

OFFICER KEY DECISION

Decision: Award of Contract to Softcat

(i) Details of decision

To award the contract for the procurement of Microsoft Office 365 licences on the basis that this was the most economically advantageous tender.

The procurement for this contract was an open procedure which was undertaken in accordance with the Public Contract Regulations 2015.

This contract is for the renewal of 380 Office 365 E3 licenses and 25 Office 365 K1 licences for 1 year with a 3x 1 year extension at Mole Valley discretion

The cost from Softcat is £59,364.40 for 2018. (£238,000 approx with extensions)

(ii) Reasons for decision

The evaluation process was completed on 1st October 2018

This procurement is a key decision, and as such requires an Officer Decision in order for the contract to be awarded

(iii) Details of any alternative options considered and rejected

None

(iv) Conflicts of Interest and any Dispensations Granted

(Any conflict of interest declared by any Portfolio Holder consulted in relation to the decision to be recorded and any dispensations granted)

None

Decision taken by:

(i) Name: Paul Anderson

(ii) Designation: Executive Head of Service

Date of Decision: 1st October 2018

Date of Publication of Record of Decision:

Date decision effective (i.e. 5 working days after date of publication of record of decision unless subject to call-in by the Scrutiny Committee)