

Microsoft Academic Licensing

Date: 30th May 2023

Report of: Deputy Chief Digital & Information Officer

Report to: Chief Digital & Information Officer

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

- The Microsoft subscription licenses that cover users eligible for Microsoft Academic licensing (roles working with children, or educational facilities e.g., libraries and museums) are due for renewal 23rd June 2023. Renewal is required to allow continued use of the products (e.g., Windows, Office, Teams including Enterprise Voice functionality) and also facilitate enhanced productivity via upgraded licenses
- The licenses cater for the Council's move to Cloud services as per the Council's ambitions.
- Currently 3014 users are licensed under the Academic agreement, this includes Children Services, Libraries and Museum staff.

Recommendations

- a) To award a call-off order against the Council's Software Framework (contract ref: **DN450075 - ITS190020**) for the renewal and uplift of Microsoft 365 licensing to Microsoft 365 A5 level.
- b) The licence cost for one year is £316,517

What is this report about?

- 1 Renewal and upgrade of Microsoft Academic licenses due to expire 23rd June 2023 to facilitate continued usage without any service gaps.

What impact will this proposal have?

- 2 The proposal will mean that access to Microsoft licensing is maintained. If we do not accept the proposal 3014 staff will have access to their Microsoft products removed.

How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing Inclusive Growth Zero Carbon

- 3 The Microsoft 365 A5 for Faculty licences provide enhanced features and functionality for Children Services, Libraries and Museum staff. This proposal will not directly be impacting the three pillars but underpins delivery of services by Children, Museums and Library Services.

What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted? Yes No

- 4 Within IDS consultation has taken place with the Software Licensing, Security and IG teams.

What are the resource implications?

- 5 The resource impact will be limited to the Software Licensing team and Management to implement the decision.

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

- 6 If the licences are not renewed in the timeline, all functionality on the accounts will be lost. This is being mitigated by ensuring the renewal is completed in time. The risk of not completing the proposal in time is medium.

What are the legal implications?

- 7 This decision is a Significant Operational Decision
- 8 The Council has a framework agreement in place with Bytes Software Services Ltd (contract ref: DN450075 - ITS190020) and this legally compliant framework will be used for the purchase of the licenses.
- 9 The Terms and Conditions for the provision of the licences have been reviewed previously by Procurement and Commercial Services and their comments have been noted.

Options, timescales and measuring success

What other options were considered?

10 The other options considered include opting for A1 or maintaining existing A3 level licenses. Microsoft A5 was chosen to ensure the Academic users are licensed commensurate with the main estate moving to Microsoft E5.

How will success be measured?

11 Childrens Services, Libraries and Museum staff receive the A5 licence with no loss of service.

What is the timetable and who will be responsible for implementation?

12 The licences need to be purchased and in place prior to the 23rd June

Appendices

- N/A

Background papers

- N/A