



Essex Police, Fire and Crime Commissioner Fire and Rescue Authority

Decision Report

Please ensure all sections below are completed

Report reference number: 021-22

Government security classification: Not protectively marked

Title of report: Microsoft Enterprise Agreement – Year 3

Area of county / stakeholders affected: Service wide

Report by: Stuart Antcliff, ICT Operations and Security Manager

Date of report: 19/05/2022

Enquiries to: Stuart Antcliff, ICT Operations and Security Manager

1. Purpose of the report

To request the approval for the renewal of Microsoft License for the 2022/23 financial year.

2. Recommendations

That the PFCC approve payment for the renewal of Microsoft Licenses for the financial year 2022/23 at a cost of £300,801. That the PFCC provide authorisation for the Chief Financial Officer to approve the purchase order in DREAM.

3. Benefits of the proposal

Using a Microsoft Enterprise Agreement is the most cost-effective way to purchase Microsoft licenses. Purchasing through competitive tender on a multi-year cycle reduces overheads of negotiating this each year and allows suppliers to lock in multi-year pricing benefits.

The agreement reached in April 2020 allows us to flex the specific quantity of each item at each yearly review. This allows us to evolve our Digital Strategy and only pay for licenses we are using during the year.

This year has seen an increase in need for Teams licenses as we have now migrated the entire phone system to MS Teams Phones. That has caused an increase in the Enterprise Agreement cost but that is countered by reduced cost elsewhere.

4. Background and proposal

In April 2020, a process was completed to enter into a three-year Enterprise Agreement with Microsoft through the reseller Insight. This process, using Crown Commercial Service Technology Products 2 Framework, locked in beneficial pricing for the three-year period with the ability to Flex up and down as our digital strategy evolved and licensing needs changed.

This is the final year of the three-year agreement, and the Service will go need to conduct a new procurement for this service next year. A decision report will be provided to the PFCC to seek their approval prior to the procurement process starting.

5. Alternative options considered and rejected

The PFCC could decide to break this contract and not fulfil the final year of this three-year contract, however, as the service being contracted is heavily used and important for the efficient and effective running of the business this alternative option is not recommended.

6. Strategic priorities

The Microsoft Licenses are critical to digitally enabling our employees, providing communication tools such as email and Teams. It also allows access for licenses such as Power BI, which is a critical data analytical tools that is being commonly used across the service.

The Digital and Data Strategy and its supporting Business Case highlight how the programmes and projects will align to the Fire and Rescue Plan Priorities, IRMP 2020-2024 and the Annual Plan. The licenses will help to support the priorities within the Digital and Data Strategy.

7. Operational implications

The Microsoft operating system and product set underpin ICT services. Form the operating systems used on Mobile Data Terminals in appliances to the software used to calculate payroll and includes the Teams application that is now our internal telephone system. Operational services would degrade rapidly without Microsoft solutions.

Power BI has allowed the Service to produce dashboard reports, for example providing supplier spend detail and budget information for finance, procurement, Station Managers and Performance and Data Management. This has improved the Services ability to understand its performance and to make more informed decision making.

8. Financial implications

This third-year cost is £300,801. It represents an increase of 10% over year 2, £273,060.54 and 33% over year 1, £225,843.90. These are not price increases but increased requirement, caused by moving telephony to teams, an increased number of laptop users, and an increase in Power BI reporting replacing BIRT Actuate for station performance reporting. A copy of the quote for the third year is attached as an appendix to this report.

9. Legal implications

There are no legal implications identified.

10. Staffing implications

The approval of the license is vital to allow staff across the service to continue using Microsoft Applications which are fundamental to their day-to-day roles.

11. Equality and Diversity implications

There are no implications with regards to diversity in this decision.

We have considered whether individuals with protected characteristics will be disadvantaged as a consequence of the actions being taken. Due regard has also been given to whether there is impact on each of the following protected groups as defined within the Equality Act 2010:

| | | | |
|--------------------|---|--------------------------------|---|
| Race | N | Religion or belief | N |
| Sex | N | Gender reassignment | N |
| Age | N | Pregnancy & maternity | N |
| Disability | N | Marriage and Civil Partnership | N |
| Sexual orientation | N | | |

The Core Code of Ethics Fire Standard has been fully considered and incorporated into the proposals outlined in this paper.

12. Risks

As this is the third year of an agreement negotiated under a Crown Commercial Services framework, we are required to purchase this service from this supplier.

The purchase order was required by 30th April. We are now in a grace period of 30 days. Failure to obtain a PO will result in licenses being suspended and services terminating.

13. Governance Boards

The decision has not been subject to any governance boards.

14. Background papers

Appendix - Quote

Decision Process (021-22)

Step 1A - Chief Fire Officer Comments

(The Chief Fire Officer is asked in their capacity as the Head of Paid Service to comment on the proposal.)

.....I support this recommendation.....



Sign:

.....

Date:.....19/5/22.....

Step 1B – Consultation with representative bodies

(The Chief Fire Officer is to set out the consultation that has been undertaken with the representative bodies)

No consultation with representative bodies needed.

Step 2 - Statutory Officer Review

The report will be reviewed by the Essex Police, Fire and Crime Commissioner Fire and Rescue Authority’s (“the Commissioner’s”) Monitoring Officer and Chief Finance Officer prior to review and sign off by the Commissioner or their Deputy.

Monitoring Officer

Sign:.....

Print:Darren Horsman - Deputy MO.....

Date: 19.5.2022

Chief Finance Officer

Sign:.....

Print:Neil Cross.....

Date: ... 19/5/22

Step 3 - Publication

Is the report for publication? YES

If 'NO', please give reasons for non-publication (Where relevant, cite the security classification of the document(s). State 'none' if applicable)

Purchase has been performed through Crown Commercial Framework, as such no need to publish in other ways.

.....

If the report is not for publication, the Monitoring Officer will decide if and how the public can be informed of the decision.

Step 4 - Redaction

If the report is for publication, is redaction required:

- | | | |
|---|-------------------|-----|
| 1 | Of Decision Sheet | NO |
| 2 | Of Appendix | YES |

If 'YES', please provide details of required redaction:

The Appendix shows commercially sensitive information.....

.....

Date redaction carried out:

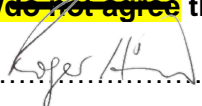
If redaction is required, the Chief Finance Officer or the Monitoring Officer are to sign off that redaction has been completed.

Sign: Print:

Date signed:

Step 5 - Decision by the Police, Fire and Crime Commissioner or Deputy Police, Fire and Crime Commissioner

I **agree** / ~~do not agree~~ the recommendations to this report:

Sign:  (PFCC / ~~DPFCC~~)

Print: Roger Hirst Date signed: 27 May 2022