

Contract Number

Contract Regulations Exemption Request Form



South
Cambridgeshire
District Council

Section 1 - Officer Completes

Your Name: Matt Hudson

Approval required from: Alex Colyer
(See notes below)

Contract Title: Microsoft Office 365 Software Licence for a 3 year term

Budget Value: £130,000 total 3 year costs
Contract Value: £130,000 total 3 year costs

Supplier: Softcat (Microsoft Partner Licence Provider)

Supplier Code:
(from the Council's FMS System)

Valid Reasons for Exemption:

- No Competition Documentary evidence exists (list in Supporting Info)
- Unforeseen emergency
- Collaborative procurement arrangement
- Exemption from using a corporate contract Technical Capacity Conflict of Interest
- Gas or electricity purchase
- Extension of existing contract Existing contract has provision for extension
- Regulation Paragraph From Contract Regulations: 3.4.1, 3.4.3.2 & 3.4.3.3

This purchase is for the supply of a software licence for Microsoft Office 365 through a framework contract for a 3 year term.

3.4.3.2 All purchases from any Government or Local Authority Purchasing Consortium are deemed to comply with Contract Regulations. An exemption is only required to formally record the decision to use the Framework Contract. The Framework Contract must comply with legal requirements and let in accordance with EU Procedures. If there is any doubt then you should seek the guidance from Legal Services or the Procurement Officer.

3.4.3.3 Any contracts entered into through collaboration with other Local Authorities or other public bodies, where a competitive process has been followed that complies with the Contract Regulations of the leading organisation (but does not necessarily comply with these Contract Regulations), will be deemed to comply with our Contract Regulations and an exemption is only required to formally record the decision to use the collaborative contract. However, advice must be sought from the Procurement Officer or Legal Services.

Legal or Procurement Consulted

Person consulted: Sean Missin

Date: 26/06/2015

Section 2 - Authoriser Completes and copies to Requesting Officer, CFO, Procurement & Legal

Approved by:
(Signature)

Date: 26/6/2015

Comments:

This proposal was converted upon with our ICT shared service partners during w/e 19/6.

Routing information (who can authorise this exemption request):

Scenario

To

Level 1 to 1 1/2

Service Manager

£5,001 - £12,500

Level 1 1/2 to Level 4

Corporate Manager

£12,501 - £120,000