

PCC Decision Form

Subject Matter	Name of Proposer (eg Chief Executive, Chief Constable, Director of Finance)	Date of Request	Previous related decisions
Microsoft Enterprise Agreement	David Breeds (Head of IT)	xxth March 2022	12 th January 2022 – Approval in principle given.

Private / Exemption - Yes / No If Yes Reason Why (eg Schedule 12A Local Government Act 1972, Freedom of Information Act 2000)	Urgent (if Yes, Why and by When?)
No	Yes – new agreement to be in place before 31 st March 2022

Decision Requested		
The enter into a new 3 year Enterprise Agreement for Microsoft Office (M365) Software.		
Executive Summary of Request	Supporting Report attached?	No

A submission was made the Office of the PCC in December 2021 to outline the proposed licencing approach and indicative costs for a new agreement from 1st April 2022. (Copy attached). Agreement in principle was given on 12th January 2022 subject to the outcome of the formal tender process to appoint and put in place a reseller agreement. The tender process is complete, and the contract has been awarded to Boxxe based on an evaluation that was based on price, service and social value.

Outcome for South Yorkshire and Humberside

Following the contract award and as a result of commercial pressure applied by Crown Commercial Service, Microsoft have given additional discounts co-incidentally further pro-active housekeeping by IT has enabled the licence volumes to also be reduced.

The three-year cost presented in the decision paper in December was as follows:

Licence Volume	Year 1	Year 2	Year 3	Total
10803*	£3,034,110	£341225	£3,700,003	£10,075,388

The actual outcome from the tender, additional Microsoft discount and reduced user numbers is:

Licence Volume	Year 1	Year 2	Year 3	Total
10529*	£1,988,701	£3,220,157	£3,567,333	£8,776,191

*includes 330 licences for Uplift in 22/23.

Comments by Rachel Bailey – IT Finance Business Partner

The significant additional Microsoft discount given for 2022/23 combined with the reduction in licences following due diligence has resulted in a total budget reduction of £1,299,148 over the 3 year contract. Table 1 show the budget surplus by year and by force. The impact on South Yorkshire Police is highlighted in the table. The MTRS will be adjusted to reflect this change.

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Table 1 - Microsoft Enterprise Agreement	2022/23	2023/24	2024/25	FYE
				£
IT Collaboration Approved MTRS	3,034,110	3,341,225	3,700,004	3,700,004
Contract price	1,988,701	3,220,157	3,567,333	3,567,333
IT Collaboration Shortfall/(Surplus)	(1,045,409)	(121,068)	(132,671)	(132,671)
By Force				
South Yorkshire Police				
Approved MTRS	1,796,930	1,978,817	2,191,301	2,191,301
Contract price	1,178,302	1,907,937	2,113,639	2,113,639
SYP Shortfall/(Surplus)	(618,628)	(70,880)	(77,662)	(77,662)
Humberside Police				
Approved MTRS	1,237,180	1,362,408	1,508,703	1,508,703
Contract price	810,399	1,312,220	1,453,694	1,453,694
HP Shortfall/(Surplus)	(426,781)	(50,188)	(55,009)	(55,009)

Future Governance

To provide visibility and appropriate governance alongside regular monitoring a formal review will be made annually at each MTRS to inform future budget setting. Additionally, no later than 3 months prior the first and second anniversary of the new agreement, the forecast spend will be reviewed and should the £8,776,191 in this submission be insufficient a revised submission will be made to the OPCC.

Executing the Agreement and Purchase

To enact the 3 Year Enterprise Agreement an “e-signature” is required by the PCC via the Microsoft web portal and for the reseller agreement with Boxxe. This will then enable the Purchase Order to be raised with the winning bidder. Please note that the first year Purchase Order will exclude the 330-uplift volume. These will be purchased as required to obtain further pro-rata savings.

Approval by proposer (SLG lead / OPCC SMG lead) and confirmation request is ready for PCC consideration

Signed:		Date:	24.3.22
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Considerations	Evidence of information or advice gathered or discussion / consultation conducted	How has all this evidence impacted on overall proposal?
Public and / or Partners	N/A	
Impact on Service	The continuation of access to MS M365 is critical to business-as-usual services.	
Financial	Rachel Bailey	
Legal	N/A	
HR	N/A	

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T/Unions / Staff Assoc.	N/A	
Equality & Diversity (Public Sector Equality Duty)	N/A	
Risks / Opportunities	N/A	
Sustainability	N/A	
Other (specify)	Procurement – David Holbrook	

Views of PCC's Chief Finance & Commissioning Officer

I have been consulted about this proposal and given that the contract was awarded and approved on a separate decision on March 12th, I'm happy to support this. The only difference I can see relates to the discount on the price first agreed, which Procurement have been involved in.

Signature:		Date:	29.3.22
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Views of PCC's Chief Executive & Solicitor

I have been consulted about this proposal and I recommend PCC approval.

Signature:		Date:	30.3.22
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PCC's Decision and Rationale

Approved.

Signature:		Date:	30.3.22
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OPCC GATEKEEPER (Information Officer)

Decision Ref. No	PAB Minute No: (where applicable)	Date Proposer notified of Decision	Date Published