
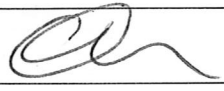


Exemption request form and guidance notes

Procurement exemption request and authorisation form

Exemption reference number		Originating Officer	ED/DE on behalf of Cabinet	
	19/20	Service Area	Corporate	
Potential acquisition details: Consultancy support for a Capability Review for the organisation.				
Supplier: (1)		Quantity/ Value	Description	
a	Peter Thomas + Nicola Hughes	c. £30,000	Consultancy support for an organisation Capability Review	
b				
c				
Reason for exemption: (2) Specialised consultancy work based on work undertaken with the central government delivery unit. Consultants to be appointed have led similar exercises based on this model. (in c. N.C.C.)				
Expected Annual Value	£	c. £30,000		
Expected Life of Contract		c. 2 months		
Expected value over life	£	c. £30,000		
Consultations: (3) Consultation included:- SIS1 office (Duncan Ellis) + Monitoring office (Emma Dunca)				
Progress to date (4) Consultants identified are available to start work in June 2019.				
Suppliers contacted: (5) As outlined above.				
Critical factors: (6) Work required to be undertaken urgently over June/July 2019 to support delivery of the Corporate Plan + new objectives.				
Background papers: (7) N/A				
Recommendation: (8) To agree to waive Standing Orders to allow direct award to the consultants outlined above				
Comments: (9) Please see separate draft Cabinet paper attached.				
Originating Officer signature:	N/A		Date:	N/A
Member of Corporate Leadership	N/A		Date:	N/A

Exemption request form and guidance notes

Team signature			
Decision taken: (10)			
Approval (*delete as applicable): (11) Yes/ No (*) Officer/Cabinet (*)			
Chief Finance Officer/Deputy (Procurement) signature		Date:	20/5/19
Monitoring Officer		Date:	20/5/19
To be reported at year end as part of the Monitoring Officer's Annual Report.			