



ADUR & WORTHING
COUNCILS

Worthing Leader and the Adur
Executive Member for Resources
15 March 2019

Decision to be taken on or after
25 March 2019

Key Decision [Yes/No]

Ward(s) Affected: n/a

Renewal of Google Contract

Report by the Director for Digital & Resources

Executive Summary

1. Purpose

- 1.1. Google GSuite is the main Desktop Productivity Suite for document editing, collaboration and communications at Adur and Worthing Councils since 2015. The contract has previously been renewed annually to Google via our partner, Cloud Technology Solutions (CTS). GSuite use is embedded throughout the councils and the output relied upon to provide public services.
- 1.2. Google recently announced price increases to GSuite licensing of over 30%. Working with our software vendor (CTS), there is a route to secure a renewal at the previous price by entering into a G-Cloud 10 agreement for two years.
- 1.3. It is proposed that the G-Cloud 10 agreement is completed and passed on to google via CTS before the deadline advised at end of March 2019.
- 1.4. As a result of this decision, the Councils will be able to continue using Google GSuite services paid for at the current pricing. If a decision is not made by the end of March, we would then be subject to the new pricing of £110,000 per year rather than £75,000 per year for the next two years.

2. Recommendations

- 2.1. The Executive Member is being asked to approve the request to enter into a contract for the purchase of Google GSuite licenses via G-Cloud 10 Framework Contract for term of two years from 31st May 2019 to 31st May 2021 at a total cost of £148,572 +VAT.

3. Purchase of Google GSuite licenses via G-Cloud 10 Framework

- 3.1. GSuite licensing allows Adur and Worthing Councils to have access to a best of breed, constantly updated and expanded suite of productivity and communications applications. Since 2015, these applications have been used throughout the Councils and are utilised in a variety of ways. For example, the collaboration tools give staff an opportunity to be more productive by working on documents simultaneously across teams and locations.
- 3.2. Gmail is a world-leading email application which reduces the need for on-site email maintenance and security along with being virtually spam free. Calendar sharing and meeting room booking is core functionality.

4. Context

- 4.1. Adur and Worthing Councils have a short-term opportunity to reduce the future costs of Google GSuite over the next two years. An unexpected recent price increase of over 30% in licensing costs would result in an additional £35k spend each year for the next two years which has not been budgeted for.
- 4.2. Our supplier, CTS has found a solution to reduce costs for the next two years by purchasing the licenses we need using the G-Cloud 10 Framework at a previously agreed committed price which cannot be changed and will only become invalid when the updated Google pricing is available under the G-Cloud 11 Framework. As GSuite offers the Council's core computing functionality, it is simply not an option to avoid renewal of these services.

- 4.3. If the contract for the licenses is not let by 31st May 2019, a significant amount of data, including access to email and calendar functionality will be inaccessible

5. Issues for consideration

- 5.1. As GSuite offers the Council's core computing functionality, it is simply not an option to avoid renewal of these services. If nothing is done, each service will have to rely on business continuity plans without access to data or email services.
- 5.2. The proposed option is for the renewal of Google GSuite licenses based on a two year G-Cloud 10 Framework agreement.

6. Engagement and Communication

- 6.1. Digital have engaged with Legal, Democratic Services, Finance and Procurement teams within the Councils to agree on the method and process.
- 6.2. Cloud Technology Solutions, the Councils Google partner have advised on the recommended option. Without their assistance, it is likely this option would not have been known or available.

7. Financial Implications

- 7.1 The 2019/20 budget for Google licences is £89,000. The tendering exercise will result in an annual cost of £74,290 which can be accommodated within this budget.
- 7.2 If the licenses are not purchased within the given timescales, an additional cost of £70k over the next two years will be incurred.

8. Legal Implications

- 8.1 s1 of the Localism Act 2011 empowers the Council to do anything an individual can do apart from that which is specifically prohibited by pre-existing legislation.
- 8.2 s1 Local Government (Contracts) Act 1997 confers power on the local authority to enter into a contract for the provision of making available of assets or

services for the purposes of, or in connection with, the discharge of the function by the local authority;

- 8.3 When entering into any contract, the Council must have regard to and be compliant with the Council's Contract Standing Orders found at Part 4 of the Constitution.
- 8.4 In advance of the expiration of the proposed contract, the procurement team will need to be consulted to consider a wider procurement exercise to demonstrate best value and future compliance with the Public Contract Regulations 2015 and the Council's Contract Standing Orders, in delivering the proposed services.

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Sustainability & Risk Assessment

1. Economic

Without access to data showing financial records and other services offered through GSuite, public services will be affected.

2. Social

Without access to data and other services offered through GSuite, social services will be affected.

2.1 Social Value

Matter considered and no issues identified.

2.2 Equality Issues

Matter considered and no issues identified.

2.3 Community Safety Issues (Section 17)

Without access to data and other services offered through GSuite, public services related to community safety will be affected.

2.4 Human Rights Issues

Matter considered and no issues identified.

3. Environmental

Without access to data and other services offered through GSuite, environmental public services will be affected.

4. Governance

It is highly likely that without access to data and other services offered through GSuite, the reputation of the Councils and relationship with our partners and the community will be greatly affected.