

	Officer Key Decision
	Report to the Corporate Director, Finance and Resources
	Lead Cabinet Member for Finance and Resources
AUTHORITY TO AWARD CONTRACT FOR PROVISION OF MICROSOFT LICENCES FOR THE LOCAL GOVERNMENT ASSOCIATION (LGA) IN ACCORDANCE WITH PARAGRAPH 13 OF PART 3 OF THE CONSTITUTION	

Wards Affected:	All
Key or Non-Key Decision:	Key Decision
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Part Exempt – Appendix 1 is exempt as it contains the following category of exempt information as specified in Paragraph 3, Schedule 12A of the Local Government Act 1972, namely: "Information relating to the financial or business affairs of any particular person (including the authority holding that information)"
No. of Appendices:	Appendix 1 – Exempt Appendix 2 – Evaluation Grid
Background Papers:	None
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	Name: Sharon Kissi-Mensah Job Title: Assistant Category Manager, Shared Technology Services Email: Sharon.kissi-mensah@brent.gov.uk

1.0 Executive Summary

- 1.1 This report concerns the provision of Microsoft License support for The Local Government Association (LGA). This report requests authority to award contracts as required by Contract Standing Order 88. This report summarises the process undertaken in procuring a contract and, following the completion of the evaluation of the bids, recommends to whom the contract should be awarded.

2.0 Recommendation(s)

That the Corporate Director, Finance and Resources:

- 2.1 Approves the award the contract for Provision of Microsoft Licences for the London Government Association to Phoenix Software Ltd set out in the Framework Agreement for 3 years in the sum of £566,880.64

3.0 Detail

Contribution to Borough Plan Priorities & Strategic Context

- 3.1 The provision of Microsoft licences for the Local Government Association enables Brent Council to monitor carbon emissions and energy consumption across participating councils. This facilitates efficient tracking and management of sustainability efforts associated with the use of Microsoft technologies. Although the Local Government Association (LGA) is not the licence provider, its coordination role helps facilitate collaboration and shared learning among councils. This initiative contributes to Brent's Borough Plan by advancing digital innovation, promoting environmental sustainability, and strengthening partnerships across the public sector.
- 3.2 By utilising cloud-based services under this contract, Brent Council reduces its dependence on carbon-intensive local infrastructure. Data related to Microsoft licences is stored in Microsoft's green data centres, which operate on renewable energy, supporting the Council's environmental objectives.
- 3.3 Brent Council will also benefit from initiatives such as the Microsoft Digital Skills Programme. Delivered free of charge to local residents, this programme aims to improve digital literacy and enhance access to employment opportunities, contributing to inclusive community development.

Background

- 3.4 The Local Government Association (LGA) requires Microsoft licences to ensure that its digital infrastructure remains secure, efficient, and fully supported. Microsoft products—such as Windows, Office 365, and Azure are widely used across the public sector for communication, collaboration, data management, and service delivery. These licences provide access to essential tools that enable staff to perform their roles effectively, while also ensuring compliance with software regulations and cybersecurity standards. By maintaining up-to-date licensing, the LGA can safeguard sensitive information, support hybrid working, and deliver services to local authorities and the public without disruption.
- 3.5 In addition to core Microsoft services, the LGA utilises a range of specific licences to support operational efficiency and digital resilience. These include Azure Prepayment for flexible cloud resource management, Exchange Online Plan 1 for secure email and calendaring, and Microsoft 365 Copilot to enhance productivity through AI integration. The Microsoft 365 E5 licence provides advanced security and compliance features, while Planner & Project Plan 3 supports effective project and task management. Visio Plan 2 enables staff to create professional diagrams for process mapping and documentation, all contributing to a robust and collaborative working environment.
- 3.6 The current contract for Microsoft Licences expires on 31 January 2025 and it is therefore necessary to procure a new contract prior to the expiry of the current contract and to also avoid the 3% penalty charge.

The Procurement Process

- 3.7 The Contract will be called off from the Y23065 - KCS Professional Services Software Products and Associated Services Framework Agreement (the "Framework"), using the form of award and standard call off terms and conditions prescribed under the

Framework.

- 3.8 A further competition exercise was carried out using the Framework in accordance with its rules.
- 3.9 In compliance with the Framework further competition guidance, the evaluation of bidders was on the basis of the evaluation criteria detailed in Appendix 2.

Evaluation process

- 3.10 Evaluation of bids was carried out by a panel of officers from Shared Technology Services and LGA.
- 3.11 All bids had to be submitted electronically no later than 13th August 2025 at 12pm. Bids were opened on 13th August 2025 and three valid bids were received. Each member of the evaluation panel read the bids and carried out an initial evaluation of how well they considered each of the award criteria was addressed in the bids.
- 3.12 The panel met on 5th September 2025, and each submission was marked by the whole panel against the award criteria.
- 3.13 The names of the bidders are contained in Appendix 1. The scores received by the bidders are included in Appendix 2. It will be noted that Contractor B Phoenix Software Ltd was the highest scoring bidder. Officers therefore recommend the award of the Contract to Contractor B, namely Phoenix Software Ltd.
- 3.14 The Contract will commence on 1st February 2026

4.0 Stakeholder and ward member consultation and engagement

- 4.1 Stakeholders in the Local Government Association have been consulted in relation to this procurement.

5.0 Financial Considerations

- 5.1 Part 3 of the Council's Constitution states that the Corporate Director, Finance and Resources has delegated authority to approve the award of contracts for Goods / Services valued at less than £2 million. The estimated value of this Contract is £566,880.64
- 5.2 The cost of the Contract will be fully recharged to the LGA, as has been the process under the previous contract. Therefore, the contract will be funded from LGA's budget.

6.0 Legal Considerations

- 6.1 Officers recommend the use of the Framework to procure the provision of Microsoft Licences for the Local Government Association. This Framework was procured prior to 24 February 2025 in accordance with the Public Contracts Regulations 2015 ("PCR 2015"). As a result, the PCR 2015 will govern a call off under the Framework.
- 6.2 The estimated value of the Contract over its lifetime is in excess of the PCR 2015 threshold for the provision of Microsoft Licences for The Local Government Association and the award of the Contract is therefore governed by the

PCR 2015.

- 6.3 Officers recommend the use of a framework to procure the Contract. The PCR 2015 allow the use of framework agreements and prescribe rules and controls for their procurement. Contracts may then be called off under such framework agreements without the need for them to be separately advertised and procured through a full procurement process. Call offs under the framework agreement need to be carried out in accordance with the framework rules, to include using evaluation criteria specified in the framework agreement and utilising the terms and conditions set out in the framework agreement.
- 6.4 The Council's Contract Standing Orders state that no formal tendering procedures apply where contracts are called off under a framework agreement established by another contracting authority, where call off under the framework agreement is approved by the relevant Corporate Director or Director and provided that the Director, Law has advised that participation in the framework is legally permissible. The Director, Law has confirmed that participation in the Framework is legally permissible.
- 6.5 As the procurement of provision for Microsoft Licence for The Local Government Association is from a framework, there is no requirement for the Council to observe a 10 day standstill period under the PCR 2015.
- 6.6 The Council is undertaking procurement activities on behalf of the Local Government Association (LGA) pursuant to, and in accordance with, the terms of the inter alia agreement entered into between the two authorities. This agreement establishes the legal basis upon which Brent is authorised to act as the contracting authority for the purposes of conducting procurement exercises for and on behalf of the LGA, ensuring compliance with all applicable statutory and regulatory obligations.

7.0 Equity, Diversity & Inclusion (EDI) Considerations

- 7.1 Pursuant to s149 Equality Act 2010 (the "Public Sector Equality Duty"), the Council must, in the exercise of its functions, have due regard to the need to:
- (a) eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it,
- 7.2 The Public Sector Equality Duty covers the following nine protected characteristics: age, disability, marriage and civil partnership, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 7.3 Having due regard involves the need to enquire into whether and how a proposed decision disproportionately affects people with a protected characteristic and the need to consider taking steps to meet the needs of persons who share a protected characteristic that are different from the needs of persons who do not share it. This includes removing or minimising disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic.

7.4 There is no prescribed manner in which the council must exercise its public sector equality duty but having an adequate evidence base for its decision is necessary.

7.5 Officers have not identified any health equalities implications arising from the proposals in this report.

8.0 Climate Change and Environmental Considerations

8.1 The Council is committed to reducing its environmental impact and aligning its services with sustainability goals. As part of the Contract, the Council will implement measures to support carbon reduction, energy efficiency, and environmentally responsible practices.

8.2 The Contract will support the Council's sustainability goals by prioritising digital communication, reducing energy consumption to cut carbon emissions. Energy-efficient infrastructure, paperless operations, and sustainable procurement will help align services with LGA's commitments.

9.0 Human Resources/Property Considerations (if appropriate)

9.1 This service is currently provided by an external contractor and there are no implications for Council staff arising from retendering the Contract.

10.0 Communication Considerations

10.1 Consistent and proactive engagement has been undertaken with both internal and external stakeholders to ensure effective communication, address key concerns, and facilitate a smooth progression of activities in the provision of the Microsoft Licences for The Local Government Association

Report sign off:

MINESH PATEL

Corporate Director, Finance and Resources