

Appendix C Waivers

Title	Suppliers	Start Date	End Date	Extension Expiry Date	Contract Value	Over £100k	Contract Manager	Unit	Directorate	Executive Management Team member	Description of waiver request (if a waiver was sought)	Justification for seeking a waiver	Recommendation	Approval
Provision of Voluntary and Community Sector Support Service	OneWestminster	01/04/17	30/09/17	N/A	£ 40,000.00	NO	Yacoba Godwyll	Policy and Strategy	Policy Performance and Communications	Julia Corkey	This request is that the Chief Procurement Officer (CPO) grants a waiver to the Westminster City Council (WCC) Procurement Code in order to directly award this contract to ensure service continuity whilst allowing sufficient time to re-procure.	The award of the contract will allow WCC to undertake a full OJEU procurement, incl. but not limited to, market engagement, full tender, evaluation, governance and award. OneWestminster were awarded the original contract in 2015 following a competitive exercise (only 2 bids were received).  There has been a delay in commencing the new procurement due to the following:  The initial review of the contract took place in July 2016, however, at that point, the key stakeholder was having discussions with Public Health who have similar contracts in place to identify any opportunities for consolidation. The decision on scope for consolidation is yet to be made (no timescales can be provided at this time).	Waiver Directly award a contract without competition.	13/01/2017
Qube Managed Service	Qube Managed Services Ltd	01/04/14	30/01/17	31/01/18	£ 99,260.22	NO	Kevin Rainsbury	IT	Corporate Services	John Quinn	This request is that the Chief Procurement Officer (CPO), grants a waiver to the Westminster City Council (WCC) Procurement Code in order to directly award this contract where no further extension provision exists	The Transportation web forms are a bespoke set of services that are a critical element of the current Transportation IT solution and the overarching Transportation service. They enable information to be accurately captured and, with the use of an integrated risk register, allow reported issues to be accurately triaged and responded to in the most efficient manner. It is therefore essential that the infrastructure that hosts them is sustained. The renewal would commence on 1st February 2017.	Waiver Non compliant contract extension	16/02/17
Parking Debt Management	Marstons Group	01/03/13	28/02/17	31/10/17	£ 6,000.00	NO	Damon Budds	Parking Services	City Management and Communities	Stuart Love	This request is that the Chief Procurement Officer (CPO), grants a waiver to the Westminster City Council (WCC) Procurement Code in order to extend the contract with Marstons.	Request that a waiver of the procurement code is approved to allow the extension of the contract with Marston Group Ltd for 8 months from 01 March 2017 to 31st October 2017. This will align the expiry of the current contract with that of the Revenues and Benefits department's debt management contract, with whom a joint procurement exercise is underway and on track to provide a new service from 1st November 2017. This extension will ensure on-going service provision is maintained by the incumbent, who's performance in delivering the service throughout the life of the contract has been good, with KPIs consistently met and exceeded. The estimated payment from Westminster City Council to Marston Group during the proposed contract extension period is £6k. A reprocurement is in progress with a contract due to start on 1 November 2017.	Waiver Non compliant contract extension	17/02/17
Maternity Champion Contracts		24/04/17	23/04/21		£ 240,000.00	YES	Linda Thomas	Public Health	Public Health	Liz Bruce	This request is that the Chief Procurement Officer (CPO), on recommendation of the Procurement Assurance Board (PAB), grants a waiver to the Westminster City Council (WCC) Procurement Code in order to evaluate the Maternity Champions tender using a Quality:Price ratio of 80:20.	There is a risk that a weighting of 60% Price will force all bidders to adopt a bidding strategy that gives too great a focus on offering the lowest price. Such a strategy is likely to come at the expense of quality which is highly important given the nature and impact of these services to users. We therefore recommend a waiver to the requirement under section 6.2 of the WCC Procurement Code from the 40:60 ratio due to an enhanced focus on Quality to be delivered through these services.  This weighting strategy was adopted (and approved by PAB and Cabinet Members) for all of the previous Community Champion tenders that have taken place across the three boroughs in the past two years which used a Quality:Price ratio of 80:20.	Waiver Contract award with change to evaluation criteria	24/02/17
VAT Consultancy	KPMG LLP			31/03/18	£ 29,000.00	NO	Michelle Robinson	Corporate Finance	City Treasurers Department/Finance	Steven Mair	This request is that the Chief Procurement Officer (CPO) grants a waiver to the Westminster City Council (WCC) Procurement Code in order to allow continued due diligence of the Council's VAT and CIS arrangements.	KPMG were appointed through a procurement during 2015/16 to review the Council's VAT and CIS arrangements. KPMG gained an understanding of the Council's business and systems during the course of this time which means that they can provide assurance more quickly and more cost effectively than another supplier which does not have this existing knowledge, business understanding etc. The Council has a complex operating model with a wide range of line of business systems and a major capital programme which means that issues in respect of VAT in particular are complex.	Waiver Directly award a contract without competition.	20/02/17

Appendix C Waivers

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Debt Management (Revenues & Benefits and Parking Services)	N/A	01/11/17	30/10/17	N/A	£ -	NO	Phil Black - Revs & Bens. Damon Budds Parking	Revs & Bens/Parking	Corporate Services	Steven Mair	This request is that the Chief Procurement Officer (CPO) grants a waiver to the Westminster City Council (WCC) Procurement Code in order to vary the evaluation criteria weightings from quality (60%) and price (40%) to quality (80%) and price (20%).	<p>Given the importance and objectives of the contract and the fact that there is no significant price element to the tender, it is recommended that the Procurement Code is waived to allow for the technical/price ratio to be 80:20.</p> <p>Gate 1 approval was given on 14 February 2017 and included in the Gate report detailed the need to amend the councils evaluation criteria due to the nature of the contract as is documented below:</p> <p>The Taking of Control of Goods Regulations 2013 in effect detail how Enforcement Agent contracts are priced. These regulations set out the fees that the Enforcement Agent can charge the debtor. They are constructed on the basis that the Local Authority will not be directly charged by the Enforcement Agent.</p> <p>The current Revenues &amp; Benefits Enforcement contract was let on a zero cost basis. The current Parking Enforcement contract has a pricing component although this was significantly lower than the previous contract due to the competitive nature of the market.</p> <p>Given the sensitive nature of the Services and the high profile nature of operating within Westminster it is imperative that the potential contractors have extensive experience in operating in similar sized authorities.</p> <p>The only element of price that could be evaluated with reference to Revenue &amp; Benefits is Sundry Debt Recovery including Housing Benefit Overpayment Debt and for Parking is Pre-TEC registration recovery, Debtor tracing and address validation, Expired Warrant Recovery, Foreign Debt Recovery, Scottish Debt Recovery and Persistent Evader Enforcement.</p>	Waiver Contract award with change to evaluation criteria	24/02/17
Housing Options Service Reprocurement	Garnet Consulting	27/02/17	31/10/17	Nil	£ 90,000.00	NO	Brownlee, Barbara	Housing	Growth, Planning & Housing	Ed Watson	The request is that the Chief Procurement Officer (CPO) on recommendation of the Director of Housing and Regeneration grants a waiver of the WCC Procurement Code in order to safe guard the delivery and mobilisation of the new Housing Options Services Contracts.	Garnet Associates are required to provide project management resources to support the wider council team in the delivery and mobilisation of the new Housing Options Contracts. These contracts are currently out to tender and the additional project management resources are required to ensure that the restructured contracts are successfully awarded and implemented. The services will be charged on an actual cost basis and working days will be delivered as required during the procurement programme.	Waiver Directly award a contract without competition.	01/03/17
Mechanical Services Contract	G.E.M. Environmental Services Ltd	04/01/17	30/06/17		£ 307,250.00	YES	Tony Newberry	Procurement Services	Growth, Planning & Housing	Jonathan Cowie	This request is that the Chief Procurement Officer (CPO), on recommendation of the Procurement Assurance Board (PAB), grants a waiver to the Westminster City Council (WCC) Procurement Code in order to award a temporary contract for Mechanical Services, waiving the approvals process whilst the long term contract is making its journey through Peer Review, Gate and Cabinet Member approval.	A full OJEU compliant procurement has been completed and a waiver of the procurement code approvals process is sought for a short term solution noting the contract expiry of the current contract. The existing provider will not extend their contract.	Waiver Directly award a contract without competition.	23/03/17
Advice Plus	A2 Dominion	01/04/14	31/03/17		£ 45,000.00	NO	Pete Westmore	Public Health	Public Health	Liz Bruce	This request is that the Chief Procurement Officer (CPO) grants a waiver to the Westminster City Council (WCC) Procurement Code in order to directly award this contract where no further extension provision exists	The extension of this contract will ensure continuity of service for an interim period of up to 12 months, by which time, needs will be built in and met by other WCC contracts currently being reprocured. Short contract duration precludes effective service delivery or efficiencies from competition.	Waiver Directly award a contract without competition.	23/03/17
North Westminster Network	Paddington Development Trust	01/04/14	31/03/17		£ 36,000.00	NO	Pete Westmore	Public Health	Public Health	Liz Bruce	This request is that the Chief Procurement Officer (CPO) grants a waiver to the Westminster City Council (WCC) Procurement Code in order to directly award this contract where no further extension provision exists	The extension of this contract will ensure continuity of service for an interim period of up to 12 months, by which time, needs will be built in and met by other WCC contracts currently being reprocured. Short contract duration precludes effective service delivery or efficiencies from competition.	Waiver Directly award a contract without competition.	23/03/17

Appendix C Waivers

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Positively Physical	Open Age	01/04/14	31/03/17		£ 33,500.00	NO	Pete Westmore	Public Health	Public Health	Liz Bruce	This request is that the Chief Procurement Officer (CPO) grants a waiver to the Westminster City Council (WCC) Procurement Code in order to directly award this contract where no further extension provision exists	The extension of this contract will ensure continuity of service for an interim period of up to 12 months, by which time, needs will be built in and met by other WCC contracts currently being reproced. Short contract duration precludes effective service delivery or efficiencies from competition.	Waiver Directly award a contract without competition.	23/03/17
South Westminster Network	Abbey Community Association Limited	01/04/14	31/03/17		£ 36,000.00	NO	Pete Westmore	Public Health	Public Health	Liz Bruce	This request is that the Chief Procurement Officer (CPO) grants a waiver to the Westminster City Council (WCC) Procurement Code in order to directly award this contract where no further extension provision exists	The extension of this contract will ensure continuity of service for an interim period of up to 12 months, by which time, needs will be built in and met by other WCC contracts currently being reproced. Short contract duration precludes effective service delivery or efficiencies from competition.	Waiver Directly award a contract without competition.	23/03/17
Semi-Independent Housing Services	n/a	01/10/17	30/09/20	30/09/23	£ 3,661,443.00	YES	Robert White	Rough Sleeping Commissioning Team	Growth, Planning & Housing	Ed Watson	This request is that the Chief Procurement Officer (CPO) and the Cabinet Member for Finance grant a waiver to the Westminster City Council (WCC) Procurement Code in order to amend the price:quality evaluation criteria split.	We have requested a waiver to change the price:quality split to 40:60 and feel that it is appropriate and necessary for this contract. There is a clear cost envelope for this service and the upper limit will be specified as the maximum acceptable contract price, reflecting the target savings. Given the sensitivity of the services, and the Rough Sleeping Commissioning team's knowledge of the costs of service provision, any bids below the lower limit will be investigated under the abnormally low tender provisions. This will mitigate the risk of the highest scoring bidder being unaffordable; it will also mean that the level of competition that there can be on price is limited. The Rough Sleeping Commissioning team believe that the majority of bidders will bid at the lower end of the cost envelope even with the 40% weighting for price; if we put 60% emphasis onto the price, the larger providers are likely to further undercut the smaller providers and we risk losing the high quality support for a very high need client group that a smaller provider could offer. Furthermore, the building is owned by one of the potential bidders; if too much emphasis is put on cost there will be greater incentive for them to make their housing management fees too expensive for another provider whilst bidding at the lower limit of the cost envelope, effectively pricing out the competition on an already limited market. The qualitative evaluation will seek to draw out high quality proposals relating to a number of different aspects of the service whilst maintaining the 5% to be awarded for added social value.	Waiver Contract award with change to evaluation criteria	23/03/17

Appendix C Waivers

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Rough sleeping entrenched outreach service contract St Mungos	St. Mungo's	01/04/17	31/03/18	n/a	£ 50,000.00	NO	Victoria Aseervatham	Rough Sleeping Commissioning Team	Growth, Planning & Housing	Ed Watson	This request is that the Chief Procurement Officer (CPO) grants a waiver to the Westminster City Council (WCC) Procurement Code in order to directly award this contract.	The commissioning team are looking to pilot a "Housing First" scheme as a new approach to meeting the increasing demand for supported hostel bed spaces. Mainstream self contained properties are used, supported with intensive work by skilled holistic workers supporting just up to 7 residents at a time. There is a growing evidence base on the effectiveness of the model, with tenancy sustainment averaging 70-90%. Housing Association Partners were approached at a meeting of Chief executives, brokered by the WCC Head of Affordable Housing. Sanctuary Housing came forward with a proposal to use properties they were holding empty because of previous ASB. A business case was prepared on the merits of the pilot model (with extensive risk mitigation) and 10 properties were put forward by Sanctuary for a pilot. A request for quotations procedure was considered however this would take c 3 months to achieve and time is critical for the Housing Association partner. Procuring properties to use for Housing First is often difficult because of the risks involved of tenancy breakdown and social landlords being unwilling to take these risks, especially where mainstream social housing is so in demand. The arrangement with Sanctuary was reached through 'right place, right time' introductions. Sanctuary have 10 empty properties of very high quality in the Pimlico area which they only want to let on 2 year fixed tenancies. Sanctuary were reassured with the risk mitigation plans we have for tenancy breakdown (intensive support to avoid difficulties but in the worst case scenario, support to relinquish the tenancy and space created to return to immediately supported housing). However Sanctuary's stipulation is that the properties are let in April 2017. There is not enough time to complete an RFQ in time to meet Sanctuary's stipulation of the start date of the pilot and Sanctuary are an ideal partner to supply properties (because of the quality of the properties and the fact that they are already in the area).	Waiver Directly award a contract without competition.	23/03/17
Cycle Training	Cycle Confident	May-06	31/03/17	31/10/17	£ 58,000.00	NO	Carla Lowe	Road Safety	City Management and Communities	Stuart Love	This request is that the Chief Procurement Officer (CPO), grants a waiver to the Westminster City Council (WCC) Procurement Code in order to directly award a interim contract with Cycle Confident for period of 6 months from 01/04/17.	The existing Framework Agreement that is currently being used (TFL) expires at end of the month (Mar17). The initial recommendation was to call off the TFL Framework before expiry date but having explored this option was unable to as the framework agreement was already extended beyond it's initial end date so there was no provision to continue with this option. There is scope to run a call off under the RBKC Framework Agreement however work to put in place a council wide Training Framework Agreement that is in progress with expected go live in late 2017. Due to the above, the recommendation is to put in place a 6 month contract with the existing provider to a) allow the council framework to be let and OR b) run a mini competition via RBKC framework agreement. As this will take us past the 31st March a waiver of the procurement code is required? 6 month spend is expected to be approx £50 - £60k.	Waiver Directly award a contract without competition.	29/03/17
Provision of Data Cabling ServiceServices - Cray Valley Communications	Cray Valley Communications	01/11/16	30/06/17		£ 35,000.00	NO	Alan Wells	Information Services	Corporate Services	John Quinn	This request is that the Chief Procurement Officer (CPO), on recommendation of the Gate Review Panel (Gate), grants a waiver to the Westminster City Council (WCC) Procurement Code for Dataq cabling services to be procured.	The City Council has for a number of years used Cray Valley Communications, on an ad-hoc basis. The Council needs to utilise a supplier for provision of IT Cabling that will be flexible and dependable in the short term due to requirements that are emerging of key project delivery. Cray Valley Communications are an organisation the Council has confidence in being able to deliver to this requirement based on our past experience of supply to the Council over many years in what will be a testing period as we move from City Hall and complete other IT projects. ( further supporting documents are attached )	Waiver Non compliant contract extension	Approved 17/11/2016

Appendix C Waivers

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Microsoft Office 365 Licenses	Phoenix Software Ltd	01/02/16	31/12/16	31/12/18	£ 220,000.00	YES	John O'Dor	CWH Procurement Services	Growth, Planning & Housing	Jonathan Cowie	This request is that the Chief Procurement Officer (CPO), on recommendation of the CityWest Homes Ltd, Transformation Programme, grants a waiver to the Westminster City Council (WCC) Procurement Code in order to directly award this contract.	The contract will ensure continuity of service and stability during the implementation of the Transformation phase and convergence of CWH IT Services with Westminster's. This strategic decision has been taken at a high level and has the approval of Ben Goward (Triborough Head of Digital Services, Information Services Director's Office). Please see attached email. The Pricing and terms are in line with the Crown Commercial Services, Cloud Transformation Agreement. Phoenix Software Ltd are a designated Microsoft distributor and are a CCS Framework supplier. (please see schematic plan on tab of this file). Thi Waiver is supported by a briefing note attached to email submitting this request.	Waiver Non compliant contract extension	Approved 22/11/2016
Provision of Development Advisory Services - Ebury Bridge Estate	Deloitte Ltd	21/11/16	15/12/16		£ 50,000.00	NO	James Green	Development Advisory Services	Growth, Planning & Housing	Ed Watson	This request is that the Chief Procurement Officer (CPO), grants a waiver to the Westminster City Council (WCC) Procurement Code in order to directly award this contract without competition. The development advisory services include the presentation of a detailed technical report to demonstrate to Cabinet a clear strategy to progress the development and regeneration of the Ebury Bridge Estate	Cabinet have requested that the report is provided by 15th Dember 2016. Not only is there insufficient time to undertake a full procurement process in order to meet this deadline, Deloitte Ltd have advised upon the Housing Options study that is intrinsically linked and feeds in to the technical aspects of this work item. They are therefore the only realistic company able to fulfil the contract award criteria.	Waiver Directly award a contract without competition.	Approved 24/11/2016
Advertising Recruitment	Penna PLC	01/04/15	30/11/16	31/05/17	£ 659,000.00	YES	Harbinder Manku	Procurement Services	Corporate Services	John Quinn	This request is that the Chief Procurement Officer (CPO), on recommendation of the Gate Review Panel (Gate), grants a waiver to the Westminster City Council (WCC) Procurement Code in order to directly award this contract where no further extension provision exists	The extension of this contract is for 6 months and will ensure continuity of service and stability during the reprocurement of the Advertising Recruitment service this will and enable procurement officers to review and test the the market place. This extension will also allow People Services to carry out a branding exercise so that WCC get the best talent for future opportunities. The strategic approach to go out to market will allow WCC to get the service for this requirement.	Waiver Directly award a contract without competition.	Approved 02/12/2016
Housing Options Service	tbc	42745.00	30/09/2022	30/09/2024	£ 35,000,000.00	YES	Rebecca Ireland	Housing and Regeneration	Growth, Planning & Housing	Ed Watson	This request is that the Chief Procurement Officer (CPO), on recommendation of the Gate Review Panel (Gate), grants a waiver to the Westminster City Council (WCC) Procurement Code in order to vary the evaluation criteria weightings to quality (60%) and price (40%).	This is a critical, high profile, frontline statutory service attracting considerable attention and legal challenge due to the difficult statutory decisions and discharge of duties undertaken. A greater concentration on quality rather than price is therefore considered essential. It is critical that we select a service provider adequately equipped to deliver robust and accurate decisions and to protect the reputation of the Council. It is also important to appoint a provider that focuses on a partnering approach to service delivery and who is willing and able to work with the Council and adapt to changing legislation, best practice and pan-London approaches in the interests of delivering better outcomes and long term solutions for the Council.	Waiver Contract award with change to evaluation criteria	Approved 05/12/2016 Approved by Tim Mitchell on 13/12/2016
Provision of Dementia Services	Housing and Care 21	01/12/12	28/02/15	31/02/2018	£ 1,171,872.00	YES	Frank Hamilton	ASC Commissioning	Adult Social Care	Liz Bruce	This request is that the Chief Procurement Officer (CPO), on recommendation of the Gate Review Panel (Gate), grants a waiver to the Westminster City Council (WCC) Procurement Code in order to directly award this contract where no further extension provision exists for the period 1st Dec 2016 until 31st March 2018	The extension of this contract will ensure continuity of service to vulnerable adults with dementia and their carers whilst a strategic review and joint re-tendering of Older People and Dementia Services across WCC, RBKC and LBHF is completed, including any necessary consultations. The proposed timeline is to carry out a joint procurement during 2017 with a new service model in place in April 2018. The award of contract will ensure that the Council is compliant with its statutory duty under the the Care Act 2014 which is to provide a range of services that prevent, delay or reduce care needs. An award of contract will also regulate contracting arrangements ensuring compliance whilst officers undertake the necessary due diligence for Housing and Care 21 proposed novation to Ark Home Healthcare Limited .	Waiver Directly award a contract without competition.	Approved 06/12/2016

Appendix C Waivers

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Provision of Dementia Adviser	Housing and Care 21	Not known	Not known	Not known	£ 68,667.00	NO	Frank Hamilton	ASC Commissioning	Adult Social Care	Liz Bruce	This request is that the Chief Procurement Officer (CPO), grants a waiver to the Westminster City Council (WCC) Procurement Code in order to directly award this contract where no further extension provision exists for the period 1st Dec 2016 until 31st March 2018	The extension of this contract will ensure continuity of service to vulnerable adults with dementia and their carers whilst a strategic review and joint re-tendering of Older People and Dementia Services across WCC, RBKC and LBHF is completed, including any necessary consultations. The proposed timeline is to carry out a joint procurement during 2017 with a new service model in place in April 2018. The award of contract will ensure that the Council is compliant with its statutory duty under the the Care Act 2014 which is to provide a range of services that prevent, delay or reduce care needs. An award of contract will also regulate contracting arrangements ensuring compliance whilst officers undertake the necessary due diligence for Housing and Care 21 proposed novation to Ark Home Healthcare Limited .	Waiver Directly award a contract without competition.	Approved 06/12/2016
Glarus Court enhanced home care	Housing and Care 21	01/03/15	28/02/17	31/03/18	£ 725,000.00	YES	Sarah Newton	Commissioning and Enterprise	Adult Social Care	Liz Bruce	This request is that the Chief Procurement Officer (CPO), on recommendation of the Contracts Approval Board (CAB), grants a waiver to the Westminster City Council (WCC) Procurement Code in order to extend this contract.	Housing and Care 21 are exiting the home care market and planning to novate their work to Ark Home Healthcare. The service delivery of Glarus Court, currently seen as 'hybrid extra care', needs reviewing to agree what it offers and who should best provide the care in the future. The contract extension will allow officers to review the service, residents needs and agree how it should be provided and by whom. This is expected to take a few months; the contract extension allows for stability while due diligence is undertaken regarding Ark, and decisions regarding the future of the service are made.	Waiver Non compliant contract extension	Approved 15/12/2016
Provision of Consultancy Services to Support the Digital Programme	Ember Services Ltd	16/12/16	As and when completed	N/A	£ 70,000.00	NO	Maria Benbow	Corporate Services	Corporate Services	John Quinn	This request is that the Chief Procurement Officer (CPO) grants a waiver to the Westminster City Council (WCC) Procurement Code in order to directly award this contract due to the urgency of requirement.	The award of this contract will enable WCC to progress with the Digital Programme. The programme team is due to present their Procurement ICS Strategy to the Gate Panel on 24th January and therefore require urgent input from Ember Services to ensure the strategy is fit for purpose.	Waiver Directly award a contract without competition.	Approved 15/12/2016
Older People with complex needs and Outreach services	Housing and Care 21	01/04/2015	31/03/2017	31/03/18	£ 906,000.00	YES	Frank Hamilton	Procurement Services	Adult Social Care	Liz Bruce	This request is that a waiver of the WCC Procurement Code is obtained from the WCC Chief Procurement Officer to allow for the Executive Director for Adult Services to extend the contracts held by Housing and Care 21	To ensure continuity of service whilst a strategic review of Older People Day Centres is concluded. Subject to approval, the contract extension will ensure that the Council be contract compliant whilst Officers undertake due diligence for the proposed novation to Ark Healthcare Limited.	Waiver Non compliant contract extension	Approved 20/12/2016
Investment Management Agreement	Insight Investment Management (Global) Ltd	01/05/2006	31/12/16	31/12/17	£ 380,000.00	YES	Nikki Parsons	Pensions	City Treasurers Department/Finance	Steven Mair	This request is that the Chief Procurement Officer (CPO), on recommendation of the Gate Review Panel (Gate), grants a waiver to the Westminster City Council (WCC) Procurement Code in order to directly award a contract with Insight for a period of 12 months to 31/12/16.	Normally we would retender this mandate resulting in a new contract either with Insight or an other. However, there is one complexity. The London CIV. Under Government rules, all fund manager appointments must in the next few years (circa 2020 for this type of asset) be transferred to the London CIV. The Government has decided that large pools can negotiate cheaper fees and wish all LGPS investment manager decisions to be taken at pool level. The London CIV has only really been active for a year and is currently working to establish structures for listed equities. It is anticipated that by end of 2017 all of Westminster's equities will be managed through the London CIV. This waiver will also allow the service area to work with procurement to tender for an investment manager during 2017.	Waiver Directly award a contract without competition.	Approved 22/12/2016

Appendix C Waivers

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Legal fees associated with potential dispute with Contractor	Clarke Willmott LLP	20/06/16	01/06/17		£ 90,000.00	NO	Barbara Brownlee	CityWest Homes	Growth, Planning & Housing	Ed Watson, Executive Director for Growth, Planning and Housing	Continuation of Clarke Willmott's appointment to provide legal services associated with an emerging dispute with Keepmoat Limited for their failure to complete major works at Barrow Hill in accordance with the Contract.	Clarke Willmott were appointed in April 2016 to give a high level review and opinion of the case against Keepmoat for the Director of Property and Development as urgent decisions were required as to how we proceed given the political pressures. Specialist construction lawyers with experience of building product and defect experience are required to successfully prosecute this claim. Capital Programme spoke with the Tri Borough legal team who confirmed that they do not have a specialist in this area and would likely suggest that the issue be contracted to an external firm using the LBLA panel. CWH engaged with Clarke Willmott in 2014 to prosecute an adjudication against Balfour Beatty for defective works carried out in 2012 to street properties in the Maida Vale area of Westminster, and they successfully prosecuted that case to much acclaim. Clarke Willmott also have the benefit of a proven track record in this field and as a larger practice has the ability to call on other legal support on associated matters. Clarke Willmott have previously been appointed to provide advice on behalf of Westminster City Council position on the matter and have supported CityWest Homes with their strategy to ensure the best outcome for the Council.	Waiver Directly award a contract without competition.	Approved by CPO 12 Jul 16
Council House - Additional refurbishment works comprising installation of audio and visual services, restoration of window reveals and 2 no listed chimneys.	London Business School	08/07/16	08/08/17		£ 313,100.00	YES	Guy Slocombe	Corporate Property	Growth, Planning & Housing	Ed Watson, Executive Director for Growth, Planning and Housing	WCC have granted a 35 year lease to London Business School (LBS). The waiver request is to provide funds to LBS to provide additional works at Council House. The accommodation will be used to host the Council's meetings and the Registrars accommodation. WCC Councillors have confirmed they required a revised layout and additional acoustic and audio visual services are now required.	The additional works to host the Council's meetings was requested by WCC Councillors. LBS are in possession of the building and given the nature of the works to be procured, it is not practical or feasible for another contractor (other than the current contractor on site) to undertake these works. LBS did seek a competitive tender when procuring their construction contractor. The current design team own the IPR to the existing drawings. Council House is a grade 1 listed building and the works are of a complex nature. The Council is aware that the building contract between LBS and their construction contractor is late and it is highly unlikely they would agree to another contractor undertaking the refurbishment works.	Waiver Non compliant contract extension	Approved by CPO 06 Jul 16
Professor Greg Clark: West End economic and business case peer review	Professor Greg Clark, Business of Cities Group, University College London	06/07/16	30/09/16		£ 40,000.00	NO		Westminster Finance	City Treasurers Department/Finance	Steven Mair, Westminster Finance	The request is to seek advice from Professor Greg Clark of University College London to provide peer review and challenge to the City Council's economic and business case submission to HM Treasury for the West End of London. Having considered options for such a peer review within the timeframe required (by end of July) it is clear that the only senior academic currently available with the background in international city competitiveness is Professor Greg Clark of UCL.	There is a need to refine augment the Council's submission of a business rates off set arrangement to HM Treasury by the end of July. This requires a peer review of the case from an internationally recognised expert in international city economies. The only such academic with the correct credentials available in July is Professor Clark at the UCL Business of Cities Group.	Waiver Directly award a contract without competition.	Approved by CPO 11 Jul 16
Specialist support for urgent changes to Confirm	Applications Ltd	11/07/16	30/09/16		£ 8,000.00	NO		Transportation	City Management and Communities	Stuart Love, City Management and Communities	A waiver is required for Applications Ltd to undertake urgent changes to the CONFIRM system. Applications Ltd can provide this service and are more cost effective than the software provider. We have an urgent deadline to achieve for September and Applications Ltd are able to supply this service immediately.	The City Council has an urgent deadline to achieve for September and Applications Ltd are able to supply this service immediately.	Waiver Directly award a contract without competition.	Approved by CPO 08 Jul 16

Appendix C Waivers

Title	Suppliers	Start Date	End Date	Extension Expiry Date	Contract Value	Over £100k	Contract Manager	Unit	Directorate	Executive Management Team member	Description of waiver request (if a waiver was sought)	Justification for seeking a waiver	Recommendation	Approval
Observational study and comparative analysis of the Mayfair night time economy	Dr Philip Hadfield	21/07/16	20/10/16		£ 15,000.00	NO	Barry Smith, Head of City Policy & Strategy	Policy, Planning and Performance	Policy Performance and Communications	Julia Corkey, Director of Policy, Performance and Communications	The requirement to seek at least 3 competitive quotes	Dr Phillip Hadfield's background is in criminology and urban design (crime prevention and cultural planning) and he has experience of working with Westminster on licensing data, appeals and hearings and is aware of and understands the evidence base for our cumulative impact areas. In particular, he has a detailed understanding of local issues in respect of 'public nuisance' alongside other issues of concern in the statutory Licensing Objectives: Crime and Disorder, Public Safety, and the protection of young people from alcohol-related harm. Dr Hadfield has carried out similar studies in Westminster and would integrate his qualitative approach to assessing similarities and differences between the evening and late-night economy of Mayfair with the work he has carried out in other parts of Westminster.	Waiver Directly award a contract without competition.	Approved by CPO 26 Jul 16
Contract Extension	Bellenden Ltd	01/04/16	31/12/16		£ 10,000.00	NO	Barry Smith, Head of City Policy & Strategy	Policy, Planning and Performance	Policy Performance and Communications	Julia Corkey, Director of Policy, Performance and Communications	Approval is requested to extend the existing contract with Bellenden Ltd for the provision of consultancy services to the Inner London BIDs Group.	Category Manager's approval has been provided by Greta Kurkuzinskaite on the basis that the extension required was not anticipated for when the contract was initially put in place.  Due to external funding being available service continuation is required, however, the approval is provided on the basis that no further extension is to be requested. Should the service be required following the expiry of the contract, a new contract will need to be awarded following a competitive process.	Waiver Non compliant contract extension	Approved by CPO 27 Jul 16
WCC Cash Collection and Delivery	Loomis UK Ltd	01/09/16	31/08/18		£ 50,000.00	NO	David Hodgkinson	Westminster Finance	City Treasurers Department/Finance	Steven Mair, Westminster Finance	The requirement to seek at least 3 competitive quotes - based on lower contract value and proposed length of direct award.	Waiver is sought to directly award to Loomis for a further 2 years whilst we align cash requirements to the digital programme, before conducting a full procurement process.	Waiver Non compliant contract extension	Approved by CPO 03 Aug 16
Reporting tool for the legacy Financial data - Insightsoftware	InsightSoftware.com Limited	15/08/16	15/08/21		£ 65,330.00	NO	Ben Goward	Information Services	City Treasurers Department/Finance	Steven Mair, Westminster Finance	To waiver to allow entering into a new contract with Insightsoftware for 5 years. Without a full procurement	This is required to enable a Westminster historical solution to allow the decommissioning of the JDE WIMS system and the Liberata contract costing £29k per month. This contract arrangement ends on the 31/10/16.  MSP where to provide a historical solution but as yet not provided a working model. The risk is now too high to rely on MSP with the deadline now so close Westminster need to have a solution. Therefore there is a need to work extremely quickly. Westminster solution is to move the required data into an SQL data base within Westminster IT estate and the use a query tool to produce reports and online reporting. InsightSoftware provide the only pre-templated tool to report off JDE data. It effect they are a single supplier of this data specific reporting tool. This allows non technical officers to use and maintain. It also means that there is no need write extensive requirement documentation then to pay for expensive consultancy time. This would also be the quickest to implement requiring no upfront development. The tool has been used previously by Westminster to allow the finance department to design and write their own reports. It was very popular with finance. It is a proven solution not just within Westminster but is also been used by Kensington for their Historical solution. This solution is also the cheapest option available the cost is about £13 k per year for the small number of user licences required. The Cost of a comparable bespoke built solution has been quoted at nearly £485,000 for 5 years (Inoapps an Oracle partner). The alternative of running JDE on the cloud instead would be at least £5 k per month if a supplier with the UK/EU could be procured with additional licences to Oracle of Over £80 k per year.	Waiver Directly award a contract without competition.	Approved by CPO 04 Aug 16



Appendix C Waivers

Title	Suppliers	Start Date	End Date	Extension Expiry Date	Contract Value	Over £100k	Contract Manager	Unit	Directorate	Executive Management Team member	Description of waiver request (if a waiver was sought)	Justification for seeking a waiver	Recommendation	Approval
Consultancy Services to deliver a 2 Phased Data Discovery project for strategic data initiatives.	Harlex Consulting Ltd	01/10/16	31/01/16		£ 50,000.00	NO		CityWest Homes	Growth, Planning & Housing	Jonathan Cowie (Chief Executive, CWH)	Seeking a waiver from the requirement to seek 3 quotes spend between £10 - £100k via RFQ or mini-tender as set out in Section 6 - Procurement and Governance for Operational spend - of the Procurement Code.	<p>CityWest Homes has a number of strategic objectives and projects that have a reliance on well managed and high quality data to enable and unlock their full benefits. This includes an up and coming implementation of a new CRM system and new website including full data capture from web users</p> <p>However, at present, there is little to no understanding of the overall 'current state' of data in the organisation. This includes some of the key components of enterprise data management.</p> <p>There is a vision being led by the Transformation Programme to initiate Enterprise Data Management in the organisation and begin to treat and manage the organisations data as Information Assets.</p> <p>Enterprise data management (EDM) is an organisational function that is inclusive of people, process, organisation and technology. It is a sub function of Enterprise information management (EIM), which is an integrative discipline for structuring, describing and governing information assets across organisational and technological boundaries to improve efficiency, promote transparency and enable business insight.</p> <p>This approach to data management should reduce costs incurred from non-effective poor quality data, improve the ability to manage and report business information dynamically, accurately and to meet the increased expectations of regulation to improve transparency of how CWH handle their data.</p> <p>The phased Data Discovery project aims to prepare CityWest Homes for the change programmes ahead as well as for further strategic data initiatives.</p>	Waiver Directly award a contract without competition.	Approved
Telephony Service Provision	Ericsson	30/06/09	29/06/16	09/04/18	£ 9,968,598.00	YES	Alan Wells	Corporate Services	Corporate Services	John Quinn	To extend the existing contract from 30th June 2016 until the 9th April 2018, with a breakpoint on 29th June 2017 with Ericsson for continued service provision at optimal cost to the Council.	<p>Extension to contract under the Public Contracts Regulation 2015 Reg 72 (1)(c) for a period running from 30th June 2016 until 9th April 2018 for telephony services, with option to extend for upto a further 12 months up to 10th April 2019. The initial extension period to have a breakpoint on 29th June 2017 to allow potential earlier take-up of a BT service offering under the recently procured framework agreement with BT (the "BT Framework Agreement") that was procured to provide, among other services, a replacement for the telephony service.</p> <p>For the period from 30th June 2016 until 9th April 2018 an expected total cost is £1,838,852.</p>	Waiver Non compliant contract extension	Approved at Gate 19 Apr 16
London Apprenticeship Company Provision of Apprentices for WCC	London Apprenticeship Company ( LAC)	01/04/16	31/03/17		£ 26,000.00	NO	Rita Lawrence	Human Resources	Corporate Services	John Quinn	Contract with London Apprenticeship Company expires on 31st March 2016, therefore an extension of the contract is requested for one year.	<p>Extension to continue to use LAC to provide the administration and recruitment for the council's apprentices.</p>	Waiver Non compliant contract extension	Approved by CPO 04 Apr 16
Administration of the childcare voucher scheme	Widerplan trading as Kiddivouchers	01/04/12	01/04/16		£ 15,000.00	NO	Veronique Vermeer / Alexis Brooks	Human Resources	Corporate Services	John Quinn	Extend contract for a further 12 months where no provision to extend exists Original current contract accessed under ESPO framework (ESPO Contract 319: Staff Benefits) from 1 April 2012 to 1 April 2016. This included an option to extend which has been exercised	<p>People Services (HR) are currently reviewing the benefits proposition for staff with a view to potentially widening the scope of benefits on offer. This review will inform the procurement strategy going forward and will also align with the launch of the council's employer brand</p> <p>A Waiver is therefore requested to extend the current contract for a further period of 12 months . The extension period will allow for the People Services review to be completed and will also allow for any developments in the market in relation to the launch of the new Tax Free Childcare Scheme to become clear</p>	Waiver Non compliant contract extension	Approved by CPO 15 Apr 16

Appendix C Waivers

Title	Suppliers	Start Date	End Date	Extension Expiry Date	Contract Value	Over £100k	Contract Manager	Unit	Directorate	Executive Management Team member	Description of waiver request (if a waiver was sought)	Justification for seeking a waiver	Recommendation	Approval
Provision of Staff Benefits Platform	Widerplan	01/04/12	01/04/16		£ 3,000.00	NO	Veronique Vermeer / Alexis Brooks	Human Resources	Corporate Services	John Quinn	The ability to extend the contract for a limited period of 12 months where this facility does not exist	WCC Staff Benefits Platform is provided by Widerplan. The current contract is accessed under ESPO framework (ESPO Contract 319: Staff Benefits). The platform has been in place since April 2012 and currently has over 2,000 registered users. The platform continues to be actively used in terms of new registrations, logins and offer views. Current contract expires on 1 April 2016. No provision exists to extend the contract beyond 1st April 2016. The Benefits Platform lists voluntary benefits comprising national high street offers paid for by staff plus links to council employee benefits. People Services (HR) are currently reviewing the benefits proposition for staff with a view to potentially widening the scope of benefits on offer. This review will inform the procurement strategy going forward and will also align with the launch of the council's employer brand. The extension period of 12 months will allow for the People Services review to be completed.	Waiver Non compliant contract extension	Approved by CPO 15 Apr 16
Extension of Consultancy Contract	Brendon Harper Consultancy	01/04/16	30/06/16		£ 14,968.00	NO	Carol Quamina, CRP Operations Manager	Cross River Partnership	Policy Performance and Communications	Julia Corkey	Cross River Partnership is seeking to extend the consultancy contract in terms of cost and delivery period with Brendon Harper Consultancy from/	<p>Cross River Partnership (CRP) are seeking to extend the consultancy contract with Brendon Harper Consultancy for another three months (until the end of June 2016) to ensure delivery of the Air Quality Strategy for the New West End Company (NVEC), the Air Quality Summit and Delivery Servicing Plans along Oxford Street West.</p> <p>These projects are of strategic importance to Westminster City Council to help engage businesses in reducing air pollution, reducing congestion and improving the public realm on Oxford Street, Regent Street, Bond Street and the surrounding environs.</p> <p>The work is externally funded by the NVEC to the value of £19,750. The initial contract with Brendon Harper Consultancy was for the value of £6,668 to provide services in relation to Delivery Servicing Plans in the Oxford Street West environs. NVEC have been working with Brendon Harper for delivery of this project up to this point. The work on WCC Delivery Servicing Plans on Oxford Street West has had to be extended due to delays in the delivery of the Air Quality Summit.</p> <p>CRP will be unable to recruit new staff with the appropriate skills and experience in time to ensure on-going delivery of these projects. Brendon Harper has a working knowledge of these projects, which we will be unable to deliver within the project timescales.</p> <p>The contract extension is a short-term solution to bridge a gap in staffing. CRP will start recruitment to cover our on-going staff resource needs in the new financial year. CRP anticipate, based on previous work, that the cost of the contract extension will be below £8,300 and will not be extended again.</p>	Waiver Directly award a contract without competition.	Approved by CPO 01 Apr 16

Appendix C Waivers

Title	Suppliers	Start Date	End Date	Extension Expiry Date	Contract Value	Over £100k	Contract Manager	Unit	Directorate	Executive Management Team member	Description of waiver request (if a waiver was sought)	Justification for seeking a waiver	Recommendation	Approval
Provision of Consultancy Services for the Inner London BIDs Service	Anthony Halmos Consultancy	01/04/16	31/05/16		£ 5,000.00	NO	Carol Quamina, CRP Operations Manager	Cross River Partnership	Policy Performance and Communications	Julia Corkey	Request for waiver under defined circumstances to engage Anthony Halmos Consultancy as instructed by the Inner London BIDs Group.	The Inner London BIDs Group consists of 16 inner London Business Improvement Districts, who have jointly agreed to deliver a range of deliverables of mutual benefit to the collective. They have engaged Cross River Partnership (CRP) to provide co-ordination and project management support to ensure achievement of the deliverables in their work plan.  The ILBG agreed at its meeting on 23rd March that CRP be instructed to engage Anthony Halmos Consultancy to provide specialised public affairs/policy consultancy support on specific elements of their workplan, details of which are contained in the minutes of the meeting (attached, please refer to item 4).  This request is seeking a waiver of the Procurement Code under defined circumstances to engage Anthony Halmos as agreed by the ILBG who are providing the funding to cover the cost of the service provision.	Waiver Directly award a contract without competition.	Approved by CPO 04 Apr 16
Lagan CRM Solution	Verint Systems UK Limited	01/05/16	30/04/18		£ 288,000.00	YES	Suzanne McArdle - Head of Digital Transformation	Policy, Planning and Performance	Policy Performance and Communications	Julia Corkey	The award of a new contract for a continued Lagan CRM Solution for a period of 1 year with the option to extend for an additional 12 months.	The initial 2014 implementation of Lagan to support the Agilisys contact centres was complex and expensive. Integration of Lagan with these systems took a long time to stabilise and WCC specific handling scripts took time to develop and refine. It would not be cost-effective and business viable to replace Lagan with an alternative CRM platform within the existing operation scope.	Waiver Directly award a contract without competition.	Approved by Gate 19 Apr 16 and CPO 25 Apr 16
Architectural Design and interior services	Sheppard Robison (£33K excludes expenses. Long and Partners (£15K excludes expenses)	01/06/16	01/12/17		£ 57,000.00	NO	Anne McCann, Head of Corporate Property and Projects, Investment, Estates and Property	Coporate Property	Growth, Planning & Housing	Ed Watson	To provide architectural and design services at the Old Marylebone Town Hall (aka Council House) for the provision of WCC accommodation. The accommodation will be used to host Council meetings and the Registrars accommodation. The services will cover all of RIBA stages. In addition, this includes an interior lighting consultant.	(1) To ensure continuity in design making on a Grade 1 historical iconic building. (2) That WCC benefit from the Architect's / Interior designer past and current experience on this iconic building	Waiver Directly award a contract without competition.	Approved by CPO 23 May 16
Scanning, indexing and uploading documents project	IDOX	01/04/16	01/04/16		£ 14,000.00	NO	Tracy Cox, Project Manager	Development Planning	Growth, Planning & Housing	Ed Watson	Development Planning had lots of paper files that needed to be scanned, indexed and uploaded on to the Document Management System. We engaged a supplier IDOX to carry out some work for us and got a quote for this and raised a PO. We thought we were sending around 1350 files for scanning, indexing and uploading. We actually sent them 3165 files for scanning, indexing and uploading. They outsourced this to their supplier and the supplier didn't know that we had sent them too many file so they have done the scanning part of the work. They have now asked us to raise a purchase order for the extra work. I asked someone to raise this for me and she said she couldn't as it was over the limited for raising POs for a supplier. Can you please authorise this extra spend. The initial quote was £12k and the extra work	Work has already been done and we need to pay the supplier.	Non compliant retrospective waiver	Rejected by CPO 12 Apr 16
Energy efficiency works in existing council owned housing	London Borough of Barnet	30/05/16	31/03/17		£ 81,250.00	NO	Jake Mathias, HRA Strategy Manager	Housing	Growth, Planning & Housing	Ed Watson	Waiver in respect of the preclusion from entering into a Memorandum of Understanding	The GLA has established four sub-regions amongst the 33 London Boroughs. The Council is a member of the North London sub-region and bids for funding from the GLA and other sources on a collaborative basis. The sub-region has successfully bid for funding for energy efficiency improvements to our housing stock from National Energy Action. The sub-region itself is not a legal entity and therefore a local authority has to act as the lead for contractual purposes. In this instance it is the LB Barnet who in turn require us to enter into an MOU in respect of the delivery of the works that will attract this funding. Similar arrangements have been entered into in past years with LB Barnet and LB Islington. Further details are available fromjmathias@westminster.gov.uk	Waiver Use of a Memorandum of Understanding	Approved by CPO 26 Apr 16

Appendix C Waivers

Title	Suppliers	Start Date	End Date	Extension Expiry Date	Contract Value	Over £100k	Contract Manager	Unit	Directorate	Executive Management Team member	Description of waiver request (if a waiver was sought)	Justification for seeking a waiver	Recommendation	Approval
Lead Consultants to prepare a concept scheme to gain planning permission for the Beachcroft Specialist Housing for Older People programme Site RIBA Stage 2-3	PRP Architects	03/05/16	30/06/16		£ 125,000.00	YES	Toni Peters	Housing	Growth, Planning & Housing	Ed Watson	Following a competitive tender in October 2014 a contract was awarded to PRP Architects for RIBA Stage A only; although the tenders were invited to RIBA Stage C (now 3). This waiver requests authority to waive Clause 6 of the Procurement code and the requirement to competitively tender these works. The total cost of the waiver is To RIBA Stage 2 - £110k To RIBA Stage 3 - £15k Total cost - £125k	The reason for retention of the supplier is: - Continuation of services from concept design to planning application - Retained knowledge of resources - Competitive tender run in 2014 - Quality of performance to date	Waiver Directly award a contract without competition.	Approved by Gate 26 Apr 16 and CPO 26 Apr 16
CARERS PRIMARY CARE NAVIGATOR SERVICE - DIRECT AWARD OF A 12 MONTH CONTRACT	Carers UK	01/05/16	30/04/17		£ 94,500.00	NO	Janet Dawson, Procurement and Contracts Officer, Adult Social Care	Adult Social Care	Adult Social Care	Liz Bruce	Requirement to invite at least three bidders to quote based on price or to perform a mini tender including qualitative evaluation.  This request also seeks agreement to use a memorandum of understanding.	To meet an identified need to re-establish this service in the short-term, giving support to GP practices in the identification of carers pending the procurement of a longer term service.  A direct award will give time for a future service model to be designed and tendered either as a single service, or together with other carers services which are currently being reviewed, with a view to new contracts from May 2017.  The low-value, integrated service design, with two staff working across three boroughs, does not lend itself to a framework agreement and call-off contract model. This will be reviewed for any future service model.	Waiver Directly award a contract without competition.	Approved by CPO 07 Apr 16
Supported Housing (4 units) Accommodation services for people with Learning Disabilities	Outlook Care	01/04/17	30/06/17		£ 55,075.00	NO	David Goulding, Supplier Relationship Manager	Adult Social Care	Adult Social Care	Liz Bruce	Waive the requirement to conduct a competitive tender exercise in order to allow the direct award of a contract.	Adult Social Care is in the process of developing a Procurement Strategy for services for People with Learning Disabilities across the three boroughs. The aim of the strategy is to improve outcomes for customers by increasing choice and control through personalised services. The direct award of this contract is for existing provision and aligns the end date of this contract to fit with the start of the remodelled services.	Waiver Directly award a contract without competition.	Approved by CPO 04 May 16
Supported Housing (3 Units). Accommodation services for people with Learning Disabilities	Yarrow Housing	01/04/17	30/06/17		£ 37,213.00	NO	David Goulding, Supplier Relationship Manager	Adult Social Care	Adult Social Care	Liz Bruce	Waive the requirement to conduct a competitive tender exercise in order to allow the direct award of a contract.	Adult Social Care is in the process of developing a Procurement Strategy for services for People with Learning Disabilities across the three boroughs. The aim of the strategy is to improve outcomes for customers by increasing choice and control through personalised services. The direct award of this contract is for existing provision and aligns the end date of this contract to fit with the start of the remodelled services.	Waiver Directly award a contract without competition.	Approved by CPO 10 May 16
Supported Housing (2 Units). Accommodation services for people with Learning Disabilities	Yarrow Housing	01/04/17	30/06/17		£ 30,914.00	NO	David Goulding, Supplier Relationship Manager	Adult Social Care	Adult Social Care	Liz Bruce	Waive the requirement to conduct a competitive tender exercise in order to allow the direct award of a contract.	Adult Social Care is in the process of developing a Procurement Strategy for services for People with Learning Disabilities across the three boroughs. The aim of the strategy is to improve outcomes for customers by increasing choice and control through personalised services. The direct award of this contract is for existing provision and aligns the end date of this contract to fit with the start of the remodelled services.	Waiver Directly award a contract without competition.	Approved by CPO 16 May 16
Supported Housing (50% of 4 Units). Accommodation services for people with Learning Disabilities.	Cyrenians	01/04/17	30/06/17		£ 90,741.00	NO	David Goulding, Supplier Relationship Manager	Adult Social Care	Adult Social Care	Liz Bruce	Waive the requirement to conduct a competitive tender exercise in order to allow the direct award of a contract.	Adult Social Care is in the process of developing a Procurement Strategy for services for People with Learning Disabilities across the three boroughs. The aim of the strategy is to improve outcomes for customers by increasing choice and control through personalised services. The direct award of this contract is for existing provision and aligns the end date of this contract to fit with the start of the remodelled services.	Waiver Directly award a contract without competition.	Approved by CPO 26 May 16
Residential Care (5 Homes, 19 Units) Accommodation services for people with Learning Disabilities	Westminster Society	01/04/17	30/06/17		£ 153,749.00	YES	David Goulding, Supplier Relationship Manager	Adult Social Care	Adult Social Care	Liz Bruce	Waive the requirement to conduct a competitive tender exercise in order to allow the direct award of a contract.	Adult Social Care is in the process of developing a Procurement Strategy for services for People with Learning Disabilities across the three boroughs. The aim of the strategy is to improve outcomes for customers by increasing choice and control through personalised services. The direct award of this contract is for existing provision and aligns the end date of this contract to fit with the start of the remodelled services.	Waiver Directly award a contract without competition.	Approved by CPO 27 May 16

Appendix C Waivers

Title	Suppliers	Start Date	End Date	Extension Expiry Date	Contract Value	Over £100k	Contract Manager	Unit	Directorate	Executive Management Team member	Description of waiver request (if a waiver was sought)	Justification for seeking a waiver	Recommendation	Approval
Supported Housing (88 Units dispersed). Accommodation services for people with Learning Disabilities.	Westminster Society	01/04/17	30/06/17		£ 229,005.00	YES	David Goulding, Supplier Relationship Manager	Adult Social Care	Adult Social Care	Liz Bruce	Waive the requirement to conduct a competitive tender exercise in order to allow the direct award of a contract.	Adult Social Care is in the process of developing a Procurement Strategy for services for People with Learning Disabilities across the three boroughs. The aim of the strategy is to improve outcomes for customers by increasing choice and control through personalised services. The direct award of this contract is for existing provision and aligns the end date of this contract to fit with the start of the remodelled services	Waiver Directly award a contract without competition.	Approved by CPO 27 May 16
Community Champions project Church St	Paddington Development Trust	01/04/16	31/03/19		£ 135,000.00	YES	Christine Mead, Behaviour Change Commissioner	Public Health	Adult Social Care	Liz Bruce	That the Chief Procurement Officer approve a waiver in accordance with section 2.9 of the Westminster Procurement Code to allow WCC to extend the existing Church St Community Champions contract with PDT. 2.2 To approve the modification of the existing contract with PDT to provide for an extension of the term of the contract for a period of three years effective from 1st April 2016 to 31 March 2019 for a contract value of £135,000, aggregate over three years.	1.2. The rationale for this direct award is that existing projects are being successfully delivered and will be further developed through partnership links with West London CCG, Central London CCG and City West Homes, including an extension of outcomes and a saving to public health budgets while maintaining project viability. Partnership agreements are in development in each location to create a local health and housing partnership group who will collectively support and develop the community champions projects. 1.3. There are very limited numbers of community organisations in each of the neighbourhoods who would be able to deliver a community champions project, so there would be no competitive advantage gained by going out to tender while there would be a risk of destabilising the trust and capacity of the existing organisation delivering the project.	Waiver Non compliant contract extension	Approved by CPO 16 May 16
Queens Park/Mozart Community Champions Project	Paddington Development Trust	01/04/16	31/03/19		£ 135,000.00	YES	Christine Mead, Behaviour Change Commissioner	Public Health	Adult Social Care	Liz Bruce	That the Chief Procurement Officer approve a waiver in accordance with section 2.9 of the Westminster Procurement Code to allow WCC to extend the existing Queens Park/Mozart Community Champions contract with PDT 2.4 To approve the modification of the existing contract with PDT to provide for an extension of the term of the contract for a period of three years effective from 1st April 2016 to 31 March 2019 for a contract value of £135,000, aggregate over three years.	1.2. The rationale for this direct award is that existing projects are being successfully delivered and will be further developed through partnership links with West London CCG, Central London CCG and City West Homes, including an extension of outcomes and a saving to public health budgets while maintaining project viability. Partnership agreements are in development in each location to create a local health and housing partnership group who will collectively support and develop the community champions projects. 1.3. There are very limited numbers of community organisations in each of the neighbourhoods who would be able to deliver a community champions project, so there would be no competitive advantage gained by going out to tender while there would be a risk of destabilising the trust and capacity of the existing organisation delivering the project.	Waiver Non compliant contract extension	CAB 10 May 16. Approved by CPO 16 May 16
Westminster Domestic Violence Prevention in Schools: 'Standing Tall'	Action for Children	01/04/16	31/03/18		£ 70,000.00	NO	Mary Russell, Public Health Commissioner	Public Health	Adult Social Care	Liz Bruce	The requirement to seek at least three competitive quotes. To request 1 quote from the current provider instead of a minimum of 3 quotes.	The 'Standing Tall' domestic violence prevention in schools programme delivered by Action for Children is a niche service that has been developed locally to meet local need. It was developed in response to recommendations of local survivors of domestic violence: the Westminster Phoenix Group who advocated that prevention of domestic violence is crucial to addressing the issue in the short, medium and long term and that schools are the ideal setting for this. 'Standing tall' focusses on preventing domestic violence by offering a programme of domestic violence training to teachers and staff within schools and academies in Westminster. It encourages a 'whole school' approach in integrating healthy relationship development and domestic violence awareness and prevention into the schools existing 'personal, social and health education (PSHE) programme and anti-bullying work. The current contract ends on 31.3.16 and a new 1 year (plus one year) contract will allow for completion of the review of all Public Health commissioned services which is beginning to be undertaken. If there is no service from 1 April 2016 the result would be a gap in service provision.	Waiver Directly award a contract without competition.	Approved by CPO 04 Apr 16

Appendix C Waivers

Title	Suppliers	Start Date	End Date	Extension Expiry Date	Contract Value	Over £100k	Contract Manager	Unit	Directorate	Executive Management Team member	Description of waiver request (if a waiver was sought)	Justification for seeking a waiver	Recommendation	Approval
Suicide Prevention Service: Campaign Against Living Miserably (CALM). This service targets men at risk of suicide : it provides a helpline and social marketing techniques to raise awareness of depression in men & encourage men to seek support when needed	Campaign against Living Miserably (CALM)	01/04/16	31/03/17		£ 24,000.00	NO	Mary Russell, Public Health Commissioner	Public Health	Adult Social Care	Liz Bruce	The requirement to seek at least 3 competitive quotes. To request 1 quote from the current provider instead of a minimum of 3 quotes.	This is an existing high performing service. A review of all Public health services is underway. a new 12 month (1 year plus 1 year) contract will allow for completion of the review in light of recent information about the future of Public Health funding and alignment with the work of our new Budget Task and Finish group. This will also ensure that there is no disruption of a service to a highly vulnerable group : men at risk of suicide. There is no provider in or around Westminster that could provide the same level of quality specialist service locally. The activity matches conditions for the use of the Public Health Grant and allocation of funding has been agreed by Cllr Robathan and Public Health SMT.	Waiver Directly award a contract without competition.	Approved by CPO 01 Apr 16
Mental Health Promotion: Opportunity for All. Service providing mental health promotion amongst BME communities and other at risk groups in Westminster. The service combines targeted outreach with mental health promotion and physical activity.	Opportunity For All	01/04/16	31/03/17		£ 39,916.00	NO	Mary Russell Public Health Commissioner	Public Health	Adult Social Care	Liz Bruce	The Requirement to seek at least 3 competitive quotes. To request 1 quote from the current provider instead of a minimum of 3 quotes.	This is an existing high performing niche service which uses an integrated partnership approach to delivery of this service, thereby delivering added value in this contract. The service grew out of local need and has been developed locally. A review of public health services is underway. A new 12 month (1 year plus 1 year) contract with the existing provider will allow for the review to be completed in the light of recent information about the future of Public Health funding and alignment with the work of the Public Health Task and Finish group. This will also ensure that there is no disruption to a niche service which has shown marked benefits to residents and local service providers in reducing the burden of mental health problems. There is no provider in or around Westminster that could provide the same level of quality integrated services which is targeted to the specific needs of the local population. The activity matches conditions for the use of the Public Health grant and allocation of funding has been approved by the Public Health SMT and Cllr Robathan.	Waiver Directly award a contract without competition.	Approved by CPO 01 Apr 16
Westminster Children's Centre Outreach Service	Family Lives	03/10/16	28/09/18		£ 518,457.00	YES	Kemi Ore, Procurement Consultant	Children's Services	Children's Services	Clare Chamberlain	Waiver to the tendering requirements of the Council's Procurement Code in order to award a contract for Outreach Service to Family Lives from 1st Oct 2016 to 30 Sept 2018	The Direct Award approach is considered to be the optimum solution following the recent reshaping of the Early Help service which identified outreach as a gap in the new service, there is no in house service that can deliver this element of the outreach offer. The current Children's Centre contracts expire on 30 September 2016, with no provision for further extension. Therefore a direct award is considered to be the best approach as the contract in its current form is likely to be less attractive to the market, because the scope and budget for this service has been significantly scaled down for the next two years. This is further exacerbated by the uncertainty of future funding availability which is would be required to run an efficient procurement and deliver good quality value for money outcomes from it.	Waiver Directly award a contract without competition.	CAB 21 Jun 16. Approved by CPO 23 Jun 16