

| COLUMN 1 | COLUMN 2 | COLUMN 3 | COLUMN 4 |
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| <p>(1) Topic (one sentence description of the decision being sought)</p> <p>(2) Who will take decision</p> <p>(3) Give date or period within which decision is to be taken</p> <p>(4) Directorate contact (include e-mail and telephone)</p> | <p>(5) Principal Groups/Organisations to be consulted before decision is made</p> <p>(6) Method of consultation (external only [if applicable])</p> | <p>(7) Name of person(s) to whom representations can be made (e-mail/telephone)</p> <p>(8) When should they be made by (closing date)</p> | <p>(9) List background documents submitted to Cabinet/Cabinet Member in respect of the decision</p> <p>(10) Is this information unrestricted or exempt?</p> <p>(11) Date first entered in Notice</p> |
| <p>KEY 66/18/19</p> <p>(1) Upgrade of Office 2010 to MS365, procurement of licences and hardware refresh</p> <p>(2) Cabinet</p> <p>(3) 3 June 2019</p> <p>(4) Brinley Hill, Head of Community and Digital Services - 01304 872246; Brinley.hill@dover.gov.uk</p> | <p>(5) Not applicable.</p> <p>(6) Not applicable.</p> | <p>(7) Brinley Hill, Head of Community and Digital Services – 01304 872246; Brinley.hill@dover.gov.uk</p> <p>(8) To be confirmed</p> | <p>(9) Report to Cabinet</p> <p>(10) Exempt</p> <p>(11) 29 April 2019</p> |
| <p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>Dover District Council has undertaken a procurement exercise in relation to a complete migration of the Council's email, calendar and data. At the same time, the exercise has looked at options for implementing an assessment of the Council's estate to enable it to move to a complete Cloud system. The contract will provide a complete migration of our email, calendar and data system to MS365. The Council will also procure ongoing MS365 licensing and implement a complete hardware refresh of all devices to enable agile working for staff and members.</p> <p>To approve the award of MS365 migration to an approved Microsoft Gold Partner.</p> <p>To approve additional spend (associated project costs).</p> | | | |
| <p>Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)</p> <p>Cabinet meeting on 3 June 2019 to approve the project as a whole.</p> | | | |