

Report of ICT Strategic Sourcing Manager

Report to Chief Officer, ICT

Date: 17 April 2014

Subject: Approval to commence a procurement for Autodesk subscription, support, training and consultancy.

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. The Council currently uses a number of Autodesk products, with different renewal dates and from multiple suppliers.
2. In addition, there are ad-hoc requirements for support, training and consultancy on Autodesk products.
3. These goods/services are not available under the Councils Goods and Services Reseller agreement.

Recommendations

4. The Chief Officer, ICT is recommended to approve the commencement of a procurement for Autodesk subscription, support, training and consultancy with a contract term of two years. In addition, given there is a simple procurement for commoditised products, approval is also given that this procurement is managed by ICT Strategic Sourcing without the use of the standard procurement plan template.

1 Purpose of this report

- 1.1 This report seeks approval to commence a procurement to consolidate its existing Autodesk subscription, support, training and consultancy.

2 Background information

- 2.1 The Council currently has three separate agreements for support and maintenance on a number of Autodesk products.
- 2.2 These agreements each have separate renewal dates.
- 2.3 There is also a requirement for additional ad-hoc consultancy and training.
- 2.4 From time to time there is a requirement to add-to or exchange the Autodesk products in use.

3 Main issues

- 3.1 There is an administrative overhead in obtaining quotations for the renewal of software on three different occasions throughout the year, from a number of different suppliers.
- 3.2 There is an opportunity to obtain greater discounts through the consolidation of existing arrangements.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The Chief Officer, ICT will be consulted prior to the award of contract.
- 4.1.2 In addition, service users of the Autodesk software will engage in the procurement process.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 There are no issues for Equality and Diversity / Cohesion and Integration.

4.3 Council policies and City Priorities

- 4.3.1 This supports the Best Council Plan by: Reducing costs and improving value for money; and Improving commissioning and procurement

4.4 Resources and value for money

- 4.4.1 An open non-EU competition will be undertaken to ensure value for money, which will be benchmarked against current costs.

4.5 Legal Implications, Access to Information and Call In

4.5.1 The anticipated value of the contract puts it outside of the Public Contract Regulations.

4.5.2 This decision is not subject to Call in.

4.6 Risk Management

4.6.1 The procurement risk will be managed by the ICT Strategic Sourcing team

5 Conclusions

5.1 It represents value for money to commence a procurement.

6 Recommendations

6.1 4. The Chief Officer, ICT is recommended to approve the commencement of a procurement for Autodesk subscription, support, training and consultancy with a contract term of two years. In addition, given the is a simple procurement for commoditised products, approval is also given that this procurement is managed by ICT Strategic Sourcing without the use of the standard procurement plan template

7 Background documents¹

7.1 None.

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.