

6.2.6 Tender Evaluation Report - Microsoft Licensing CT23-012

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Recommendation(s)

That Council award contract CT23-012 to Data#3 for the provision of Microsoft Licensing for three years, expiring 24 April 2025.

Attachments

1. CONFIDENTIAL - Microsoft Licensing CT23 012 Confidential attachment [6.2.6.1 - 1 page]

Executive Summary

Please note that the Chief Executive Officer has designated this information to be 'Confidential' under the provision of Section 77 (c) of the Local Government Act 1989 as it deals with contractual matters as provided for in Section 89 (2) of the Act.

Council use Microsoft software for key applications throughout the organisation. It is proposed that Cardinia Shire Council will utilise the MAV Procurement panel, contracting with supplier Data#3 for the provision of licensing to cover the suite of software requirements.

Background

Council use Microsoft software extensively throughout council operations, licensing is not provided directly from Microsoft, rather through third party agents, to which Council can form a contract.

MAV Procurement ran a public tender in May 2020 which complies with the requirements of councils Procurement Policy and the Local Government Act 2020. This contract offers a pre-approved list of suppliers to which council now wishes to access for the purposes of gaining best value for the licensing required.

Data#3, a listed supplier with MAV Procurement, are a respected and well known organisation who has partnered with council over many years in the provision of this service. It is recommended that this engagement continue with the establishment of a three year contract.

Policy Implications

This implementation of this contract meets Cardinia's Procurement Policy.

Relevance to Council Plan

- 5.1 We practise responsible leadership
 - 5.1.2 Manage our finances responsibly and leave a positive legacy for future generations.
 - 5.1.3 Strive to be a customer focused organisation and be a great place to work.

Financial and Resource Implications

All Information Technology costs are appropriately budgeted during each year's operational budget process. Annual licensing costs for Microsoft suite of products are considered and included every year. The final price is determinant according to the number of user licenses required, as well as the type of license required, such as on premise or online. The costs are heavily discounted for users of the MAV Procurement contract, and further discounts have also been obtained.

Utilising today's volume, the following costs are expected:

Transaction Type	Year 1 Total	Year 2 Total	Year 3 Total	3 Years Total
Annual Order (On-premises)	\$41,370.15	\$41,370.15	\$41,370.15	\$124,110.45
Annual Order (Online Services)	\$446,510.40	\$455,190.07	\$463,869.74	\$1,365,570.21
	\$487,880.55	\$496,560.22	\$505,239.89	\$1,489,680.66

Conclusion

It is respectfully requested that Council supports that Data#3 are contracted for the next three years in the provision of Microsoft Licensing according to Microsoft licensing requirements and councils need.