

## OFFICER DECISION

**Decision:** Approval of the contract for Microsoft Products

**Decision Date:** 03/04/25

<b>Type of Decision:</b> Director	Key		Non-Key	X
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**Portfolio Area that decision relates to:**

Leader (inc Policy, Strategy & Partnerships)		Environment and Climate Emergency	
Deputy Leader (inc Economy & Culture)		Finance, Performance, Major Projects, Human Rights, Equalities & Inclusion	<b>X</b>
Children, Young People and Education		Housing, Planning & Safer Communities	
Health, Wellbeing and Adults Social Care		Transport	

**Background / Decision Summary:**

The Microsoft Enterprise Agreement is routine procurement under contract rules and provides licenses for the organisation to access M365 Office products, Server licenses as well as other miscellaneous products such as Visio and Project. The cost of the licenses is £586k per annum + £102k per annum. This has been awarded via the CCS Framework under SPA24.

License	Product	Cost
EA	M365 suite	£586,527* per annum
SCE	Servers and Database licenses	£102,667 per annum

\*Year 1 has a discount of £17,500

This agreement needed to be completed at pace to prevent late submission of an order, which would subject CYC to a 3% reduction on the SPA24 cost.

By using SPA24 and submitting by this Framework in time for the renewal, we are eligible for substantial discounts from the Microsoft list prices.

**Options Considered:**

No other options considered as Microsoft supports our core working practices and technologies.

**Options Rejected:**

None

**Consultation Process:**

Consulted with x3 suppliers for pricing on the same specific on a cost based approach to secure based on value.

**Implications - None**

Crime & Disorder		Equalities		Highways	
Human Resources		Legal		ICT	
Financial		Planning			
Marketing & Comms		Health			
Property		ICT			

**Implications Contact: N/A****Level of Risk: Low****Wards Affected: None**

All Wards		Fishergate		Holgate		Rural West York	
Acomb		Fulford & Heslington		Hull Road		Strensall	
Bishopthorpe		Guildhall		Huntington & New Earswick		Westfield	
Clifton		Haxby & Wigginton		Micklegate		Wheldrake	
Copmanthorpe		Heworth		Osballdwick & Derwent			
Dringhouses & Woodthorpe		Heworth Without		Rawcliffe & Clifton			

**Comments/Observations:**

None

**Decision:**

Contract awarded to Phoenix Software

**Decision Made by:** Roy Grant

**Contact Details:** [roy.grant@york.gov.uk](mailto:roy.grant@york.gov.uk)

**On behalf of:** Debbie Mitchell

**To be implemented by:** N/A

**On Completion – Signed off by:**

**Date:**

**03 / 04 / 25**

**Patrick Looker** (on behalf of Debbie Mitchell)