

REQUEST TO WAIVE FINANCIAL AND CONTRACT PROCEDURE RULES

Name, Tel ext	REDACTED
Department	CCS

Contract Title & Reference Number (if applicable)	Webcasting Contract
Contract start date & duration (including any potential to extend) (if an existing contract)	Four meetings – total £6,000.
Total contract/order value	£1,500 per meeting covering 12 Executives and 6 Council meetings
Supplier name	Pilot Theatre

General description of the waiver required and the context of the request. Include which contract procedure rule to be waived.

It is sought Contract Procedure Rule 9.3 be waived.

The Council is currently out of contract for webcasting of Council meetings due to structural changes within the team in which this sits and the need to review provision in this area. The situation has been further impacted by uncertainties around the future use of the Guildhall for Council meetings and the fact that, during its renovation later this year, it will become unavailable for Council meetings.

As a result, a waiver is requested to continue to use the existing supplier for relevant Council and Executive meetings until at least the end of May and possibly for the Council meeting in July 2017. This will cover the emergency period until the procurement process for the full service finishes.

Supporting information / Documents / Evidence and any constraints for the request.

Finance Manager's Comments

There is no budget available for this spend and it has previously been funded by keeping a post vacant. It's not clear that extending the current arrangements offer value for money.

Name REDACTED

Date 19/4/17

Procurement Team Comments

The current contract has expired, however service is required. There is a delay in being able to finalise the specification due to uncertainty in the new requirement. Therefore, in the interim 4-month period this waiver seeks to establish a new contract on the same terms and price points as the previous contract. This is not ideal, but in the interim does seem to be the best option and therefore for this relatively small amount I support this waiver.

Name REDACTED Date 4/4/17

Legal Team Comments

As specified above, CYC's CPRs require competition in accordance with 9.3 here.

Although not ideal, given the apparent urgent requirement here and brief duration proposed (so as to allow CYC to finalise the longer term procurement requirements) CPR waiver ground 28.2.7 could potentially apply ("...Involving such urgency that it is not possible to comply with the CPRs").

The value here would make this a below threshold matter for the purposes of Public Contracts Regulations 2015 and as such not subject to the full above threshold competition requirements. Although a challenge could not be ruled out as would be no competition here the risk on this front appears relatively low.

Name REDACTED Date 11/04/17