

REQUEST FOR EXEMPTION TO CONTRACT STANDING ORDERS

Contract Standing Orders (CSOs) requires certain steps to be followed when carrying out procurement exercises. Exemptions to CSOs can be authorised by Council / Cabinet upon report and separately by officers with the approval of certain senior officers. An exemption can only be relied upon in certain circumstances (as detailed in CSOs Rules 3.1 – 3.5) but in any event cannot be used where the EU Procedure applies.

This form is intended to be used by officers to obtain an exemption to using CSOs.

Name: Alison Hayward	Date: 5 November 2019
Service: Economy Team: Regeneration and Economic Development	
Total contract value: £25,000	

Background (including product and supplier details, costs etc:
 Andrew Hopkins is an Events, Marketing and Town Centre Management consultant who, following a competitive tender process, was appointed by East Devon District Council in 2018. The term of the contract was 14th January 2019 – 31st October 2019, value £25,000. The remit of the contract has been to provide event management services, primarily the successful delivery of the events at Queen's Drive Space, Exmouth and the Honiton Gate to Plate food festival.

An extensive programme of successful events at Queen's Drive Space and Honiton with the Gate to Plate event have now been concluded.

We now wish to retain Andrew's services for a further 12 months in order for Andrew to work on preparing a suitable events programme for the summer season 2020, and managing the various aspects of the site during next summer.

Andrew Hopkins was the only tenderer when this commission was put out to tender via the Supplying the South West Portal in autumn 2018, indicating the lack of alternative providers for this kind of work.

Andrew has managed a very successful season of events and provided an effective service in managing the various aspects of the Queen's Drive Space site during 2019.

Business Reasons for an Exemption:

Although the following are justifiably accepted as valid reasons for an exemption to Contract Standing Orders, they are closely monitored and should be applied only in cases where a full procurement exercise is not a viable option. (Tick appropriate boxes)

	✓	Which CSO rule?
An Emergency		
Goods or Services to existing systems or kit		
Purchase or repair of patented or proprietary articles sold only at a fixed price		
Effective competition is prevented by government control		
Goods and/or Services recommended by a Central Government Department		
Extension to an existing contract for the purpose of achieving Best Value	✓	3.2
Purchase or Sale by Auction		
Where the Contract is with a Public Utility Company or other organisation which will assume liability for the works on completion e.g. sewer adoption		
Other Reasons (please provide details)	✓	3.2
Limited Markets – as described above		

Business Benefits for an Exemption:

Andrew has already gained a good understanding of event management in East Devon District Council and of the operations involved at Queen's Drive Space. There would be a significant cost and time saving in appointing Andrew to undertake this work for a further year rather than identify an alternative events consultant.

What are the implications to the following:

Finance: Improved use of assets through knowledge of events *maximising our income and opportunities*

Human Resources: None

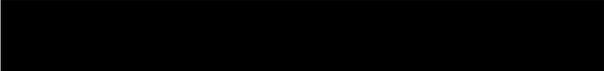
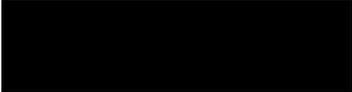
ICT: None

Asset Management: Improved use of assets through knowledge of events *maximising our income and opportunities*

Strategic and/or Operational Objectives: Improved use of assets through knowledge of events *maximising our income and opportunities*

Risk Assessment: There are no identified risks

Detail risks here:
Or attach print from the RM system

Signature of line manager or service head	
Supporting signature of Strategic Lead - Finance	
Supporting signature of Strategic Lead – Governance and Licensing	 

PLEASE NOTE:

Where the Contract value is £20,001 or above then Rule 3.2 requires you to prepare a report for Cabinet to note their support for the action taken.

The Council is required to keep a Register of Exemptions. **Please ensure that a signed copy of this form is provided to the S.151 Officer.**