

South Yorkshire Mayoral Combined Authority
Officer Scheme of Delegation
Record of Officer Decision Form

(Regulation 7 of The Openness of Local Government Bodies Regulations 2014)

Please send this completed form to: SYMCAmeetings@southyorkshire-ca.gov.uk

1	Subject of decision/report title:	Microsoft Enterprise Agreement
2	Decision Date:	30/03/2024
3	Background/reason for decision/purpose of report:	<p>The Microsoft Enterprise Agreement (EA) is a licensing agreement designed for large organisations procuring Microsoft software licenses for multiple users and or devices. It offers a cost-effective way to purchase software licenses in bulk and provides various benefits such as government-level discounts, centralised license management, and software assurance.</p> <p>To utilise Microsoft's platform, the organisation must establish a Microsoft Enterprise Agreement. This agreement will allow the organisation to maintain usage of Microsoft products and gain access to additional collaborative tools.</p> <p>The Microsoft Enterprise Agreement allows the organisation to purchase software licences on a subscription basis, which means that the benefits of Software Assurance (SA) can be leveraged. SA allows the software to be maintained and provides access to the latest versions for no additional costs.</p> <p>The EA covers many Microsoft products and services, including Windows operating systems, Office productivity suite, server products, Azure cloud services, and more. This comprehensive product portfolio enables SYMCA to meet its diverse</p>

		<p>MS software needs through a single agreement.</p> <p>The EA provides centralised license management, making it easier for DTS to track and manage its Microsoft software licenses. This centralised approach simplifies license administration and helps us ensure compliance with licensing terms and conditions.</p>
4	Options considered:	<p>Retain the Microsoft platform which allows business continuity.</p> <p>To move away from Microsoft products.</p>
5	Decision:	Enter into a three-year contract via direct award to Insight UK using the Health Trust Europe framework at a cost of up to £1,323,738.
6	Background documents:	
7	Type of decision Key/Non-Key:	Key
8	Officer making decision: (Director or Statutory Officer)	Executive Director Resources and Investment
9	Contact details (telephone number or email):	
10	Does the decision maker have a conflict of interest?	No
11	Consultations (where appropriate):	No consultations were required.
	i. If a Key Decision have you consulted Portfolio Lead Member?	i. Not applicable
	ii. Other	ii.
12	Any Legal, Financial, or Equality Implications considered:	All implications to be considered and captured in budgetary approvals and contractual arrangements.
13	Have Finance Team confirmed budget availability	Yes

		Budget code: -REDACTED-
14	Signature (Stat Officer or Director) and Date:	-SIGNATURE REDACTED- Gareth Sutton 30 March 2024

For Democratic Services Team use only:	
Date received by Governance Team:	30/03/2024
Processed by:	Ellen Hinsley
Dem Services Ref No:	2024-029