

Section 221 of the *Local Government Regulation 2012* stipulates that a Significant Contracting Plan must be prepared prior to commencement of a contract that Council has identified as a Significant Contract. Council may, by resolution, amend a Significant Contracting Plan at any time before the end of the financial year to which the plan relates.

1. Key Information	
Significant Contract Title: Microsoft Enterprise Agreement	
Group: Business Performance	Branch: Digital Information Services
Contract Administrator: Angela de Villiers	Position: IT Contract Manager
Procurement Specialist: Sarah Wood	
Contract/Project Description: Provision of Microsoft Enterprise Agreement	
Link to Procurement Plan: D2021/413488	

2. Council Resolutions	
Previous Council resolutions:	N/A
This plan endorsed by Council:	

3. Background
Council requires licences for the Microsoft suite of products, through a Microsoft Enterprise Agreement. Council's current contract expires on 31 August 2021.

4. Objectives
What are the objectives of this contract?
To enable efficient use of Council's computer systems and achieve value for money for these products.
How will objectives be achieved?
Enter into a contract under the State Government Standing Offer Arrangement (SOA) for Provision of Microsoft Products and associated Licensing Solution Partner Services
How will achievement of objectives be measured?
Analysis of pricing from competing companies and benchmarking against industry.
What are the alternative ways of achieving the objectives? Include reasons for not adopting alternative ways.
A public tender may achieve this, but it is unlikely Council will have sufficient buying power as a stand-alone procurement to achieve value for money for these licences.

5. Proposed category and contractual arrangements
Which category does this contract fall within?
ICT (Capital and Services)
Which contractual arrangements should be applied to this contract, and why?
QITC/IT Services

Each Licencing Solution Partner (LSP) on the SOA has signed a Standing Offer Arrangement Deed of Agreement with the State of Queensland (currently administered by Department of Science, Information Technology and Innovation). These Deeds were signed on the terms of ICT Standing Offer Arrangement Conditions version 004 - dated 1 July 2012. The LSP Deeds are available on the Queensland Contracts Directory website.

As part of the SOA, the State and each LSP have pre-agreed some terms which cannot be changed at a Customer Contract level unless first approved by the Principal. The State and each LSP have also pre-agreed important commercial terms, such as pricing methodology and the types of goods and services.

Council will need to agree on some Council-specific variables in the Customer Contract.

6. Market and Risk Assessment

Provide an assessment of the market in which the contract is to happen, including an assessment of any procurement risks. Refer to the Risk Assessment Calculator in the Procurement Plan.

Council are unable to source these products and services direct from Microsoft, only through their partner suppliers. There are many reputable suppliers nationally. The SOA identifies appropriate partner suppliers with terms and conditions that have been negotiated by the state government.

Procurement risks identified:

1. Council are unable to define the requirements due to some uncertainty around the products that may be the most beneficial to Council.
2. Insufficient time for potential respondents to respond to the quote.

Proposed mitigations for identified risks:

1. A bill of materials will be developed and provided for all respondents.
2. Council's Strategic Contracting Procedures outline the requirement of time for a quote. Potential respondents will be provided adequate time to respond to the quote.

Undertake an assessment of operational risks relating to the contract/project. Attach details.

Due to the operational impacts associated with the possible outcome if Council does consolidate some products, a transition plan would be required for those. These will have a specific project management plan. Acceptance testing and roll out will form part of these management plans

Approvals (prior to resolution)

Position	Name	Signature	Date
Manager Digital Information Systems	Scott Asmus		
Manager Business and Innovation	Paul Skillen		