

Appendix C - Contracts let with a waiver of the Procurement Code in 2014/15

Item no	Description of requirements	Company name	Contract term (if stated)	Contract value	Strategic Executive Board Member	Justification for not seeking quotes or tenders	Name and job title of Nominated Authorised Officer (NAO)	Unit	Directorate	Comments	Reason for waiver
1	Employment of staff at Marsham Street Children's Centre	London Early Years Foundation	3 years	£210,000	Andrew Christie	Westminster has run Sure Start Children's Centre services at this centre for the past 11 years and re-imbursed LEYF for employment of members of staff to deliver the services since 2010. This is currently three staff members, 2.5 FTE. Salary costs are re-charged at cost so the exact amount can vary but expecting to be around £70,000 this year. There was a previous SLA in place which ran until March 2014. Staff could not be transferred to another organisation without process of consultation, TUPE etc. It is possible that TUPE will be considered during the next financial year but costs to LEYF have been incurred for the current year and three months notice of any change would be needed.	Catherine Drake Wilkes, Locality Children's Centre Manager	Children's Services	Children's Services		Directly award a contract in order to extend existing services
2	Management of the Fleet Services by London Borough of Hammersmith and Fulham	London Borough of Hammersmith and Fulham	13 months	£ 52,000	Andrew Christie	The contract contains no provision to extend, however officers wish to extend the services (by awarding a direct contract) in order to undertake a Tri-Borough Category Review of fleet, officers cars and fleet management in order to jointly have a Tri-Borough contract. Further this will have the potential for improved co-operation on tri-borough, reduced fleet management overheads with greater cost efficiencies.	Suzie Shardow, Category Manager; Andrew Curtois, Head of Category Management	Children's Services	Children's Services		Directly award a contract in order to extend existing services
3	Mobile crèche provision for children under five, to support parent courses, workshops etc	Abbey Community Centre (using trading name A Moveable Feast)	1 year	£ 57,000	Andrew Christie	The budget was previously held by a school and monies are owed for work already undertaken during 2013-14. It was recommended that the NAO carries out some soft market testing to find out if there are any other organisations who could carry out the service, so that costs can be benchmarked.	Catherine Drake-Wilkes, Locality Children's Centre Manager, Westminster Children's Centres - South Locality	Children's Services	Children's Services		Monies owed for work already undertaken.
4	Provision & Maintenance of Officers' Cars	Ogilvie Ltd	13 months	£ 101,650	Andrew Christie	The contract contains no provision to extend, however officers wish to extend the services (by awarding a direct contract) in order to undertake a Tri-Borough Category Review of fleet, officers cars and fleet management in order to jointly have a Tri-Borough contract. Further this will have the potential for improved co-operation on tri-borough, reduced fleet management overheads with greater cost efficiencies.	Suzie Shardow, Category Manager; Andrew Curtois, Head of Category Management	Children's Services	Children's Services		Directly award a contract in order to extend existing services
5	Provision & Maintenance of Officers' cars	Automotive limited	13 months	£ 56,200	Andrew Christie	The contract contains no provision to extend, however officers wish to extend the services (by awarding a direct contract) in order to undertake a Tri-Borough Category Review of fleet, officers cars and fleet management in order to jointly have a Tri-Borough contract. Further this will have the potential for improved co-operation on tri-borough, reduced fleet management overheads with greater cost efficiencies.	Suzie Shardow, Category Manager; Andrew Curtois, Head of Category Management	Children's Services	Children's Services		Directly award a contract in order to extend existing services
6	Provision of a Holiday Playscheme	Westminster Society for People with a Learning Difficulty	12 months	£110,336	Andrew Christie	That CAB recommend to the Executive Director of Children's Services that the Council enter into the contract from 1st April 2015 until 31st March 2016 with a 3 month break clause. The recommendations will ensure that the council continues to compile with its statutory duties as contained in Schedule 2 of the Children's Act 1989, the Breaks for Carers of Disabled Children Regulations 2010 and the Children and Families Act 2014. The recommendations will ensure that any new commissioning intentions are fully discussed with the new Head of Service for Children with a Disability and that she has the ability to influence these intentions. In addition the extension of these contracts will give the council time to review the recent introduction of Education, Health and Care Plans and the impact of families taking up the option of a Personal Budgets.	Terry Clark	Children's Services	Children's Services		Directly award a contract in order to extend existing services
7	Provision of a Holiday programme for Young People	Westminster Society for People with a Learning Difficulty	12 months	£46,196	Andrew Christie	That CAB recommend to the Executive Director of Children's Services that the Council enter into the contract from 1st April 2015 until 31st March 2016 with a 3 month break clause. The recommendations will ensure that the council continues to compile with its statutory duties as contained in Schedule 2 of the Children's Act 1989, the Breaks for Carers of Disabled Children Regulations 2010 and the Children and Families Act 2014. The recommendations will ensure that any new commissioning intentions are fully discussed with the new Head of Service for Children with a Disability and that she has the ability to influence these intentions. In addition the extension of these contracts will give the council time to review the recent introduction of Education, Health and Care Plans and the impact of families taking up the option of a Personal Budgets.	Terry Clark	Children's Services	Children's Services		Directly award a contract in order to extend existing services
8	Provision of After-School Club	QEII School	12 months	£35,000	Andrew Christie	That CAB recommend to the Executive Director of Children's Services that the Council enter into the contract from 1st April 2015 until 31st March 2016 with a 3 month break clause. The recommendations will ensure that the council continues to compile with its statutory duties as contained in Schedule 2 of the Children's Act 1989, the Breaks for Carers of Disabled Children Regulations 2010 and the Children and Families Act 2014. The recommendations will ensure that any new commissioning intentions are fully discussed with the new Head of Service for Children with a Disability and that she has the ability to influence these intentions. In addition the extension of these contracts will give the council time to review the recent introduction of Education, Health and Care Plans and the impact of families taking up the option of a Personal Budgets.	Terry Clark	Children's Services	Children's Services		Directly award a contract in order to extend existing services
9	Provision of an Inclusive Play Project	Westminster Society for People with a Learning Difficulty	12 months	£317,100	Andrew Christie	That CAB recommend to the Executive Director of Children's Services that the Council enter into the contract from 1st April 2015 until 31st March 2016 with a 3 month break clause. The recommendations will ensure that the council continues to compile with its statutory duties as contained in Schedule 2 of the Children's Act 1989, the Breaks for Carers of Disabled Children Regulations 2010 and the Children and Families Act 2014. The recommendations will ensure that any new commissioning intentions are fully discussed with the new Head of Service for Children with a Disability and that she has the ability to influence these intentions. In addition the extension of these contracts will give the council time to review the recent introduction of Education, Health and Care Plans and the impact of families taking up the option of a Personal Budgets.	Terry Clark	Children's Services	Children's Services		Directly award a contract in order to extend existing services
10	Provision of Parental Involvement and Engagement	Westminster Society for People with a Learning Difficulty	12 months	£20,085	Andrew Christie	That CAB recommend to the Executive Director of Children's Services that the Council enter into the contract from 1st April 2015 until 31st March 2016 with a 3 month break clause. The recommendations will ensure that the council continues to compile with its statutory duties as contained in Schedule 2 of the Children's Act 1989, the Breaks for Carers of Disabled Children Regulations 2010 and the Children and Families Act 2014. The recommendations will ensure that any new commissioning intentions are fully discussed with the new Head of Service for Children with a Disability and that she has the ability to influence these intentions. In addition the extension of these contracts will give the council time to review the recent introduction of Education, Health and Care Plans and the impact of families taking up the option of a Personal Budgets.	Terry Clark	Children's Services	Children's Services		Directly award a contract in order to extend existing services
11	Provision of Transport and Maintenance of Commercial fleet vehicles	London Hire Limited	13 months	£ 722,500	Andrew Christie	The contract contains no provision to extend, however officers wish to extend the services (by awarding a direct contract) in order to undertake a Tri-Borough Category Review of fleet, officers cars and fleet management in order to jointly have a Tri-Borough contract. Further this will have the potential for improved co-operation on tri-borough, reduced fleet management overheads with greater cost efficiencies.	Suzie Shardow, Category Manager; Andrew Curtois, Head of Category Management	Children's Services	Children's Services	The administration of the commercial fleet vehicles is managed and delivered by the London Borough of Hammersmith and Fulham (H&F). However the contracts for the vehicles have been let directly between WCC and the suppliers	Directly award a contract in order to extend existing services
12	Provision of Vehicle Hire	Sixt Rent a Car limited	13 months	£ 25,400	Andrew Christie	The contract contains no provision to extend, however officers wish to extend the services (by awarding a direct contract) in order to undertake a Tri-Borough Category Review of fleet, officers cars and fleet management in order to jointly have a Tri-Borough contract. Further this will have the potential for improved co-operation on tri-borough, reduced fleet management overheads with greater cost efficiencies.	Suzie Shardow, Category Manager; Andrew Curtois, Head of Category Management	Children's Services	Children's Services		Directly award a contract in order to extend existing services

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13	Provision of Vehicle Hire	Europcar Hire limited	13 months	£ 33,200	Andrew Christie	The contract contains no provision to extend, however officers wish to extend the services (by awarding a direct contract) in order to undertake a Tri-Borough Category Review of fleet, officers cars and fleet management in order to jointly have a Tri-Borough contract. Further this will have the potential for improved co-operation on tri-borough, reduced fleet management overheads with greater cost efficiencies.	Suzie Shardow, Category Manager; Andrew Curtois, Head of Category Management	Children's Services	Children's Services		Directly award a contract in order to extend existing services
14	Speech and Language (SLT) Contracts for Early Years and Education	Central London Community Healthcare NHS Trust (CLCH)	2 years	£ 115,250	Andrew Christie	To continue to deliver the service while a contract extension is agreed for 2014/15. Procurement advice to inform joint commissioning has been taken from: • NHS South of England Procurement Services (working with NWL CSU) • Tri-borough Children's Services Business Development and Procurement Team SALT services are defined by OJEU as part B public services (educational/health/social care). Part B services with a full-term contract value over £170K are subject to a procurement process i.e. a competitive tendering exercise. In line with procurement advice, SALT services will therefore be tendered during 2015/16, to dovetail with expiry of the extended SLAs in April 2016. 24 months as a minimum is needed to effectively specify and procure speech and language therapy across three LAs, three CCGs and to ensure adherence with the significantly changing expectations of the children and Families Act (still awaiting final code of practice) as well as the local governance processes.	Margaret Murphy, Lead Commissioner (Children and Early Years), Tri Borough Children's Services	Children's Services	Children's Services		Directly award a contract in order to extend existing services
15	Speech and Language Therapy contracts (Early Years and Education) for Westminster City Council	Central London Community Healthcare NHS Trust	Qtr 2 payments	£115,250	Andrew Christie	Officers are requesting a waiver to make payment for Quarter 2 of 2014/15 for speech and language therapy services as commissioned by WCC Early Years and Education Service areas. CLCH are still delivering the services in good faith while awaiting the extension decision sign off. The reason for seeking a Waiver is to allow for sufficient time to carry out a robust procurement exercise for this joint health and LA tri borough SLT services. It is considered that a minimum of 24 months (April 14 to April 16) is required to complete a comprehensive and rigorous procurement exercise for paediatric speech and language therapy.	Labibun Nessa- Commissioner, Tri Borough Commissioning Team, Early Intervention and Workforce Development	Children's Services	Children's Services		Directly award a contract in order to extend existing services
16	Staffing requirement for the Transport Commissioning Team	Edge			Andrew Christie	A decision was made at a very late stage that the management arrangements for the Transport Commissioning Team needed to change and Edge were invited to submit a proposal without any competitive quotes being sought. Invoices required payment.	Ros Morris, Head of Commissioning Specialist Intervention and Quality Assurance	Children's Services	Children's Services	The Chief Procurement Officer queried why the PO was raised on the WCC payment system, as it should have been raised by RBKC and then recharged. In addition, all staffing in WCC should come through Comensura and waivers cannot be issued retrospectively, so this is recorded as non compliant.	Directly award a contract without competition.
17	Use of space at Marsham Street Children's Centre	London Early Years Foundation	3 years	£60,000	Andrew Christie	Westminster has run Sure Start Children's Centre services at this centre for the past 11 years and use of the centre is ongoing. Some Children's Centres are on nursery school or school sites but this one was based in a voluntary sector nursery seen as a local community hub. Reductions or changes to the services cannot happen without public consultation and the centre and the family support it provides have long been promoted by WCC and its health partners. There is a shortage of other suitable sites in the south locality from which to run a similar service of breastfeeding support, baby and toddler group, Stay & Play sessions, specialist groups for disabled children etc.	Catherine Drake Wilkes, Locality Children's Centre Manager	Children's Services	Children's Services		Directly award a contract in order to extend existing services
18	On-going support for the maintenance and monitoring of data in the Community Infrastructure Levy (CIL) database.	Exacom	to Sep 2015	£50,000	Ben Denton	The collection of the Mayoral CIL has become a major task and although WCC have 15 officers working on it, due to illness and family issues a large backlog of work was created needing additional help. The software house was able to provide assistance as their staff member knew the system and was able to operate from day one. In 2014 WCC spent £16k on this help, and although the backlog has decreased, the volume of individual funding agreements has increased and has required the additional help to continue. This help is anticipated to last until September when the WCC CIL is expected to be introduced and additional staffing will be recruited to manage the increased workload.	David Apps, Head of Group Resources and Support, City Planning Delivery Unit	City Planning	Growth, Planning and Housing		Directly award a contract in order to extend existing services
19	Provision of totem signage to the entrances to Church Street Market off Edgware Road.	Merson Signs	One off supply of equipment	£64,848	Ben Denton	Seven competitive tenders were sought prior to the implementation of capitalEsourcing, so a waiver of the mandatory requirement to use capitalEsourcing was required.	David Apps	City Planning	Growth, Planning and Housing		capitalEsourcing was not used.
20	Support for 2nd round of Community Infrastructure Levy consultation work	BNP Paribas Real Estate	4 months	£15,910	Ben Denton	The primary justification is expediency. Awareness of the need for this work appeared in December (following conclusion of the 1st round of consultation). Work needs to begin immediately and completed by April. If we were to run an RFQ that would eat into the time available to complete the work. BNP Parabis undertook the first piece of work and are therefore familiar with requirements / situation.	Barry Smith, Operational Director, City Planning	City Planning	Growth, Planning and Housing		Directly award a contract without competition.
21	Venture382 - A pop-up enterprise space at 382 Edgware Road/Church Street	Vital Regeneration	6 months	£29,850	Ben Denton	1) The need to act quickly – Opportunities like this are uncommon. This proposed pilot project will give the Council and its partners valuable information on the effectiveness of providing enterprise space for local residents in Church St and this will guide the Council's related policies. 2) Value for money – A waiver to the procurement code approval will save 2 to 5 days of officer time, and as such a competitive tendering process would be a more costly exercise to the Council. Furthermore, we've examined the budget allocation and we believe this project plan offers very good value for money, based on our experience with other enterprise space and business support initiatives. 3) Best placed organisation – Economic development officers have a long-term working relationship with local delivery organisations. Vital Regeneration is known and viewed to be the best placed organisation for this project because their enterprise support work is based in Church Street.	Matthew Blades, Principal Economic Development Officer, City Planning	City Planning	Growth, Planning and Housing		Directly award a contract without competition.
22	Additional functionality at the interface between Highways Project Management System and BT Agresso (in respect of Purchase Orders and Goods Receipting)	Geeks Limited	One off payment	£54,000	Ben Denton	As the system was being built a request was received from MSP Team for additional functionality to the system (cost £54k). It was in addition to the scope of the contract awarded to Geeks Limited. Geeks were the only supplier able to undertake the work as it related to the interface between the project management system they were building and BT Agresso.	Dawn Donaldson	Highways and Transportation	Growth, Planning and Housing	The waiver request is the result of not including additional functionality in the original scope, and this is to be recorded as non-compliant with the Procurement Code.	Directly award a contract in order to extend existing services
23	Professional services rendered in connection with Bond Street Movement Study	Atkins Limited		£59,620	Ben Denton			Highways and Transportation	Growth, Planning and Housing	A waiver was sought retrospectively, and due process was not followed therefore the Chief Procurement Officer was unable to approve and this is reported as non compliant.	Monies owed for work already undertaken.
24	Anaerobic Digester System at Ingestre Court, Soho, London	EnergyBox	25 years	£ 1,500,000	Ben Denton	EnergyBox would be made preferred bidder without any competition to construct and operate an anaerobic digester system in return for providing discounted heat to residents of Ingestre Court, Soho. This was a result of work undertaken by Sturgis Consulting, to identify how WCC could reduce the carbon footprint of Soho without altering the appearance of the buildings. EnergyBox was created by Sturgis Consulting, with the overriding social purpose to give back to the community. Anaerobic digestion was identified as a real solution. It is considered unlikely there would much interest from other economic operators for such a small locally based project in the centre of Soho.	Peter Armfield, Sustainability Manager, City West Homes	Housing	Growth, Planning and Housing		Directly award a contract without competition.
25	Architects contract (RIBA stage D+) for Lisson Arches project	Mae		£ 99,900	Ben Denton	Atkins have reached completion of their Stage A to D multi-disciplinary services (including the appointment of Mae, F&G) A waiver of the competitive requirements of the Procurement is sought to award a direct contract to Mae, Faithful & Gould & Atkins contract based on: 1) Need for speed of implementation to meet programme deadlines. 2) Need consistency to deliver high design standards on a flagship project, where the grant of planning permission to a scheme drawn up by Mae means that Mae will be in a better position to interpret the detail of the scheme. 3) Mae have worked closely with residents since October 2012 and continuity of Penn House. 4) Intellectual property rights assigned to the City Council, Technical expertise and knowledge, artistic license of Mae limits risk of challenge.	Paul Pinson-Roxburgh, Development Manager and Phil Dibsdale, Commercial Manager	Housing	Growth, Planning and Housing		Directly award a contract without competition.
26	Architectural services for design stage C for the redevelopment of the Dudley House site	Child Graddon Lewis (CGL)	2 months	£ 70,000	Ben Denton	A waiver was requested to award a direct contract, without competition, for the continuation of the existing Architects, CGL, for reasons of expediency and Intellectual Property rights.	Peter Sherlock, Project Manager - Housing	Housing	Growth, Planning and Housing		Directly award a contract in order to extend existing services
27	Asbestos Analytical Services city wide	Tersus Consultancy Ltd	6 months	£ 31,000	Ben Denton	The existing contract expires on 31st March 2015, and a waiver of the competitive requirements of the Procurement Code will allow the services to continue to be provided by awarding a short term direct contract to the incumbent, to accommodate the re-tender of the term contract which has been delayed.	Terry Clark, Property Services Manager, CityWest Homes Limited	Housing	Growth, Planning and Housing		Directly award a contract in order to extend existing services

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28	Comprehensive maintenance, airtime and warranty of Wireless, mobile CCTV cameras	Wireless CCTV Limited	3 years, with a possible 1 year extension	£ 333,440	Ben Denton	WCCTV already supply the City Council with similar CCTV cameras for both parking and general CCTV. CWH now have to maintain these cameras, pay for the airtime and the various downloads that are required. WCCTV have put forward a proposal which equates to a figure of £83,360 per annum for these services and CWH would like to enter into a contract with them for four years. CWH have approached other contractors with regard to maintain this equipment and they have all stated that they would have to use WCCTV as a sub-contractor as they are the only company who can maintain their mobile equipment. Therefore, to use any other company would result in increased costs of at least 30% per annum. The reason for the term of this contract is that it will put it in line with the CCTV term maintenance contract.	Terry Clark, Property Services Manager, CityWest Homes Limited	Housing	Growth, Planning and Housing		Directly award a contract without competition.
29	Employers Agent and Cost Consultant (RIBA stage D+) for Lisson Arches project	Faithful & Gould		£ 78,350	Ben Denton	Atkins have reached completion of their Stage A to D multi-disciplinary services (including the appointment of Mae, F&G) A waiver of the competitive requirements of the Procurement is sought to award a direct contract to Mae, Faithful & Gould & Atkins contract based on: 1) Need for speed of implementation to meet programme deadlines. 2) Need consistency to deliver high design standards on a flagship project, where the grant of planning permission to a scheme drawn up by Mae means that Mae will be in a better position to interpret the detail of the scheme. 3) Mae have worked closely with residents since October 2012 and continuity of Penn House. 4) Intellectual property rights assigned to the City Council, Technical expertise and knowledge, artistic license of Mae limits risk of challenge.	Paul Pinson-Roxburgh, Development Manager and Phil Dibsedale, Commercial Manager	Housing	Growth, Planning and Housing		Directly award a contract without competition.
30	Install an external platform lift at 46a Portnall Road	Effectable		£39,000	Ben Denton	The property is a basement 3 bedroom ground floor maisonette, with the registered tenant being disabled and wheelchair bound. The tenant has now become completely housebound and has been assessed by the Occupational Therapist and the only course of action would be to install an external platform lift from the basement to the ground floor. This would be at a cost of £39,000. This is fairly specialist equipment and the Aids & Adaptations term contractor, Effectable, will carry out the work and take on the maintenance of the lift at the ends of defects.	Terry Clark, Property Services Manager	Housing	Growth, Planning and Housing		Directly award a contract without competition.
31	Pocket scheme 2 Ashbridge St - Developer Management Services	Pocket Living Ltd	5 months	£100,000	Ben Denton	Due to Pocket's in-depth knowledge of the site and previous design work applied to a potential development at 2 Ashbridge Street, Housing believes that Pocket can be appointed as the DM on the basis as a sole provider and that their appointment will deliver a more cost effective outcome for the Council than might be achieved through a normal procurement exercise.	Ben Denton	Housing	Growth, Planning and Housing		Directly award a contract without competition.
32	Pocket scheme 2 Ashbridge St - Developer Management Services	Pocket Living Ltd	5 months	£140,000	Ben Denton		Fergus Coleman, Head of Affordable & Private Sector Housing	Housing	Growth, Planning and Housing		Directly award a contract without competition.
33	Pocket scheme 2 Ashbridge St - legal services real estate	CMS Cameron McKenna		£17,500	Ben Denton	The actual amount requiring authorisation was £28,290.34 (excl vat) and an additional waiver from the original request for £17,500 was requested. As this procurement was already non compliant, the additional spend is also non compliant.		Housing	Growth, Planning and Housing	A waiver was sought retrospectively therefore the Chief Procurement Officer was unable to approve and this is reported as non compliant.	Monies owed for work already undertaken.
34	Provision of a handyman service to carry out small jobs of repair and similar in the homes of older or disabled residents across all tenures.	Walterton and Elgin Community Homes	7 months	£274,000	Ben Denton	A direct award of contract will allow the service to continue without interruption and allow for a procurement exercise to take place	Chetan Jethwa, Category Manager	Housing	Growth, Planning and Housing		Directly award a contract in order to extend existing services
35	Provision of maintenance of elevator monitoring units	TVC	1 year	£ 41,000	Ben Denton	Under the maintenance regime for the Housing stock's lift portfolio, elevator monitoring units (EMU's) are contained within a number of lifts. The maintenance of the EMU's is carried out by a specialist company TVC, who manufacture, supply, maintain, remotely monitor and repair the equipment. PDERS are the lift maintenance contractor, but TVC are the manufacturers of the EMU's and PDERS would have to utilise TVC for specialist knowledge and parts. The decision to seek a waiver in order to use TVC directly is a commercial one, as PDERS will add an on cost of 26% to this element of the contract. By contracting directly with TVC, there will be a saving of £10,700 per annum.	Terry Clark, Property Services Manager, CityWest Homes Limited	Housing	Growth, Planning and Housing		Directly award a contract without competition.
36	Replacement of obsolete Saacke combustion controllers sited in the control cabinets that monitor and manage the Pimlico District Heating Undertaking three boiler burners.	Saacke		£ 33,593	Ben Denton	As the parts are now obsolete, but must be replaced, the options are to: 1. Refit the controllers with Saacke parts at their quoted price or 2. Refit completely new burners following competitive tender at an estimated cost of £180k. Saacke have offered to supply, fit and commission combustion controllers at a cost of £33,593 which is a more cost effective method of upgrading the system to meet the latest standards.	David Wickersham, Technical Adviser, CityWest Homes Limited	Housing	Growth, Planning and Housing		Directly award a contract without competition.
37	Rights to Light surveyors on the Marylebone Library Project	Deloitte		£50,000	Ben Denton	It is considered that it would be unreasonable to go to the market for quotations for professional services on the basis that it would essentially require CWH to restart the process of negotiations with a new team of surveyors. Allowing the services to be moved from Savills to Deloitte's without the necessity to return to market, allows the negotiations to proceed with individuals who are close to the project and who are familiar with each property; who are familiar with the adjoining owners and their surveyors; does not cause the project to suffer further delay to the negotiation procedures which are at a critical point. By going to market and tendering the process again, the programme would be exposed to a delay of anything up to 4 months, which would include the procurement process, the review of the technical analysis, notification to all adjoining owners of a new acting surveyor, and restarting the negotiations. This is based on the previous experience of losing a surveyor early in the process, and the time it took to bring the process back up to speed.	Andrew Almond	Housing	Growth, Planning and Housing		Directly award a contract without competition.
38	Structural and Mechanical Electrical Engineers (RIBA stage D+) for Lisson Arches project	Atkins		£ 97,500	Ben Denton	Atkins have reached completion of their Stage A to D multi-disciplinary services (including the appointment of Mae, F&G) A waiver of the competitive requirements of the Procurement is sought to award a direct contract to Mae, Faithful & Gould & Atkins contract based on: 1) Need for speed of implementation to meet programme deadlines. 2) Need consistency to deliver high design standards on a flagship project, where the grant of planning permission to a scheme drawn up by Mae means that Mae will be in a better position to interpret the detail of the scheme. 3) Mae have worked closely with residents since October 2012 and continuity of Penn House. 4) Intellectual property rights assigned to the City Council, Technical expertise and knowledge, artistic license of Mae limits risk of challenge.	Paul Pinson-Roxburgh, Development Manager and Phil Dibsedale, Commercial Manager	Housing	Growth, Planning and Housing		Directly award a contract without competition.
39	Support and Maintenance of CityWest Homes Telephone system	Glemnet	5 months	£6,051	Ben Denton	The previously contracted provider of this service (Inframatic) has ceased trading. The primary engineer working on the contract has moved to Glemnet. There is an immediate need for continuation of support combined with the knowledge of our system that only this engineer can provide. This is an interim contract until 31 March 2015, when a full procurement exercise will be undertaken. There are a number of other suppliers who may be able to provide this service but a procurement evaluation would be required ensure any supplier was able to provide continuation of support without risk of loss of telephone service.	Martyn Driscoll, IT Service Delivery Manager, CityWest Homes Limited	Housing	Growth, Planning and Housing		Directly award a contract without competition.
40	Float production of the New Year's Day Parade		One off event	£12,575	Charlie Parker	On this occasion the team organising the Parade had to appoint a float construction company at extremely short notice. As the project is personally overseen by Cllr Robert Davis, the company was chosen as they have been used by WCC before in this year's installation at the Eros statue in Piccadilly Circus, and have been able to offer good value. The full costs for the construction of the New Year's Day Parade float is also covered by external sponsorship.	Charlotte Sorensen, Executive Assistant, Policy, Performance and Communications	Communications	Corporate Services	A waiver was sought retrospectively therefore the Chief Procurement Officer was unable to approve and this is reported as non compliant.	Monies owed for work already undertaken.
41	Media monitoring of print, online, broadcast and social media for articles where Westminster City Council is referenced.	Access Intelligence Media & Comms Ltd	3 years with option to extend for 2 years	£ 36,000	Charlie Parker	The communications team started a procurement exercise for a new media monitoring service; however, due to a change of personnel, the exercise took longer than expected. The exercise started prior to the introduction of the compulsory use of capitalEsourcing so a waiver of the requirement to use the e-procurement system is required. Three competitive quotes were received, so the requirement of the Code to invite a minimum of 3 bidders to quote was complied with.	Sonia Paffrey, Office Manager	Communications	Corporate Services		capitalEsourcing was not used.
42	Pay per click campaign management services and google adwords advertising spend	Periscopix	6 months	£22,500	Charlie Parker	A waiver of the use of capitalEsourcing was required, but three competitive quotes were sought.	Sonia Paffrey, Office Manager, Policy, Performance & Communications Department	Communications	Corporate Services		capitalEsourcing was not used.

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43	Provision of Multi Functional Devices (MFDs)	Canon (UK) Ltd	3 months	£2,900,000	Charlie Parker	That approval is given for a Direct Award of a three (3) month contract. Awarding a three (3) month contract from the 1st February 2015 through to the end of April 2015 to Canon UK Ltd will provide sufficient time to complete the councils Print and Document Management services tender (full OJEU Restricted Process) and to implement the roll out of the new fleet of Multi-Functional Devices (MFDs) and associated "follow me" print software.	Andy Salter, Category Manager	Corporate Services	Corporate Services		Directly award a contract in order to extend existing services
44	Provision of Multi Functional Devices (MFDs)	Canon (UK) Ltd	4 months	£2,900,000	Charlie Parker	That approval is given for a direct award of 4 months contract to Canon (UK) Ltd for provision of Multi Functional Devices (MFDs) from 1 May 2015 through to the end of August 2015, in the sum of £150,000 bringing the total contract cost to £2.9M for the provision. The purpose of seeking to grant a further direct award thereby extending the contract is to ensure we have sufficient time for transition to a new supplier and that we have a compliant contract in place for business as usual activities while the tender for Print and Document Management services is completed. This tender has been delayed due to a number of anomalies in the bidder pricing submissions which require the commercial envelope to be re-issued.	Andy Salter, Category Manager	Corporate Services	Corporate Services	A waiver of the requirement in the Procurement Code which states that novations must be approved via the Gate process was also agreed.	Directly award a contract in order to extend existing services
45	Extension of contract with Hendrix the Dog LTD for the provision of training courses on the following topics- Presentation Skills	Hendrix the Dog Ltd	1 year	£28,898	Charlie Parker	3 quotes were not obtained the request was for an existing course from the Learning and Development catalogue to be extended to explore joint working opportunities with BiBo partners whilst awaiting the implementation of the new learning management system	Carolyn Beech - Acting Director of HR	Human Resources	Corporate Services		Directly award a contract in order to extend existing services
46	Extension of contract with Nice work Consulting for the provision of training courses on the following topics – Stress Management	Nicework Consulting	1 year	£50,000	Charlie Parker	3 quotes were not obtained the request was for an existing course from the Learning and Development catalogue to be extended to explore joint working opportunities with BiBo partners whilst awaiting the implementation of the new learning management system as part of MSP. There have been delays in the implementation of LMS hence this additional request.	Carolyn Beech - Acting Director of HR	Human Resources	Corporate Services		Directly award a contract in order to extend existing services
47	Extension of contract with PMSL Training for the provision of training courses on the following topics – Managing meetings and Report writing	PMSL Training	1 year	£40,000	Charlie Parker	3 quotes were not obtained the request was for an existing course from the Learning and Development catalogue to be extended to explore joint working opportunities with BiBo partners whilst awaiting the implementation of the new learning management system	Carolyn Beech - Acting Director of HR	Human Resources	Corporate Services		Directly award a contract in order to extend existing services
48	Extension of contract with Posturite for the provision of training on the following topics – Health and safety Training (First Aid and Defibrillator).	Posturite	1 year	£54,091	Charlie Parker	3 quotes were not obtained the request was for an existing course from the Learning and Development catalogue to be extended to explore joint working opportunities with BiBo partners whilst awaiting the implementation of the new learning management system as part of MSP. There have been delays in the implementation of LMS hence this additional request.	Carolyn Beech - Acting Director of HR	Human Resources	Corporate Services		Directly award a contract in order to extend existing services
49	Extension of contract with VI International for the provision of training courses on the following topics – Negotiating and Influencing/Problem Solving	VI International	1 year	£55,000	Charlie Parker	3 quotes were not obtained the request was for an existing course from the Learning and Development catalogue to be extended to explore joint working opportunities with BiBo partners whilst awaiting the implementation of the new learning management system as part of MSP. There have been delays in the implementation of LMS hence this additional request.	Carolyn Beech - Acting Director of HR	Human Resources	Corporate Services		Directly award a contract in order to extend existing services
50	Venues for WCC Staff Conference held in November 2014	Central Hall Westminster Ltd	1 month	£ 16,830	Charlie Parker	Unfortunately quotes were not sought through capitalEsourcing as there were a number of people involved in the organisation of the conference and they eventually had some trouble trying to secure a venue that had the capacity and availability to hold the whole staff conference. The officers involved did ensure they sought quotes from a number of places	Marquerite Potter, Chief Executive PA	Human Resources	Corporate Services		capitalEsourcing was not used.
51	Civil Litigation Legal Services	Devonshires	12 months	£280,000	Charlie Parker	A direct award of contract will allow the service to continue without interruption and allow for the appropriate decisions to be made at a Tribunal level with regards to the formation of a new legal services approach.	Rhian Davies	Legal and Democratic Services	Corporate Services		Directly award a contract in order to extend existing services
52	Main legal services contractor for Possession cases and other property matters	Devonshires	12 months	£ 266,900	Charlie Parker	The contract was initially won as a result of a competitive process. Legal Services are a part B service within the Public Contracts Regulations. The direct award of this contract (as it cannot be extended further) will provide value for money legal services throughout 2015 whilst allowing time for key decisions to be made in setting the tri-borough operational strategy for the Legal category.	Susan Bush, Contracts Manager; Louis Fruvall, Head of Order to Cash; Jon Lock, Performance and Projects Manager City West Homes	Legal and Democratic Services	Corporate Services		Directly award a contract in order to extend existing services
53	Postage for letters to be sent out in accordance with new Individual Electoral legislation	FDM plc			Charlie Parker	An invoice was received for postage of letters and a waiver was sought retrospectively. 3 quotes were sought, but the NAO was not aware of the requirement to use capitalEsourcing. The Chief Procurement Officer is not able to approve waivers retrospectively so non compliance with the Procurement Code is noted.	Janka Tvrdonova, Electoral Services	Legal and Democratic Services	Corporate Services	A waiver was sought retrospectively therefore the Chief Procurement Officer was unable to approve and this is reported as non compliant.	Monies owed for work already undertaken.
54	Additional piece of consultancy work related to the Managed Services Provider programme	pricewaterhousecoopers	5 weeks	£ 50,000	Charlie Parker	With the MSP programme going live in September 2014, there is now an important time bound requirement to design and implement the Intelligent Client Function (ICF) for the TriBorough area along with the retained HR and Finance functions. PwC have been supporting detailed delivery of the overall MSP programme since September 2013 and they have the necessary context, knowledge and experience to complete this engagement in the most cost effective way and to a short timeframe. It would be unsuitable to go out to a full market procurement as any other supplier would have a considerable lead in period impacting quality, cost and timelines. This action was taken through consensus of senior stakeholders including Jane West, Charlie Parker and Nicholas Holgate.	Peter Glynnne, Head of Change and Programme Management	Managed Services	Corporate Services		Directly award a contract in order to extend existing services
55	Managed Services Programme Resources	pricewaterhousecoopers	6 months	£1,826,117	Charlie Parker	A waiver of the competitive requirements of the Procurement Code was sought in order to directly award a contract to PwC in order to continue the provision of programme leadership of the Managed Services programme from 1 Jan 15 to 30 Jun 15. Owing to a revised Go Live date for the Managed Services Lot 1 Programme of 1 April 2015, it was not envisaged that a further extension of this service would be required at the time of the last extension (April 2014). As no provision for extension was made, a waiver is requested to be made by the Chief Procurement Officer for a direct award to PwC to ensure continuity of service of programme leadership and consultancy services.	Maria Benbow, Programme Director - MSP	Managed Services	Corporate Services		Directly award a contract in order to extend existing services
56	Cost Benefit Analysis Roadshows.	New Economy	1 month	£ 20,000	Charlie Parker	DCLG have announced a £410 million funding package to help councils transform the way they run local services to put the user first. The Public Service Transformation Network (PSTN), in conjunction with DCLG, are running a series of 8-12 Cost Benefit Analysis (CBA) roadshows outlining the fundamentals of the CBA approach. New Economy is recognised as the national leader in the field of CBA of public service reform initiatives and they have worked closely with the PSTN and across government in developing the tools and approaches to CBA. With this in mind they are the best suppliers for these roadshows and a waiver to the requirements of the procurement code is requested.	Josephine Lyseight, Head of Finance, Analysis & Evaluation Lead, Public Service Transformation Network	Public Services Transformation	Corporate Services		Directly award a contract without competition.
57	Provision of CBA and Service Design Support to the places the Public Service Transformation Network (PSTN) works with.	New Economy	2 months	£ 53,930	Charlie Parker	The Public Service Transformation Network (PSTN) has a current contract with New Economy (£28,930 plus VAT) to provide CBA and Service Design Support to the places the PSTN works with. The PSTN is keen to extend the contract by £25K in value until the end of June 2014. This ensures the PSTN continues to provide CBA and Service Design support whilst work is undertaken on procuring new and larger contracts that cover the next 18 months. Following discussions with Sharpe Pritchard (WCC appointed legal services) it was agreed that it does not make commercial sense to go out to market for the contract for an additional 2 months and £25K. Only a slight variation to the current contract is required.	Josephine Lyseight, Head of Finance, Analysis & Evaluation Lead, Public Service Transformation Network	Public Services Transformation	Corporate Services		Directly award a contract in order to extend existing services
58	Provision of CBA and Service Design Support to the places the Public Service Transformation Network (PSTN) works with.	pricewaterhousecoopers	2 months	£ 74,104	Charlie Parker	The Public Service Transformation Network (PSTN) has a current contract with PwC (£49,104 plus VAT) to provide CBA and Service Design Support to the places the PSTN works with. The PSTN is keen to extend the contract by £25K in value until the end of June 2014. This ensures the PSTN continues to provide CBA and Service Design support to our places whilst work is undertaken on procuring new and larger contracts that covers the next 18 months. Following discussions with Sharpe Pritchard (WCC appointed legal services) it was agreed that it does not make commercial sense to go out to market for the contract for an additional 2 months and £25K. Only a slight variation to the current contract is required.	Josephine Lyseight, Head of Finance, Analysis & Evaluation Lead, Public Service Transformation Network	Public Services Transformation	Corporate Services		Directly award a contract in order to extend existing services
59	Provision of Cost Benefits Analysis expertise to local places - Public Service Transformation Network	New Economy	14 months	£101,000	Charlie Parker	Due to the delay in the OJEU process and to maintain business continuity the Network needs to continue to procure New Economy to provide CBA expertise. The Network is currently going through OJEU for a wider and larger 2 year CBA/Evaluation contract. It was agreed at GATE (on 31st July 2014) that the Network could procure New Economy to continue to provide CBA expertise whilst going through the OJEU process. This interim arrangement was expected to last 6 months until March 2015, however delays have ensued. The OJEU notice was published in December 2014 and the ITT is yet to be published.	Josephine Lyseight, Chief Executive's Office	Public Services Transformation	Corporate Services		Directly award a contract in order to extend existing services

Appendix C - Contracts let with a waiver of the Procurement Code in 2014/15

Item no	Description of requirements	Company name	Contract term (if stated)	Contract value	Strategic Executive Board Member	Justification for not seeking quotes or tenders	Name and job title of Nominated Authorised Officer (NAO)	Unit	Directorate	Comments	Reason for waiver
60	Provision of Service redesign expertise to local places - Public Service Transformation Network	pricewaterhousecoopers	15 months	£165,000	Charlie Parker	Due to the delay in the OJEU process and to maintain business continuity the Network needs to continue to use PwC to provide service redesign expertise. The Network is currently going through OJEU for a wider and larger 2 year Service redesign contract. It was agreed at GATE (on 31st July 2014) that the Network could procure PwC to continue to provide service re-design expertise whilst going through the OJEU process. This interim arrangement was expected to last 6 months until February 2015, however delays have ensued. The OJEU notice was published in December 2014 and the ITT is yet to be published.	Josephine Lyseight, Chief Executive's Office	Public Services Transformation	Corporate Services		Directly award a contract in order to extend existing services
61	Provision of support for the council's website	IXIS	9 months	£96,050	Jane West	A waiver of the requirement to seek competitive quotes in order to directly award a new contract, as there is no provision to extend the existing arrangement with the incumbent (IXIS). It makes commercial sense to continue using IXIS until a decision has been reached regarding Tri Borough.	Kevin Rainsbury, Service Delivery Manager (Web Technologies)	Information Services	Corporate Services		Directly award a contract in order to extend existing services
62	Renewal of the Council's legacy Colt Internet circuit and associated services	Colt Technology Services Group Limited	1 year	£ 40,000	Jane West	Migration of the Council's Wide Area Network (WAN) services including Internet connectivity to the Next Generation Network contract with Virgin Media Business has completed. However a range of legacy Local Area Network (LAN) and datacentre services still utilise the "legacy" Colt connection. On 30 June 2014, the Council will complete migration of LAN services to Virgin Media Business and in November 2014, datacentre services will transition from incumbent provider to BT (Lot 3). As part of these transition projects and the associated activities the above services will be ceased or transitioned to the new VMB WAN circuit negating further need for extension.	Ben Goward	Information Services	Corporate Services		Directly award a contract in order to extend existing services
63	Replacement RFID smart pads (smartstation 100 sideshieldedSTF) purchase, maintenance, implementation and carriage	Bibliotheca Ltd	One-off purchase of specialist hardware with required software to run it and 5 years maintenance	£18,999	Jane West	The purchase is to replace older hardware/software which is essential to the running of the library service but which it has just come apparent after investigation cannot be upgraded to run under Windows 7. The purchase is therefore urgent in order not to derail the Windows 7 deployment project.	Lauren Good, Project Manager (Tri-borough ICT)	Information Services	Corporate Services		Directly award a contract without competition.
64	Upgrade the services and hardware infrastructure of the Coroners service	Advanced Legal	3 years	£75,000	Jane West	'Advanced Legal' own the majority of the Coroners service market, with market share in excess of the 95% mark with the other competing companies operating mainly in overseas markets. Research was completed on two other offerings which both did not appear fit for purpose from the description of the product/service.	Joel Stephenson, ICT Project Manager	Information Services	Corporate Services		Directly award a contract without competition.
65	Collecting cash income from and delivering cash and coin to Council sites	Loomis	1 year	£ 56,619	Jane West	The Council's most recent contract for collecting cash income from and delivering cash and coin to Council sites expired in July 2013. No information exists to prove when the contract began. The incumbent contractor, Loomis, has continued to deliver the services under an implied contract since that time. An audit of the Council's processes for making cash payments to clients, issued in September 2014, made the following recommendation in respect of the current arrangements for delivery and collection of cash: "The Tri-borough Director for Finance - Adult Social Care should liaise with Westminster City Council's Procurement Team to ensure that a formalised arrangement is put in place for the provision of a cash collection / delivery service."	Alistair Paton, Financial Reporting Officer	Strategic Finance	Corporate Services		Formalise existing arrangements.
66	Financial Assessments for Band 6s to 3s	CIPFA	3 months	£ 50,000	Jane West	There is no other provider in the market that could bring the same expertise and rigour required to test Local Government knowledge in the market.	Anna D'Alessandro, Deputy Director Corporate Finance	Strategic Finance	Corporate Services		Directly award a contract without competition.
67	Financial reports and annual closure of accounts process.	Insight Software	12 months	£ 19,500	Jane West	The migration from JDE to Agresso has been delayed until 01st April 2015, and WCC need to extend the licenses until 31 December 2015.	Jaco Bosman,	Strategic Finance	Corporate Services		Directly award a contract in order to extend existing services
68	Pensions administration IT system	Aquila Heywood	1 year	£ 104,510	Jane West	In disaggregating and moving the Pensions administration service away from the LPFA, it has become apparent that the council would also need to independently procure the service of a pensions administration IT system (as this was previously encapsulated within the fully outsourced LPFA contract). A waiver is requested in order to procure an IT Pensions Administration system for a 1 year period with the supplier Aquila Heywoods. The 1 year agreement would allow Westminster City Council to co-term its IT Pensions Administration contract with Surrey County Council's Aquila Heywoods IT system which expires on the 15th Aug 2015. Once both contracts have expired, Westminster City Council and Surrey County Council would then look to jointly run a new procurement for a Pensions Administration IT system for a 5 year term (following the 1 year waiver) in line with the long term agreement with Surrey County Council.	Chetan Jethwa, Category Manager	Strategic Finance	Corporate Services		Directly award a contract without competition.
69	Permanent recruitment for finance band 3 and 4 roles	CIPFA	To run until the roles are filled	£92,396	Jane West	The reasons we need to use CIPFA is that the appointments at this level need to be in the main experienced public sector accountants who can make a difference to WCC finance. CIPFA are the only public sector body of accountants, others do not specialise in this area. They have experience across the whole of the public sector but particularly local government and they have people working for them who understand or who can immediately be called on to understand any local government issues that may arise; this also links in with programmes that are already currently running with CIPFA in other areas of Finance currently.	Steven Mair, City Treasurer	Strategic Finance	Corporate Services		Directly award a contract without competition.
70	Provision of a cash collection / delivery service	Loomis	1 year	£ 56,619	Jane West	The Council's most recent contract for collecting cash income from and delivering cash and coin to Council sites expired in July 2013. No information exists to prove when the contract began. The incumbent contractor, Loomis, continued to deliver the services under an implied contract since that time. The previous contract was awarded on Loomis' terms and conditions of business. An audit of the Council's processes for making cash payments to clients, issued in September 2014, made the following recommendation in respect of the current arrangements for delivery and collection of cash: "The Tri-borough Director for Finance - Adult Social Care should liaise with Westminster City Council's Procurement Team to ensure that a formalised arrangement is put in place for the provision of a cash collection / delivery service." To satisfy the requirements of the audit this report proposes that the current arrangements with Loomis are formalised into a contract. This will also give the Council time to explore a tri-borough solution.	Alistair Paton, Financial Reporting Officer	Strategic Finance	Corporate Services		Formalise existing arrangements.
71	Temporary support to the City Treasurer and key staff involved in the closure of accounts 2014/15 and 2015/16	It is proposed to contract direct with two/three individuals to address all of the issues noted.	To run until 30 June 2015, thereafter on an occasional call off basis and again in March/April 2016.	£95,000	Jane West	The financial framework within which Westminster operates is the Code of Practise on Local Authority Accounting. This is prepared each year by a very limited number of specialists on behalf of CIPFA. Expertise on closing objections to accounts is likewise mostly held by Audit Commission practitioners which given the Commission's demise are likewise limited in number. The finance service has operated for some time with a large number of temporary agency staff a lot of whom do not have local authority technical accounting expertise and there is an increasing and significant risk that issues could be misunderstood etc on a scale of considerable magnitude. These need to be urgently corrected, systems put in place to prevent their recurrence and staff trained and developed to ensure correct accounting treatments in future.	Steven Mair, City Treasurer	Strategic Finance	Corporate Services		Directly award a contract without competition.
72	Provision of the Safe and Secure / Sanctuary services	Westminster Maintenance Services	4 months	£ 860,000	Leith Penny	Approval for a direct award to WMS for a period of four (4) months to cover the re-tender and transition from the existing supplier to the on-boarding supplier, if needed. The contract will be subject to monthly break points so that contract can be terminated in the event that the incumbent supplier is awarded the new contract. The contract of the existing incumbent (Westminster Maintenance Services) was extended from end March 2014 for a six-month period to 31st September 2014, having initially been extended from 31st May 2013 to 31st March 2014. WMS were engaged following a competitive tender in June 2008. The total spend to date on the WMS contract is approx £860,000. The value of the direct award will be up to £45,000.	Adam Taylor, Commissioner – City Management	Community Safety	City Management and Communities		Directly award a contract in order to extend existing services
73	Appointment of interim supplier for Parking Services Print & Fulfillment capability.	NSL	1 year	£711,000	Leith Penny	The WCC P&F procurement originally planned to award a contract in May 14 - which had slipped to 03/11/14, thereby presenting the Parking Service with a serious risk to service delivery. An alternative, contingency, solution was therefore identified and put in place in time for NSL to design, build and test all the necessary interfaces between the Parking solution and the P&F solution. The Parking Service will plan to move to the new corporate P&F contract once this is procured.	Kieran Fittall - Service Development Manager, Parking Service Development	Parking Services	City Management and Communities		Directly award a contract without competition.

Appendix C - Contracts let with a waiver of the Procurement Code in 2014/15

Item no	Description of requirements	Company name	Contract term (if stated)	Contract value	Strategic Executive Board Member	Justification for not seeking quotes or tenders	Name and job title of Nominated Authorised Officer (NAO)	Unit	Directorate	Comments	Reason for waiver
74	CCTV support and maintenance	Atec	1 year	£140,000	Leith Penny	Approval of a direct award for CCTV support and maintenance to Atec for a one year period under the current terms and pricing whilst incorporating the requirements of the Public Contracts Regulations 2015 ; whilst the Council finalises key decisions and defines its requirements for a future crime and disorder CCTV estate / model. A one year provision of service will allow sufficient time to fully define requirements and obtain Cabinet approval, undertake and implement a procurement, which may include a project to spend £1.7m capital upgrading the CCTV system. This will also enable the Council to defer a decision about new equipment.	Maddy Findlay, Service Delivery Manager CCTV	Parking Services	City Management and Communities		Directly award a contract in order to extend existing services
75	Parking Services: Handheld Devices (HHD) Support Contract	NSL	6 months		Leith Penny	Following discussion with Procurement and ICT colleagues it is recommended that an interim contract of up to 6 months be directly awarded to NSL, whilst the longer term strategy is further developed. Options are to be explored with BT to understand how or if the corporate framework can be called off against, otherwise an Accelerated Restricted procurement will be embarked upon.	Kieran Fittall, Service Development Manager, Parking Services	Parking Services	City Management and Communities		Directly award a contract without competition.
76	Short term lease of vehicles (MPV's and Mopeds)	NSL Ltd	3 months	£ 16,327	Leith Penny	The vehicles are critical to the provision of the service. Utilising NSL vehicles provides a no-risk option to ensuring continuity of service. Whilst MPVs are available for short term hire from alternate companies the cost obtained from NSL of £534.45 (£350 hire, £62.50 insurance, £100 maintenance, £21.95 vehicle tracking) compared favourably with all other short term hire quotes received. The nearest price quoted is £795 per month which would not include any vehicle tracking which is a key part of managing the operation. We have not been able to identify any supplier able to provide the volume of mopeds we require on a short term fluid arrangement of up to 3 months. The current parking contract ends on 30 June 2014. Under the terms of the existing contract NSL Ltd currently provide vehicles for use by CEOs and Supervisors. Under the new contract which will begin on 1 July 2014, it will be the responsibility of the Council to provide vehicles for the use of NSL staff.	Adam Warnes, Parking Services	Parking Services	City Management and Communities		Directly award a contract without competition.
77	Undertake additional development work of the ParkRight application.	Parkopedia Ltd	1 year	£ 75,000	Leith Penny	As part of the deployment of the new parking Services being provided by NSL we now wish to further enhance the applications and integrate the ability to pay to park. This integration will be in 2 parts. The first part integrating to a securely hosted URL. The second phase would be full application integration with hosted API access to the Cobalt solution. This second phase will be fully scoped post November 1st 2014. If alternative quotes were sought to provide additional software requirements there is a risk that the Council would: a) Incur greater costs as the design and development of the existing platform would need to be re-done from scratch b) Take considerably longer than the proposed timescales for the required updates from Parkopedia c) Lose the 50,000 users that we currently have for the application	Lewis Johnson, Technology and Data Intelligence Lead, Parking Services	Parking Services	City Management and Communities	The Chief Procurement Officer approved the waiver subject to an ICT Category Manager reviewing the services to ensure that the Council future proofs the arrangements and has an appropriate contract in place allowing for further development and ensuring appropriate contract terms are in place.	Directly award a contract in order to extend existing services
78	Hire of the function room and catering facilities at, Lords Cricket Ground MCC to host the WestminsterActive Awards	Lords Cricket Ground	One off event	£10,692	Leith Penny	There are no other comparable major sporting venues within the city boundary that have the facilities to stage such an event at a comparable rate. It is therefore not feasible to try and obtain other quotes as no other venues exist.	Sean Stewart, Sports and Leisure Contracts Manager	Sport and leisure	City Management and Communities		Directly award a contract without competition.
79	Provision of community use of the school's sports facilities	Westminster Academy	Ongoing	£55,076	Leith Penny	The community use agreement for the sports facilities at Westminster Academy was progressed as part of the redevelopment of the Westbourne Green Sports Complex. As part of the planning process for the new Academy Sport facilities, an agreement was entered into on 15 June 2007 between the Council and Westminster Academy Trust. This follows Sport England expectations that agreements should be adopted to secure well managed safe community access to sports facilities and ensure sufficient benefit to the development of sport. There are no other comparable facilities in the area that can meet the provision requirements and thus no ability to tender out or seek competitive quotes in a similar facility. Without the use of the facility there would be a large gap in sporting provision in the locality. Prices charged by Academy Sport are comparable to the hire rates for Westminster's leisure centres and are on a not for profit basis. Any net cost which is attributable to the delivery of community use agreement falls to the Council.	Sean Stewart	Sport and leisure	City Management and Communities		Directly award a contract without competition.
80	A City Transformed Through Sport	One Westminster	4 months	£ 13,666	Leith Penny	The continuation of these services, by awarding a short term direct contract, will afford City Council officers sufficient time to commission and implement Westminster City Council's new flagship volunteering programme as part of the latest Westminster Volunteering Strategy. This will replace the 'City Guides' and 'A City Transformed Through Sport' volunteering programmes. The future volunteering programme will involve a longer, more valuable contract and will look to create a more flexible, responsive and accessible service for volunteers.	Callum Whittaker, Policy Officer	Street and premises management	City Management and Communities		Directly award a contract in order to extend existing services
81	Crime and disorder CCTV monitoring service - Payment for electricity, service charges and insurance at the Trocadero where the service is based.	Orbit Property Management		£27,834	Leith Penny	To be able to raise a purchase order with Orbit Property Management as the named supplier so that the City Council can meet its obligations as outlined in the Occupational Lease to pay for electricity, service charges and insurance. The Trocadero Partnership Limited carried out the procurement process and as such the contract was not advertised on capitalE-sourcing, therefore it is not possible to create the contract on system resulting in the E-procurement team being unable to raise the purchase order to allow for payment.	Paula Sammon, Street Management Development Officer	Street and premises management	City Management and Communities		Directly award a contract without competition.
82	Provision of a specialist independent licensing advice service for residents	Citizens Advice Bureau	2 years	£160,000	Leith Penny	The Citizens Advice Bureau are the only supplier in the market who can provide confidential and impartial advice and assistance of this nature. However, the Category Manager will review ongoing requirements for this service. Sharpe Pritchard have advised that an extension and variation to the licensing project service level agreement can be signed (rather than sealed) subject to the grant of a waiver from the Procurement Code.	Chris Wroe	Street and premises management	City Management and Communities		Directly award a contract in order to extend existing services
83	Provision of lone worker devices	Connexion2	6 months	£12,240	Leith Penny	It was envisaged that a re-let process would be undertaken in September/October 2014 however, due to the current Council restructure there is uncertainty with regard to the number of lone worker devices required once the new structure is in place. The new structure is due to be in place by April 2015. Therefore, a waiver is being sought to allow Street Management/Premises Management to enter into a new contract based on expected staffing levels following the restructure. Connexion2 have confirmed that the current agreement can continue on a rolling month basis on the same terms and conditions, including price, once it expires on 20 December. Therefore it is proposed that: • the current agreement is extended until 19 June 2015 and continues thereafter on a rolling month basis until the start of the new contract • the contract opportunity is advertised in April 2015 as the new structure should be in place by then • the new contract starts on 20 June 2015 or as soon as the procurement process will allow	Paula Sammon, Street Management Development Officer	Street and premises management	City Management and Communities		Directly award a contract in order to extend existing services
84	Provision of Volunteer Brokerage service	One Westminster	4 months	£ 30,000	Leith Penny	The continuation of these services, by awarding a short term direct contract, will afford City Council officers sufficient time to commission and implement Westminster City Council's new Volunteering Brokerage service as part of the latest Westminster Volunteering Strategy. This will replace the current brokerage programme. The future volunteering programme will involve a longer, more valuable contract and will look to create a more flexible, responsive and accessible service for volunteers. It will therefore warrant more detailed work to establish a market from which to procure.	Callum Whittaker, Policy Officer	Street and premises management	City Management and Communities		Directly award a contract in order to extend existing services
85	Provision of Westminster City Guides	One Westminster	4 months	£ 12,324	Leith Penny	The continuation of these services, by awarding a short term direct contract, will afford City Council officers sufficient time to commission and implement Westminster City Council's new flagship volunteering programme as part of the latest Westminster Volunteering Strategy. This will replace the 'City Guides' and 'A City Transformed Through Sport' volunteering programmes. The future volunteering programme will involve a longer, more valuable contract and will look to create a more flexible, responsive and accessible service for volunteers.	Callum Whittaker, Policy Officer	Street and premises management	City Management and Communities		Directly award a contract in order to extend existing services

Appendix C - Contracts let with a waiver of the Procurement Code in 2014/15

Item no	Description of requirements	Company name	Contract term (if stated)	Contract value	Strategic Executive Board Member	Justification for not seeking quotes or tenders	Name and job title of Nominated Authorised Officer (NAO)	Unit	Directorate	Comments	Reason for waiver
86	Supply and delivery of uniforms to the Street Management Service	Lion Safety LTD	6 months	£9,400	Leith Penny	There is no provision in the existing contract to agree a further extension therefore a waiver is being sought to continue using the current supplier in the interim whilst we undertake a procurement process to obtain three quotes, trial uniforms to ensure that they are fit for purpose, liaise with health and safety and adjust uniform specification accordingly to inform the new quotes. Therefore it is proposed that: • direct award be made to Lion Safety until October 31 2015 • the contract opportunity will be advertised in May 2015 • the new contract will commence no later than 1 November 2015	Paula Sammon, Street Management Development Officer	Street and premises management	City Management and Communities		Directly award a contract in order to extend existing services
87	To carry out research within the boroughs of Westminster and Manchester City Councils to assess the impact of gambling premises on the vulnerable	Geofutures	6 months	£85,000	Leith Penny	Geofutures are a relatively unique organisation in this field with specialised knowledge and experience. Critically, previous work by Geofutures in this field on the mapping of B2 gaming machines and areas of deprivation, as well as engagement with the Responsible Gambling Trust, has resulted in their development of a market leading mapping methodology and collection of industry data that makes them uniquely placed to deliver the diagnostic tool. No other supplier currently has the required methodology, nor could they offer this methodology due to Geofutures' intellectual property.	Nick Nelson, Environmental Health Case Officer, Premises Management Delivery Unit	Street and premises management	City Management and Communities		Directly award a contract without competition.
88	Clean, maintain and collect income for 10 Automatic Public Toilets	Healthmatic	10 months	£94,700	Leith Penny	The Council has a long-term contract with Clear Channel Limited for that provider to maintain and manage 10 automatic public toilets in Westminster. The contract is subject to an annual extensions and has an approximate annual value of £220k. On 20th January Clear Channel informed the Council that they are withdrawing from that market and they no longer want to undertake the services and so the contract will expire in March 2015. Therefore interim arrangements will need to be sought while the Council procures a new provider to maintain and manage the toilets. The Council has a separate contract with Healthmatic to manage and maintain pop-up and stand free urinals. Healthmatic have approached the Council and offered to take over Clear Channel's responsibilities (a similar thing happened in Islington). Therefore a waiver is being sought to enable the Council to direct award a contract to Healthmatic for the management and maintenance of the 10 automatic toilets while a EU-compliant procurement for a new provider is carried out.	Jon Griffiths	Waste and Parks	City Management and Communities		Directly award a contract without competition.
89	Advocacy service for Older People including Independent Mental Health Advocacy (IMHA)	The Advocacy Project	5 years 3 months	£1,002,890	Liz Bruce	A waiver is requested for the continuation of service while a Tri-borough tender exercise is carried out for Professional Advocacy services for people in Westminster Kensington and Chelsea and Hammersmith and Fulham Not extending the contracts would leave a gap in provision as the new services are not expected to start until 1st July 2015.	Tabby Eichler - Tri-Borough Procurement and Contracts Manager, ASC Procurement & Business Intelligence	Adult Social Care Services	Adult Social Care		Directly award a contract in order to extend existing services
90	Call off contract from RBKC. Professional Advocacy for people with Physical Disabilities and Sensory Needs	Pohwer	3 years 4 months	£26,670	Liz Bruce	A waiver is requested for the continuation of service while a Tri-borough tender exercise is carried out for Professional Advocacy services for people in Westminster Kensington and Chelsea and Hammersmith and Fulham Not extending the contracts would leave a gap in provision as the new services are not expected to start until 1st July 2015.	Tabby Eichler - Tri-Borough Procurement and Contracts Manager, ASC Procurement & Business Intelligence	Adult Social Care Services	Adult Social Care		Directly award a contract in order to extend existing services
91	Independent Mental Health Advocacy (IMHA) service for those under 60 years old provided in hospital and in the community	The Advocacy Project	7 years 3 months	£1,487,700	Liz Bruce	A waiver is requested for the continuation of service while a Tri-borough tender exercise is carried out for Professional Advocacy services for people in Westminster Kensington and Chelsea and Hammersmith and Fulham Not extending the contracts would leave a gap in provision as the new services are not expected to start until 1st July 2015.	Tabby Eichler - Tri-Borough Procurement and Contracts Manager, ASC Procurement & Business Intelligence	Adult Social Care Services	Adult Social Care		Directly award a contract in order to extend existing services
92	Multi Disciplinary Floating Support	Family Mosaic	1 month	£51,853	Liz Bruce	There are currently two contracts for Community Based Floating Support Services for Generic/Complex Needs and these expire on 31st May 2015. The incumbent provider will continue to deliver the service until the new contract starts in order to ensure continuity of service provision. Approves a waiver of the Contract Standing Order 3 of the requirement to seek competitive tenders in order to directly award contracts, without a competition, to Family Mosaic and Thames Reach. The contracts are to be on the existing terms and will run from 1 June 2015 to 30 June 2015 at a total cost of £72,032 as set out in table 1. Further that, in the event that the award and implementation of the new contract is delayed beyond 30th June 2015, the arrangements for the existing contracts to continue on a rolling monthly basis until contract award and implementation until no later than 30 September 2015, at a potential additional monthly cost of £72,032 per month (maximum potential cost of £216,096).	David Goulding	Adult Social Care Services	Adult Social Care		Directly award a contract in order to extend existing services
93	Older People's User Involvement service	The Advocacy Project	15 months	£265,002	Liz Bruce	A waiver to Westminster City Council Procurement Code is being requested to enable the completion of a service review, and a tendering exercise for a user involvement service across Adults Social Care in Westminster, Hammersmith & Fulham, and Kensington & Chelsea. The extension of service would enable continuity in service provision for a project that is already well established functioning adequately. It would also help to ensure that the capacity for involving older people in the commissioning and the delivery of services is not lost.	Tabby Eichler	Adult Social Care Services	Adult Social Care		Directly award a contract in order to extend existing services
94	Produce care management standard operating procedures across Tri-borough	Alan Berresford Ltd	60 days	£45,000	Liz Bruce	It is recommended that a waiver/ exemption is agreed as there is a need to take immediate action to comply with the statutory obligations of the Council (i.e the implementation of the Care Act 2014 into front line practice) and there is need of an expert, where urgent advice and assistance or representation is required to facilitate the aforesaid compliance.	Henry Leak - Head of RBKC Assessment Services	Adult Social Care Services	Adult Social Care	It was noted that the contract will be with RBKC so a waiver of the WCC Procurement Code does not strictly apply. The Chief Procurement Officer recommended that this is therefore flagged on the Waiver report.	Directly award a contract without competition.
95	Professional Advocacy for people with a Learning Disability	The Advocacy Project	7 years 3 months	£283,850	Liz Bruce	A waiver is requested for the continuation of service while a Tri-borough tender exercise is carried out for Professional Advocacy services for people in Westminster Kensington and Chelsea and Hammersmith and Fulham Not extending the contracts would leave a gap in provision as the new services are not expected to start until 1st July 2015.	Tabby Eichler - Tri-Borough Procurement and Contracts Manager, ASC Procurement & Business Intelligence	Adult Social Care Services	Adult Social Care		Directly award a contract in order to extend existing services
96	Provision of a Call Handling Service for the Westminster City Council Alarms Service	Tunstall Healthcare	5 months	£ 152,000	Liz Bruce	The Tri Borough is currently developing an integrated approach to the delivery of Assistive Technology (Telehealth and Telecare) across the Tri-Borough Councils. Currently services are delivered through a mixture of directly provided and contracted services, and there are opportunities for efficiencies and service improvements by developing an integrated approach. The current target for a new arrangement of services to be in place is April 2015. Interim cover is needed until a new Tri-Borough call centre arrangement is commissioned and a number of options have been identified when considering an interim solution.	Hirdial Rai, Procurement Officer (LBHF)	Adult Social Care Services	Adult Social Care		Directly award a contract without competition.
97	Provision of Information and Advice Services	Citizens Advice Bureau Kensington and Chelsea	27 months	£546,113	Liz Bruce	That the Cabinet Member for Adult Social Care and Public Health agrees waive the requirement of the Contract Regulations to obtain tenders or quotations in accordance with regulation 2.10 (a) and 2.09 (a) in order to directly award three contracts to the incumbent service providers. From 1 April 2015, the provision of I&A services will become a statutory duty under the Care Act 2014. The award of these contracts will ensure continuity of service and stability during the implementation of the Care Act 2014 from 1 April 2015 and enable officers to review the impact on these and other preventative services, many of which are delivered by these well established, local providers. The outcome of the strategic and Care Act 2014 compliancy review will inform the procurement approach.	Steven Falvey, ASC Senior Commissioner	Adult Social Care Services	Adult Social Care		Directly award a contract in order to extend existing services
98	Provision of Information and Advice Services	Age UK Kensington and Chelsea	27 months	£125,411	Liz Bruce	That the Cabinet Member for Adult Social Care and Public Health agrees waive the requirement of the Contract Regulations to obtain tenders or quotations in accordance with regulation 2.10 (a) and 2.09 (a) in order to directly award three contracts to the incumbent service providers. From 1 April 2015, the provision of I&A services will become a statutory duty under the Care Act 2014. The award of these contracts will ensure continuity of service and stability during the implementation of the Care Act 2014 from 1 April 2015 and enable officers to review the impact on these and other preventative services, many of which are delivered by these well established, local providers. The outcome of the strategic and Care Act 2014 compliancy review will inform the procurement approach.	Steven Falvey, ASC Senior Commissioner	Adult Social Care Services	Adult Social Care		Directly award a contract in order to extend existing services

Appendix C - Contracts let with a waiver of the Procurement Code in 2014/15

Item no	Description of requirements	Company name	Contract term (if stated)	Contract value	Strategic Executive Board Member	Justification for not seeking quotes or tenders	Name and job title of Nominated Authorised Officer (NAO)	Unit	Directorate	Comments	Reason for waiver
99	Provision of Information and Advice Services	Action Disability Kensington and Chelsea	27 months	£164,958	Liz Bruce	That the Cabinet Member for Adult Social Care and Public Health agrees waive the requirement of the Contract Regulations to obtain tenders or quotations in accordance with regulation 2.10 (a) and 2.09 (a) in order to directly award three contracts to the incumbent service providers. From 1 April 2015, the provision of I&A services will become a statutory duty under the Care Act 2014. The award of these contracts will ensure continuity of service and stability during the implementation of the Care Act 2014 from 1 April 2015 and enable officers to review the impact on these and other preventative services, many of which are delivered by these well established, local providers. The outcome of the strategic and Care Act 2014 compliance review will inform the procurement approach.	Steven Falvey, ASC Senior Commissioner	Adult Social Care Services	Adult Social Care		Directly award a contract in order to extend existing services
100	Single Homeless Floating Support	Thames Reach Housing Association Ltd	1 month	£20,179	Liz Bruce	There are currently two contracts for Community Based Floating Support Services for Generic/Complex Needs and these expire on 31st May 2015. The incumbent provider will continue to deliver the service until the new contract starts in order to ensure continuity of service provision. Approves a waiver of the Contract Standing Order 3 of the requirement to seek competitive tenders in order to directly award contracts, without a competition, to Family Mosaic and Thames Reach. The contracts are to be on the existing terms and will run from 1 June 2015 to 30 June 2015 at a total cost of £72,032 as set out in table 1. Further that, in the event that the award and implementation of the new contract is delayed beyond 30th June 2015, the arrangements for the existing contracts to continue on a rolling monthly basis until contract award and implementation until no later than 30 September 2015, at a potential additional monthly cost of £72,032 per month (maximum potential cost of £216,096).	David Goulding	Adult Social Care Services	Adult Social Care		Directly award a contract in order to extend existing services
101	Support for people with mental health problems	Westminster Mind	2 years	£370,574	Liz Bruce	A waiver to Westminster City Council Procurement Code is being requested to enable the service Support for Volunteering to continue without a gap in provision. This service is part of the mental health recovery pathway and is essential to maintaining access to volunteering (leading to employment) for people with serious mental health problems. The review of this service is planned to be coterminous with and is dependent on a wider piece of work related to a whole system review of day service opportunities across the three boroughs. This whole system review is scheduled to be delivered in 2015/16 leading to a tender once the review is completed. There are no concerns in relation to the performance the existing provider. The service is meeting targets and quality standards.	Tabby Eichler, Procurement & Contracts Manager	Adult Social Care Services	Adult Social Care		Directly award a contract in order to extend existing services
102	Supported accommodation for people with learning disabilities in the London Borough of Hammersmith and Fulham (LBHF)	Metropolitan Housing Trust	29 months	£328,813	Liz Bruce	That the Cabinet Member for Adult Social Care and Health agrees to waive the Council's Contract Standing Orders to grant a waiver to extend the contract extension option of 2 periods of 12 months by an additional 5 months from 1st May 2015 to 30th September 2017. A waiver is required as, although the current contract contains an extension provision for two periods of 12 months until 30th April 2017, officers are requesting an extension of an additional 5 months. This results in a total contract extension request of 29 months until 30th September 2017. The contract for this service was called off the West London Related Support Joint Framework Agreement 2012-16 in accordance with the Protocol for Calling-Off Services and LBHF's Contract Standing Orders. In April 2013 Metropolitan were awarded a 2 year contract to deliver 12 units of supported accommodation in LBHF. The award was based on the highest combined score of price and quality and was the most economically advantageous tender received with a total annual cost of £131,882.40. As the Framework Agreement is still valid, the current contract cost is still the most economically advantageous.	Dave Thomas	Adult Social Care Services	Adult Social Care		Directly award a contract in order to extend existing services
103	Church Street Community Champions	Paddington Development Trust	2 years	£120,000	Liz Bruce	The existing Church St Community Champions contract with Mosaic Community Trust was not extended when it came to an end in June 2014 as the provider had not met a number of the outcomes and failed to meet some contract requirements. A new provider was required. For this service quotes were invited from Vital Regeneration; Paddington Development Trust; and the Marylebone Bangladeshi Society, all organisations meeting the criteria. The quote from PDT was deemed the best value quote. Vital Regeneration decided not to bid because at the time the bid came in they had just appointed a new director and they did not feel able to undertake a bid at that time, although they would be interested in future opportunities. MBS submitted a bid which failed to explain how they would be able to deliver the outcomes in the service specification.	Christine Mead - Behaviour Change Commissioner	Public Health	Adult Social Care		Quotes sought instead of tenders.
104	London HIV Prevention Programme	The London borough of Lambeth	3 years	£155,767	Liz Bruce	Seeking to use the Memorandum of Understanding for this programme, with The London Borough of Lambeth acting as the lead Authority on behalf of London Authority's. London Councils' Leaders' Committee agreed in November 2013 that a new, three-year London-wide programme be commissioned to deliver a limited number of city-wide HIV prevention services from 1 April 2014. The shape of the new London HIV Prevention Programme (LHPP) will be informed by the findings of the London-wide HIV needs assessment (published in Nov 2013), commissioned by the London Directors of Public Health on behalf of the Leaders of London Councils. This programme also has a wider role in providing strategic leadership around HIV prevention in London, aligning with activities delivered by HIV Prevention England (commissioned and managed nationally by Public Health England) and other HIV-prevention activity within individual London Local Authorities and the NHS. The LHPP will be hosted, managed and commissioned by the London Borough of Lambeth on behalf of all London Local Authorities. The London Borough of Hammersmith and Fulham, The Royal Borough of Kensington & Chelsea and Westminster City Council are participating members of this programme.	Sunil Panchal, Commercial Contracts Manager, Public Health	Public Health	Adult Social Care		Use of a Memorandum of Understanding