

## 5.5 TENDER FOR SUPPLY OF MICROSOFT LICENCES (CF2020178: PN)

Responsible Officer: Jarrod Doake, Chief Operating Officer

### **RECOMMENDATION\***

*That Council:*

- 1. Awards the tender from Data#3 Limited for MAVP Microsoft Arrangement (NPN 2.17-3), Monash Contract No. 2020178 for a schedule of rates-based contract with an estimated annual contract value of \$645,664.37 and an estimated total contract value of \$2,130,692.43 inclusive of all extension options;*
- 2. Authorises the Chief Executive Officer to execute the contract agreement if applicable; and*
- 3. Notes that the contract will commence on 1 August 2020 with an initial period of two years, and 11 months with no extensions available.*

*(\*Please note that all dollar figures are GST Inclusive unless stated otherwise)*

### **INTRODUCTION**

Council has conducted a tender for the supply of Microsoft Licences through the Municipal Association of Victoria Procurement (MAVP) Microsoft Arrangement contract (NPN 2.17-3).

### **BACKGROUND**

The Council is seeking to appoint a supplier to provide the standard desktop suite of Microsoft software, in accordance with Microsoft Enterprise Agreement (EA) or Open Value for Government Agreement (OVG), which is a facility as a preferred supplier for the ad hoc purchase of all other Microsoft software products through Microsoft's Government Open Licence Program (GOLP) arrangement.

Council currently engages the services of Data#3 Enterprise Ltd for the above services.

### **NOTIFICATION**

Five Tenderers were selected from the MAVP contract number NPN 2.17-3 – Microsoft Arrangement, as allowed under the Local Government Act Section 186, in accordance with arrangements approved by the Minister.

### **TENDERS RECEIVED**

Four tender submissions were received by the appointed closing time. The tenders received are listed below:

- Insight Enterprise Australia Pty Ltd
- Rhipe
- Data#3
- Winc

### ***TENDER CONFORMANCE***

All submissions were assessed for their compliance with the tender conditions including the contractual terms and conditions and the requirements of the response schedules.

One submission was deemed non-conforming and this submission was not evaluated further.

### ***TENDER EVALUATION***

All members of the evaluation panel signed Conflict of Interest and Confidentiality forms, and no conflicts were raised.

The shortlisted tenders were assessed based on price only since MAVP had already completed a detailed tender evaluation on the vendors.

### ***DISCUSSION***

The final evaluation ranking had Data#3 Enterprise Limited ranked highest and as such, the evaluation panel recommends Data#3 Enterprise Limited as representing the best value outcome for Council.

As such, the evaluation panel recommends these suppliers as representing the best value outcome for Council.

### ***FINANCIAL IMPLICATIONS***

Data#3's estimated cost (based on the schedule of rates) of the Microsoft Licences is \$2,130,692.43 over the contract period (including estimated 15% contingency).

The total cost over the duration of the contract 2 years and 11 months is estimated at \$2,130,692.43, no extension options are available. Any expansion of these services during the contract term will be managed within the approved operating budget.

### ***CONCLUSION***

That Council approves the recommendations contained within this report.