

# The approval to waive CPRs 8.1 and 8.2 and award a contract to Zoom Video Communications Inc. for the provision of Zoom Licenses

Date: 25<sup>th</sup> June 2021

Report of: Exchange and End User Device Manager

Report to: Chief Digital and Information Officer

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

## What is this report about?

### Including how it contributes to the city's and council's ambitions

- Requesting approval to waiver CPRs 8.1 and 8.2 to award a 12-month contract to Zoom Video Communications for the provision of Zoom Licenses
- Continuance of the provision of a reliable and intuitive conferencing platform to ensure Members and Council Officers can meet effectively with Partners and Citizens of Leeds.
- Enable the Council to meet its legal obligation to live stream meetings to the public.

## Recommendations

- a) The Chief Digital and Information Officer is asked to approve the waiver of Contract Procurement Rules 8.1 and 8.2. and award a contract to Zoom Video Communications Inc. for the sum of £62,000 for 500 licenses for a period of 12 months starting from 16th July 2021 to 15th July 2022.

## Why is the proposal being put forward?

- 1 To ensure Elected Members and Council Officers can continue to meet effectively with Partners and Citizens of Leeds and enable Leeds City Council to meet its legal obligation to live stream meetings to the public.

## What impact will this proposal have?

### Wards affected:

Have ward members been consulted?  Yes  No

- 2 Enable Elected Members and Council Officers to continue communicating with Partners and Citizens of Leeds in a seamless manner using a video conferencing platform which is intuitive and well understood across organisations and consumers.

### **What consultation and engagement has taken place?**

- 3 Council Officers currently using the tool have been asked whether it is still required now MS Teams has been introduced. The numbers have reduced from a requirement of 798 licenses to 468 licenses.

### **What are the resource implications?**

- 4 Purchase of 500 licenses for a 12-month period at a cost of £62,000
- 5 DIS support for an extra conferencing solution to MS Teams, however evidence shows that support is minimal due to the platform's stability and the ease of use of the product.

### **What are the legal implications?**

- 6 This decision is a Significant Operational Decision which is not subject to call in.
- 7 This requires a waiver of CPRs 8.1 and 8.2.

### **What are the key risks and how are they being managed?**

- 8 A Data Protection Information Assessment has taken place to ensure meetings take place securely and personal data is not shared.
- 9 Zoom settings are applied according to the Government Digital Guidelines.

### **Does this proposal support the council's three Key Pillars?**

- Inclusive Growth       Health and Wellbeing       Climate Emergency

10 N/A

### **Options, timescales and measuring success**

#### **What other options were considered?**

- 11 Alternative options were considered at the start of the pandemic however Zoom matches to the requirements for partners and citizens of Leeds.
- 12 As MS Teams embeds more in the authority and life returns to back to a new normal post pandemic the requirement for Zoom will decrease.

#### **How will success be measured?**

13 N/A

#### **What is the timetable for implementation?**

- 14 The current contract ends on the 15<sup>th</sup> July 2021, the contract award needs to be completed by then to ensure meetings are not disrupted.