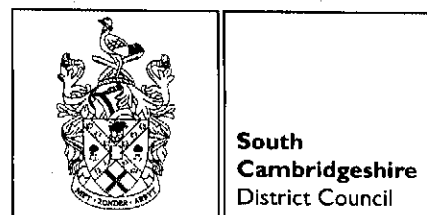


Contract Number



Contract Regulations Exemption Request Form



Section 1 - Officer Completes

Your Name: Gareth Bell

Approval required from: Jean Hunter
(See notes below)

Contract Title: Corporate E-Forms Solution

Budget Value: £23k 1year (3 year total costs £83k)
Contract Value: £23k 1year (3 year total costs £83k)

Supplier: IEG4

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:

3.4.2 Serious disruption to Council Services

The Council needs to re-procure a corporate e-forms solution due to contract default by the existing supplier. The existing forms will cease working so a replacement service is necessary to avoid serious disruption to Council services.

During the original e-forms tender exercise, IEG4 provided the next highest scoring bid and have an established track record in providing these services. The Council should therefore appoint IEG4 for an initial one year and retain the option to extend for a further two years at the Council's discretion.

3.4.2 an exemption is necessary because of unforeseen emergency involving immediate risk to persons, property or serious disruption to Council services.

Legal or Procurement Consulted

Person consulted: Sean Missin

Date: 29/07/2015

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

Approved by:
(Signature)

Date:

29/7/15

Comments:

Routing information (who can authorise this exemption request):

Scenario

To

Level 1 to 1 1/2
£5,001 - £12,500

Service Manager

Level 1 1/2 to Level 4
£12,501 - £120,000

Director

Over Level 4
£120,001 - EU Value

Chief Executive
Executive Director

Notes:

- To electronically check one of the exemption options
 - o Double left click on the box
 - o Select Checked
 - o Press OK