

# HAMPSHIRE COUNTY COUNCIL

## Officer Decision Record

<b>Decision Maker:</b>	Steve Clow, Assistant Director Property Services
<b>Title:</b>	Condeco move to Cloud Subscription with 20 Screens Rented

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### 1. The decision:

1.1. That a Single Tender Approval (STA) to the value of £90,810 (for a period of 3 years) is required to move to a Cloud based subscription for Meeting Room Booking Software with existing supplier Condeco in order to provide business continuity.

### 2. Reason(s) for the decision:

2.1. The STA approach is the most cost effective means of replacing the existing Meeting Room Software (as detailed in section 2.4 and 2.5 below). It delivers a quick, low risk replacement before the existing system becomes unsupported in November 2019.

2.2. Condeco is the current provider for Meeting Room Software services used by Hampshire County Council. The existing software becomes unsupported by Condeco in November 2019 and a replacement solution is therefore required.

2.3. The County Council has adopted the Microsoft Office suite of software packages. The intent in replacing the Meeting Room Booking software was that the Microsoft corporate option for Meeting Rooms bookings would be used to fulfil this function. Work has been underway for 12 months towards this but in final testing, it was confirmed that a number of essential HCC requirements could not be delivered. This option has now been discounted.

2.4. Discussion with Condeco on the proposed replacement and the transition to the Cloud based subscription resulted in their proposal to extend a preferential rate for the initial 3-year period. This rate is not offered via the The G-Cloud framework (The G-Cloud framework is an agreement between the government and suppliers who provide cloud-based services) or via a reseller model (Computercentre have the relationship).

2.5. The November deadline to replace the system and the time required to migrate data to another system was a defining factor. It would be impossible to complete a data migration to another system by the November deadline,

however it was critical to establish that the quickest solution to implement was also the most cost effective.

- 2.6. An exercise was therefore carried out to compare the preferential rate proposed by Condeco with competitors on the Digital Marketplace. This identified two alternatives that could potentially deliver the requirements.

These were reviewed and subsequently discounted as detailed in item 3 below.

### **3. Other options considered and rejected:**

- 3.1. Keytree Ltd offered “Matrix” technology but Year 1 costs including software for 215 rooms and 70 hours of professional services was £51,450 more expensive than the Condeco proposal for the same.
- 3.2. Essential Computing were believed suitable as they specifically referenced Office 365 integration but Year 1 costs including software for 215 rooms and 70 hours of professional services was £53,202 more expensive than the Condeco proposal for the same.
- 3.3. In addition to the value for money considerations, both alternatives were rejected because of the implications of a data transfer exercise away from Condeco.

The risk of data loss coupled with the costly and time-consuming exercise of migrating all existing bookings from one system to the other were all significant factors in the decision to remain with Condeco.

### **4. Conflicts of interest:**

- 4.1. Conflict of interest declared by an Executive Member who is consulted by the officer which relates to the decision:

None

### **5. Dispensation granted by the Head of Paid Service:**

- 5.1 None

### **6. Supporting information:**

None

**Approved by:**

**Date:**

**Assistant Director Property Services**

07 October 2019

**On behalf of the Director of CCBS**