

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

**Reference Number:** 3533  
**Author:** Anne Clarke  
**Department:** Strategy and Resources  
**Contact:** Jonathan Foster  
(Job Title: Requirement Analyst, Email: jonathan.foster@nottinghamcity.gov.uk, Phone: 01159863125)

**Subject:** Autocad Subscription Licence

**Total Value:** £120,000 (over 3 years) (Type: Revenue)

**Decision Being Taken:**

1. To approve going out to tender for the procurement of Autocad maintenance licences for the three years 2019-2022 on a year by year basis.
2. To approve the associated spend of approximately £40,000 per annum (£120,000 over the 3 year period).
3. To delegate authority to the Head of IT to award the contract to the successful tenderer each year.

**Reasons for the Decision(s)** Autocad is a design tool software, used by the design teams and engineers.

This can be purchased as a maintenance or a subscription module.

The business wish to continue to purchase this on a maintenance basis as this gives us flexibility to share licences. The business have also reviewed alternative solutions, but wish to continue to use this software solution for the foreseeable future as it best meets their needs.

We therefore seek approval to renew this for a further three years on an annual basis, which will enable us to review the number of licenses required annually.

<b>Other Options Considered:</b>	<p>1. To move to a subscription module - Rejected as we would need to purchase additional licences as we are not able to share licences.</p> <p>2. To not renew the maintenance licence - Rejected as the perpetual license will only be valid for the last release activated and does not allow us to down grade the licenses or move to later releases.</p>
<b>Background Papers:</b>	None.
<b>Published Works:</b>	None.
<b>Affected Wards:</b>	Citywide
<b>Colleague / Councillor Interests:</b>	None.
<b>Consultations:</b>	Those not consulted are not directly affected by the decision.
<b>Crime and Disorder Implications:</b>	None, as the decision is in respect of an internal system.
<b>Equality:</b>	EIA not required. Reasons: The decision does not relate to new or changing policies.
<b>Any implications affecting IT:</b>	Yes
<b>Decision Type:</b>	Portfolio Holder
<b>Subject to Call In:</b>	Yes
<b>Call In Expiry date:</b>	31/05/2019
<b>Advice Sought:</b>	Legal, Finance, Procurement, IT

**Legal Advice:**

It is not considered that this procurement should give rise to any significant legal questions. Legal is available to assist with the procurement, if assistance is needed.

Advice provided by Brian Lewis Stewart (Solicitor) on 07/05/2019.

**Finance Advice:**

This decision seeks approval to go out to tender for the procurement of Autocad maintenance licences. The estimated cost is c.£120,000 over the next three years, which equates to £40,000 per annum.

The majority of the budget, £25,000 for the Autocad licences sits within IT services, however, contributions are made by the following departments on an annual basis for anything over this:

- Design Services
- Major Projects
- Property
- Traffic Management
- Highways

The exact contribution from the above departments is unknown until the requirements and cost of the system and licenses is known in full.

The annual review of the tender will allow for the service to obtain value for money and ensure prices remain competitive.

Advice provided by Philip Gretton (Finance Analyst) on 03/05/2019.

**IT Advice:**

The IT Service supports the proposals contained in this delegated decision. AutoCAD has been reviewed by the user community who wish to continue to use the product for the next three years. The proposal to seek approval for three years support which will be tendered for annually. The proposed arrangement will allow scope, through annual review, to vary the volume of support required in line with the Council's need and ensure competitive pricing.

Advice provided by Paul J. Burrows (IT Change, Projects & Strategy Manager) on 18/04/2019.

**Procurement Advice:**

Provided that any spend arising out of this project is spent in accordance with Public Contract Regulations and Contract Procedure Rules there are no significant issues with the recommendations set out in this report.

Advice provided by Mabs Karim (Procurement Officer) on 29/04/2019.

**Signatures**

David Trimble (Portfolio Holder for Leisure, Culture and IT)

SIGNED and Dated: 23/05/2019

Candida Brudenell (Corporate Director for Strategy and Resources)

SIGNED and Dated: 21/05/2019