also allows the Council to purchase a range of Microsoft licences. These licences do not expire until 30th June 2024. Both the SAM contract and the licences arrangement will be co-terminus and commence on 1st July 2024.

- 2.3 The budget for all licences is approximately £3.3m over a three-year period. However, as the licences are reviewed on an annual basis, which is based on the Council's needs, the total value over the three-year period may vary.

- 2.4 The Council is in the process of undertaking a direct call-off from the KCS Software Products and Associated Services (Y23065) Framework. This process allows the Council to award a contract directly to Phoenix Software Limited to ensure continuity of the SAM service and due to Phoenix's extensive knowledge of the Council's licencing estate.

3. Reasons for the Decision

As the current contract has expired and underpins the day-to-day functions across the Council, a new contract for the SAM Partner Services is required.

4. Alternative Decisions

The alternative option not to proceed with the renewal of the SAM contract has been considered. However, this option is not recommended as this is a corporate contract, which underpins the day-to-day-functions across the Council.

5. Recommendation

It is therefore recommended that the Director of Smart Cities & Enabling Services approves the award of a new SAM contract following the completion of the direct call-off process.