

Appendix C - Contracts let with a waiver of the Procurement Code in 2013/14

Description of requirements	Company name	Contract term (if stated)	Contract value	Have costs been incurred already?	Strategic Executive Board Member	Justification for not seeking quotes or tenders	Name and job title of Nominated Authorised Officer (NAO)	Unit	Comments	Month approved
Preparation of a project proposal for migration to paperless working for a service within Development Planning	Malcolm Baker Consulting Ltd		£ 325	TRUE	Rosemarie MacQueen	In order to comply with the WCC Procurement Code, 1 quotation should be obtained for spend under £10k. A quotation was not obtained as this piece of work was part of a wider project which will not now go ahead, so costs have been incurred. It was recommended that a retrospective waiver of the Procurement Code was sought so that payment can be made.	John Curnow-Baker, Group Resources Manager	Development Planning		Oct-13
Emergency repairs to the Mayoral Rolls Royce.	Gordon Dale Enterprises Ltd		£ 3,183	TRUE	Lord Mayor's Office	The car had to be towed away to the usual garage who investigated a number of problems - a quotation could not be given - but the garage have carried out all works in line with the authorisation given by Mr Doug King, Head of the Lord Mayor's office, to return the car in full working order. The Leading Macebearer/Chauffeur confirms that the essential repair works have now been carried out. In future, a quotation will be requested.	Pat Withers, Assistant Private Secretary to the Lord Mayor	Lord Mayors Office		Nov-13
Legal costs already incurred by the firm of solicitors who have been acting on behalf of the LGA and this authority (WCC) in an ongoing legal matter	Local Government Association (the agreed legal service provider employed by the LGA is Bevan Brittan LLP)		£ 9,035	TRUE	Charlie Parker	Given that the claims were made against a large number of local authorities and that the legal basis for the claims was the same it was agreed that the LGA should take the lead in co-ordinating the defence. Restitution claims on behalf of local authorities will also benefit from an LGA co-ordinated response.	Martin Pyroviannos	Legal Services		Jan-14
Purchase of meat for Carlton Dene/Westmead Elderly Resource Centre	Marbec Meat		£ 12,000	FALSE	Liz Bruce	Meat products are purchased for Carlton Dene/Westmead Elderly Resource Centre from Marbec Meat who are a local supplier providing value for money. Payment was previously made using a Payment Certification Voucher. The NAO was advised to benchmark future costs using a price list based on the most commonly purchased basket of goods.	Elaine Graham	Adult Social Care		May-13
Development of Provider Manager portal pages to include a Draft Remittance Advice acceptance process for WCC.	Panztel (UK) Ltd		£ 13,000	TRUE	Charlie Parker	When the Triborough version of Frameworki (Adult Social Care system) was implemented, it was integrated with RBKC's existing e-monitoring system. This system cost RBKC circa £300,000 to implement. This existing infrastructure presents an opportunity to build a very cost effective method of automating correspondence with suppliers in a secure manner. This can be carried out by using the existing RBKC software supplier (Panztel) to adapt existing infrastructure. If quotes were sought, they would effectively be for an e-monitoring system at a comparative cost to RBKC's system (£300,000). However, WCC are not looking for an e-monitoring system but the infrastructure is needed to build the functionality that WCC are looking for.	Marc Cohen, Transformation Project Manager	Information Services		Mar-14
Review in connection with a major application for the Chiltern Street car park site, London, W1U 4JT.	The Valuation Office Agency		£ 13,095	TRUE	Rosemarie MacQueen	Development Planning regularly use consultants to carry out an independent appraisal of the financial viability of development proposals as part of the determination of planning applications. The cost of undertaking this work is usually borne by the applicants direct. The Valuation Office Agency were appointed in June 2012 to undertake a review in connection with a major application for the Chiltern Street car park site, London. The Valuation Office Agency were appointed direct on the basis of having undertaken work in connection with a previously submitted scheme for the same site based on an estimated cost of £7,000.00. The nature of the process meant that substantial work was carried out beyond the original brief, often being driven by the developer. The cost of this work is being reimbursed by the developer.	Mark Woodward, Group Resources Manager	Development Planning		Oct-13
Review in connection with a major application for the Oceanic House, 1 Cockspur St, London SW1Y.	Cluttons		£ 13,450	TRUE	Rosemarie MacQueen	Development Planning regularly use consultants to carry out an independent appraisal of the financial viability of development proposals as part of the determination of planning applications. The cost of undertaking this work is usually borne by the applicants direct. Cluttons were appointed in June 2013 to undertake a review in connection with a major application for the Oceanic House, 1 Cockspur St, London. The nature of the process meant that substantial work was carried out beyond the original brief, often being driven by the developer. The cost of this work has been reimbursed by the developer.	Mark Woodward, Group Resources Manager	Development Planning		Nov-13
Review in connection with a major application for the former EDF site, Lodge Road, London NW8 8NT.	The Valuation Office Agency		£ 14,773	TRUE	Rosemarie MacQueen	Development Planning regularly use consultants to carry out an independent appraisal of the financial viability of development proposals as part of the determination of planning applications. The cost of undertaking this work is usually borne by the applicants direct. The Valuation Office Agency were appointed in June 2012 to undertake a review in connection with a major application for the former EDF site, Lodge Road, London. The Valuation Office Agency were appointed direct on the basis of having undertaken work in connection with a previously submitted scheme for the same site based on an estimated cost of £6,000.00. The nature of the process meant that substantial work was carried out beyond the original brief, often being driven by the developer. The costs incurred have already been recovered.	Mark Woodward, Group Resources Manager	Development Planning		Oct-13

Appendix C - Contracts let with a waiver of the Procurement Code in 2013/14

Description of requirements	Company name	Contract term (if stated)	Contract value	Have costs been incurred already?	Strategic Executive Board Member	Justification for not seeking quotes or tenders	Name and job title of Nominated Authorised Officer (NAO)	Unit	Comments	Month approved
Quadrant Workplace Co-ordinator consultant. The aim of the role is to maximise employment and training opportunities for Westminster residents within the West End with a focus around Regent Street. The project is funded (renewed annually) from a Section 106 Planning Agreement between Westminster City Council and The Crown Estate. Cross River Partnership is responsible for delivering and managing the project.	AK Brothers	3 months	£ 15,000	FALSE	Rosemarie MacQueen	A competitive process was carried out in 2009 when a number of candidates were interviewed for the role of Quadrant Workplace Co-ordinator. Faheem Qureshi was the successful consultant and was employed as a Temporary Agency Contractor (TAC) with Badenock & Clark. In Sep 2011, F Qureshi transferred from Badenock & Clark to AK Brothers Limited. In Oct 2012 an extension of the consultancy service was approved until 31 Mar 13. F Qureshi will be employed by the Crown Estates from 1 Jul 13 and a further extension of his services is required for 3 months (Apr to Jun 13) for which a waiver of the Procurement Code is required.	Maku Obuobi	Economic Development		Apr-13
Professional services provided by Dawn Donaldson	Dawn Donaldson Ltd	End date 30 Apr 13	£ 16,000	FALSE	Rosemarie MacQueen	This consultant is employed by the Council to cover a vacant post. The post has been advertised but, at present, still remains vacant. From 01/05/13 the contractor will be paid via the managed services contract.	Sally Keiller	Highways and Transportation		Apr-13
Medical fees for Carlton Dene/Westmead Elderly Resource Centre	Dr P Olofunwa		£ 17,160	FALSE	Liz Bruce	Medical fees are set for the services needed at Carlton Dene/Westmead Elderly Resource Centre and the basis for using Dr P Olofunwa is that they are based closely to the Centre. Payment was previously made using a Payment Certification Voucher.	Elaine Graham	Adult Social Care		May-13
Consultancy supporting Human Resources in developing a new Pay/Reward model.	Mercer	End date Aug 13	£ 19,000	FALSE	Charlie Parker	Analysis of the market place for consultants was carried out and one organisation was identified who has the broad based experience of public and private sector pay, and also benefits, which the City Council are looking for which is a company called Mercer. Other companies do research or specialise in private sector pay. Mercer is a very highly regarded organisation with practical experience as well as research knowledge who are capable of undertaking the assignment.	Carolyn Beech	Human Resources		Jun-13
Works to be carried out at St Marks Church, to include installation of a disabled toilet and renovations.	Churchcare		£ 19,700	FALSE	Charlie Parker	The Abbey Road ward Councillors have agreed to fund a project for St Marks Church. St Marks Church have appointed Churchcare to carry out the works as they are a non profit organisation who will not charge for labour, just for the cost of materials, so they offer value for money.	Daniella Bonfanti	Member Services		Mar-14
Supply of groceries to Carlton Dene/Westmead Elderly Resource Centre	Brakes Brothers		£ 20,000	FALSE	Liz Bruce	Groceries are purchased for Carlton Dene/Westmead Elderly Resource Centre from Brakes Brothers who are a local supplier providing value for money. Payment was previously made using a Payment Certification Voucher. The NAO was advised to benchmark future costs using a price list based on the most commonly purchased basket of goods.	Elaine Graham	Adult Social Care		May-13
Support to the Westminster Parents Participation Group and information service (Parent Involvement Service)	Westminster Society for People with a Learning Difficulty	1 year	£ 20,085	FALSE	Andrew Christie	The council is undergoing a transformational review of service to this cohort, which will implement the use of personal budgets. The council is unsure of its current requirements for children with disabilities. A commissioning strategy is currently being prepared for agreement in June 2013. The original contract was competitively won by this organisation. Tri-borough Children's Service plan to issue a Prior Information Notice. There is a need for continuity of service; a provider is unlikely to bid for work where a 4 month notice period could be issued at any point.	Terry Clark, Tri-B Lead Commissioner - Specialist Interventions	Children's Services		Apr-13
Provision of recruitment services	Pentir Talent Solutions		£ 24,200	FALSE	Charlie Parker	Pentir Talent Solutions have been used by the City Council on another occasion and have provided a good quality service. The fixed fee, rather than the percentage fees offered by similar organisations, provides the City Council with value for money. The total estimated contract cost is broken down as follows: £12,600 for recruitment of a Strategic Procurement Manager – Housing. A discount of 10% was offered, which generates a saving of £1,400. £11,600 for the potential recruitment of two Contract Managers at £5,300 each.	Anthony Oliver	Strategic and Commercial Procurement	A waiver of the Procurement Code was sought by Anthony Oliver who, as Chief Procurement Officer, would normally approve it. In order to ensure a separation of duties with regard to approval of the waiver, the Chief Operating Officer was asked to make a decision in her capacity as Strategic Executive Board member with responsibility for Strategic Procurement and Corporate Contracts.	May-13

Appendix C - Contracts let with a waiver of the Procurement Code in 2013/14

Description of requirements	Company name	Contract term (if stated)	Contract value	Have costs been incurred already?	Strategic Executive Board Member	Justification for not seeking quotes or tenders	Name and job title of Nominated Authorised Officer (NAO)	Unit	Comments	Month approved
Legal advice in relation to the City Council's first purchase of section 106 units.	Trowers and Hamlin LLP	3 - 6 months	£ 24,500	FALSE	Ben Denton	<p>In January 2014, in line with the City Council's asset strategy CWH submitted the Council's first bid to purchase 47 new properties. The bid was successful and CityWest Homes, on behalf of Westminster City Council, has been selected to act as their preferred 'Registered Provider' partner to provide the affordable housing element.</p> <p>The site which is owned by Almacantar, a property developer, will be developed to provide 76 new homes. 47 homes will be available for social rent, intermediate rent and shared ownership. Work is expected to start in late 2014 or in 2015 and the new homes are expected to be ready in 2017. This is the first time the Council has purchased section 106 units and legal advice is now required in relation to flexible tenancy agreements and the Heads of Term agreement, this advice needs to reflect the position with regard to a number of specialist technical HRA queries and at this point it remains debatable as to whether any further procurement advice will also be required.</p> <p>In considering the procurement route for this high value project we have been mindful that:</p> <ul style="list-style-type: none"> <li>• Trowers are the specialists in technical HRA queries associated with this matter and</li> <li>• The Legal Services Commissioner and the Corporate</li> </ul>	Julie Day, Head of Technical Services, Property and Development, CityWest Homes Limited	City West Homes		Mar-14
Resourcing a Digital Content Officer for the Customer Programme	VMA Global		£ 25,920	FALSE	Charlie Parker	<p>There is a corporate contract in place with Comensura for the procurement and management of all temporary staffing agencies required by Westminster City Council. HR Policy states that all recruitment of all agency staff must be made through the arrangement with Comensura. A Digital Content Officer is being procured from an agency outside this corporate contract, but it is expected to be brought under Comensura by 31 Jan 2014. A waiver is required so that a Purchase Order can be raised so that payment can be made to VMA Global.</p>	Charlotte Sorensen, Executive Assistant, Communications Unit	Communications		Dec-13
Refurbishment of the existing five-a-side synthetic football pitch as Paddington Recreation Ground	Polytan UK Ltd	2 weeks	£ 28,000	FALSE	Leith Penny	<p>The existing five a side pitch has shown signs of failure after 7 years of continual and very heavy use. Normally, it would be expected to replace this kind of synthetic pitch 8-10 years after installation. The proposed contract seeks to replace the synthetic surface but to leave the underlying 'shock pad' in situ. The justification for not seeking competitive quotes is that the original manufacturer of the pitch (Polytan UK Ltd) has agreed to fund 50% of the costs of a new surface in recognition of the fact that the Council did not achieve 10 years of use before replacement became necessary. The Council's appointed independent Employers Agent and project manager (MSc), who are industry experts in this field, have advised that the offer from Polytan UK Ltd represents excellent value for money. Their pre-tender estimate for a full pitch replacement is £56,000 which is clearly significantly higher than the proposed cost to the Council by Polytan UK Ltd.</p>	Sean Stewart	Sport and Leisure		Jul-13
Credit rating for Westminster City Council	Moodys		£ 30,000	FALSE	Charlie Parker	<p>Westminster seeks to get a private rating only from Moodys and consider after that whether to progress to a public rating and a capital markets issue. Credit ratings are provided by three main institutions which are recognised in the capital markets – Fitch, Moodys and Standard and Poors (S&amp;P). Credit ratings are based on methodologies that are well understood by the financial markets and wider stakeholders. Credit ratings would provide independent scrutiny of the financial strength and credibility as well as comment on the strategic financial direction of the Council, by external companies. Moodys already provides ratings for five English local authorities and have a reasonable understanding of the regulatory structure. For all these reasons, Officers would recommend using Moodys.</p>	Jonathan Hunt	Strategic Finance	Following discussion with the Leader and relevant Cabinet Members, the Council will look to borrow from the capital markets to fund purchases in the Housing Temporary Accommodation programme. Such a process will require the advice and assistance of qualified legal advisers and investment banks, both parties will need to have relevant experience. The Council were advised that it would be easier, with probable better pricing, if WCC have a credit rating.	Oct-13

Appendix C - Contracts let with a waiver of the Procurement Code in 2013/14

Description of requirements	Company name	Contract term (if stated)	Contract value	Have costs been incurred already?	Strategic Executive Board Member	Justification for not seeking quotes or tenders	Name and job title of Nominated Authorised Officer (NAO)	Unit	Comments	Month approved
Bailiff services for corporate and private debt recovery for revenue, benefits, and housing and debt recovery for non-active street trading accounts and premises licensing debt under the licensing act 2003	Newlyn plc		£ 34,000	FALSE	Leith Penny	The City Council wished to vary an existing contract with Newlyn plc under the provision contained in the Terms and Conditions. Legal advice stated that, as new services are to be delivered which differ from existing services, this may be seen as a new procurement rather than a variation. A waiver of the Procurement Code had to be sought in order to continue using Newlyn plc. Varying the existing contract provides value for money, as Newlyn plc are currently used by 23 other Local Authorities and they can cross reference their database to see if the people who owe WCC money are in debt in other areas also.	Deirdre Hayes, Service Manager - Environmental Health Consultation & Licensing	Street and Premises Management		Apr-13
Provision of Lone Worker devices	Connexion2	To end on 28 Dec 14	£ 36,078	FALSE	Leith Penny	There are two agreements, one which ends on 28 Dec 14 and the other on 30 Dec 13, and they need to be co-terminus. Staying with the incumbent provider for an additional year instead of re-letting part of the contract will save the council £7,718.40 compared to the previous contract. It is Operational spend, so there is no danger of the EU Directives threshold being reached. There is a plan to start a procurement process in June 2014.	Paula Sammon	Street and Premises Management		Dec-13
City Hall rent review	Jones Lang Lasalle		£ 40,000	FALSE	Ben Denton	The rent for City Hall remains due for review on 25th March 2016. It is our intention to start the process early and appoint a specialist rent review surveyor to act on behalf of the Council to gather market evidence in advance of the rent review. When the rent review was last carried out in 2011, Colette Williamson then of DTZ Tie Leung was instructed and successfully negotiated a £960,000 (nine hundred and sixty thousand pound) reduction from the Landlord's original proposal. The fee paid by WCC back then was c.£50,000. This paper proposes to appoint Colette Williamson, now of Jones Lang Lasalle, to again act for WCC to take advantage of her specialist knowledge of both the locale and City Hall in particular. The fee proposal is on an incentivised basis whereby the greater the saving achieved the larger the fee earned. Early indications are that the fee level is likely to be of the order of £40,000 to negotiate, agree and document this rent review based upon the savings achieved in 2011. Should the matter be referred to Arbitration then an additional fee would be incurred based upon an hourly rate of £125.00.	Alan Rhind, Estates Surveyor (Operational)	Corporate Property		Dec-13
Rental of the Fourth Feathers Youth and Community Centre	The Fourth Feathers Youth and Community Centre		£ 40,150	FALSE	Barbara Holm	Licence agreement between Westminster Adult Education Service and The Fourth Feathers Youth and Community Centre. The centre is being rented for teaching purposes and it is not possible to obtain 3 quotes.	Amelia Woods, Senior Administration and Purchasing Manager - WAES	Westminster Adult Education Service		Jan-14
Working Families Everywhere – Employability Project from 1st June 2013 - 31st March 2014	Action for Children	01 Jun 13 to 31 Mar 14	£ 45,399	FALSE	Andrew Christie	There is no provision for an extension to the current Working Families Everywhere contract. Given that the funding for the project is already agreed and the proposed start date for the Employability Project is 1st June a waiver is therefore requested for the WCC Procurement Code 7.2 in order for a new contract to be awarded to the existing provider Action for Children.	Joanne Marshall, Commissioner, Early Intervention Commissioning Team	Children's Services		May-13
Holiday scheme for young disabled children (Youth Holiday Scheme)	Westminster Society for People with a Learning Difficulty	1 year	£ 46,196	FALSE	Andrew Christie	The council is undergoing a transformational review of service to this cohort, which will implement the use of personal budgets. The council is unsure of its current requirements for children with disabilities. A commissioning strategy is currently being prepared for agreement in June 2013. The original contract was competitively won by this organisation. Tri-borough Children's Service plan to issue a Prior Information Notice. There is a need for continuity of service; a provider is unlikely to bid for work where a 4 month notice period could be issued at any point.	Terry Clark, Tri-B Lead Commissioner - Specialist Interventions	Children's Services		Apr-13
Provision of the Pan London HIV Prevention Programme.	The London Borough of Lambeth	1 Apr 13 to 31 Mar 14	£ 47,702	TRUE	Public Health	The PLHPP has been in place since 1 April 2008. A paper presented to the Leaders' Committee at London Councils on 12 February 2013 recommended that four of the 16 services placed in 2012-13 under the programme should be rolled forward into 2013/14 for a period of 6 months to 30 September 2013. The Leaders' Committee received an additional paper on 9 July 2013 with a recommendation to further extend the remaining contracts to 31 March 2014.  This is required to allow completion of Needs Assessment work and the Leaders' Committee endorsed this further recommendation. The long term intention is yet to be confirmed. However, the Needs Assessment work strand will evidence and inform the longer term procurement plan for this provision across London.	Ewan Jenkins, Sexual Health Commissioner, Tri-Borough Public Health Service	Public Health	London Borough of Hammersmith and Fulham; £42,141 Royal Borough of Kensington and Chelsea; £40,076 Westminster City Council; £47,702	Sep-13

Appendix C - Contracts let with a waiver of the Procurement Code in 2013/14

Description of requirements	Company name	Contract term (if stated)	Contract value	Have costs been incurred already?	Strategic Executive Board Member	Justification for not seeking quotes or tenders	Name and job title of Nominated Authorised Officer (NAO)	Unit	Comments	Month approved
Central London Connexions data and tracking contract	Central London Connexions	1 year	£ 53,900	FALSE	Andrew Christie	Central London Connexions is the current service provider that meets the Local Authorities requirements to track and provide reports to the Department of Education. Commissioners are currently scoping a bi-borough approach to commissioning Information, Advice and Guidance (IAG) services that meet statutory requirements as from April 2014. This will take into account the Children and Family Bill proposals to Local Authority responsibilities for young people with Language Learning Disabilities (LLD) and the wider responsibilities for tracking all young people. The re contracting of Central London Connexions to deliver services will provide the opportunity to scope both the delivery of IAG and tracking services that will meet the new and developing local authority statutory requirements, and develop a commissioning specification that will take advantage of the economies of scale.	Tony Young, Commissioning Officer, Young People	Children's Services		Apr-13
Provision of a Learning Management System for Westminster staff	Learning Pool	To end on 30 Sep 14	£ 56,504	FALSE	Charlie Parker	Currently, WCC have a subscription with Learning Pool, a company which provides a Learning Management System for Westminster. A learning management system is part of the Managed Services Programme and the new provider, BT, has already been selected. It was expected that this would go live on 1st of April 2014, but due to a delay in the Go-Live date of Managed services, the implementation of the new learning management system has been pushed back as well. Therefore it is requested that the subscription with Learning Pool is continued for another 6 months until the new learning management system goes live in September 2014.	Aruj Haider, Organisational Development Advisor	Human Resources		Mar-14
The contract is to provide the necessary services and support to deliver the targets of the Managed Services Provider Data Migration Project.	Aberta Ltd		£ 60,000	FALSE	Charlie Parker	With the timescales involved, it is agreed that it makes sense to use the skills of Alberta who have experience of working with the Council to provide the services required to deliver successfully the migration of WIMS (JD Edwards) data to the new MSP Agresso application, including mapping of table attributes between the two systems, providing detailed analysis of the WIMS data, ensuring data quality and control, and providing support and troubleshooting during the critical phase leading up to Go-Live.	Elaine I Columna, Applications Support Manager, Corporate Systems Team	Information Services		Nov-13
Architects Fees relating to Orange Park and Tresham Crescent as part of the housing masterplan for the Church Street and Paddington Green area.	Bailey Garner Architects		£ 75,257	TRUE	Ben Denton	Total Architects fees agreed up to stage D, amount to the following: Orange Park £12,371 and Tresham Crescent at £45,471. The City Council would now like to continue employing the lead consultant (Bailey Garner) to provide consultancy fees for extended RIBA Stage D+ services at an additional cost of Orange Park £4,420 and Tresham House £12,995. The council must maintain the momentum that has been developed during the planning process to ensure the programme is able to meet the commitment of delivering these community facilities by November 2014. After assessing the options, it was concluded that extending the existing contract is beneficial in terms of cost savings, delivery timescales, local engagement and understanding.	Paul Pinson-Roxburgh BA(Hons) Dip Arch RIBA Development Manager Development Team CityWest Homes Limited	City West Homes		Oct-13
Catering supplies, cleaning products for Carlton Dene/Westmead Elderly Resource Centre	3663		£ 89,000	FALSE	Liz Bruce	Catering supplies, cleaning products are purchased for Carlton Dene/Westmead Elderly Resource Centre from 3663 who are a local supplier providing value for money. Payment was previously made using a Payment Certification Voucher. The NAO was advised to benchmark future costs using a price list based on the most commonly purchased basket of goods.	Elaine Graham	Adult Social Care		May-13
Tri-Borough mobilisation and transition of the Transport Operations and Management service.	Edge Public Solutions	6 months	£ 93,000	FALSE	Liz Bruce	A waiver is required because Edge Public Solutions carried out the initial analysis work to determine if a Tri-Borough service will be viable and cost effective. They also carried out a bench marking exercise, to advise Tri-Borough of the best route to procure the services in order to obtain cost savings. As a result of the work already carried out by Edge Public Solutions and the specialist knowledge that they have gained any other potential bidders would be at a disadvantage if they were asked to provide a quote. In addition, it is unlikely that alternative quotes would provide value for money as the organisations would need to get up to speed with the project in its entirety, which would increase the number of consultancy days required.	Suzie Shardow, Category Manager	Adult Social Care	The engagement of Edge was approved by the Transport Sub Committee consisting of the following members:- Cllr M. Caplan (Chair), Cllr R. Robathan and Cllr D. Chalkley.	Oct-13

Appendix C - Contracts let with a waiver of the Procurement Code in 2013/14

Description of requirements	Company name	Contract term (if stated)	Contract value	Have costs been incurred already?	Strategic Executive Board Member	Justification for not seeking quotes or tenders	Name and job title of Nominated Authorised Officer (NAO)	Unit	Comments	Month approved
Gang exit programme	St Giles Trust	2 years	£ 95,000	FALSE	Leith Penny	The St Giles Trust were commissioned to deliver a gang exit programme working alongside the WCC Integrated Gangs Unit (IGU). The funding for the service was made available from the Home Office through their Ending Gangs and Serious Youth Violence Programme. This funding ended at the end of 2012/13, as did the contract with St Giles. The Mayor's Office for Policing and Crime (MOPAC) delayed their funding announcements until the end of April 2013 so it was not possible to extend the existing contract. In the interim, the St Giles Trust have not withdrawn their services entirely as they have been managing the complex gang members referred to them in the last financial year. A waiver is being sought for the following reasons: • The St Giles Trust are still owning 11 cases referred to them from the IGU and the wider MPS Gang's unit – consistent relationships and engagement is key to successful outcomes for these types of offenders; a change in provider could jeopardise this opportunity • The St Giles Trust are integrated into the workings and functions of the wider IGU, understanding the referral, assessment and intervention processes – and aware of the wider strategic ambition in Westminster in relation to	Sam Cunningham	Street and Premises Management		May-13
Full-time project manager for the duration of the Tri-borough ICT Procurement project, Apr 2013 to Nov 2014. Phase 2 is procurement: April 2013 – Dec 2013, Phase 3 is transition: Jan 2014 – Nov 2014.	Allen Lane	End date Nov 2014	£ 108,225	FALSE	Charlie Parker	The waiver is required in order to secure the project manager directly from Allen Lane for a period of up to 9 months, rather than using the Corporate contract with Hays RM. Allen Lane are able to attract value for money, high-quality and experienced ICT project managers, having demonstrated this on a number of occasions in WCC.	Debbie Wisdom	Information Services		Apr-13
Specialist Playscheme for children with disabilities (Rainbow Specialist Playscheme)	Westminster Society for People with a Learning Difficulty	1 year	£ 110,336	FALSE	Andrew Christie	The council is undergoing a transformational review of service to this cohort, which will implement the use of personal budgets. The council is unsure of its current requirements for children with disabilities. A commissioning strategy is currently being prepared for agreement in June 2013. The original contract was competitively won by this organisation. Tri-borough Children's Service plan to issue a Prior Information Notice. There is a need for continuity of service; a provider is unlikely to bid for work where a 4 month notice period could be issued at any point.	Terry Clark, Tri-B Lead Commissioner - Specialist Interventions	Children's Services		Apr-13
Provision of sponsorship services on a "no-win-no-fee" basis at a specific site in Westminster, the Eros statue in Piccadilly Circus.	Wildstone Consultants Limited	4 years	£ 125,000	FALSE	Charlie Parker	Wildstone Consultants Ltd have entered into a probationary contract with the City Council to provide advice on three outdoor media sites. This was approved by the Chief Executive and Director of Legal Services and the agreement is confined to three particular sites. Whilst working with Wildstone, Eros was identified as an additional site and their advice was sought on how to generate maximum revenue. WCC had previously undergone a procurement exercise (Request For Quotes) for a sponsorship agency for Leicester Square Hoardings in 2011 and had received proposals from suppliers in this sector and have a good understanding of the market. The fees for a no-win-no-fee arrangement on an estimated sponsorship fee of £750k for LSQ ranged from 60/40 to 50/50 revenue split (WCC/agent). WCC is therefore confident of the VFM offered by Wildstone. The deal secured with Wildstone is that they meet all up-front costs which will then be funded by sponsorship raised and there will be a tiered split of the net revenue as follows (to incentivise achieving maximum value): 150k-250k at 10% 250-350k at 15% 350k-500k at 20% Over 500k 25% The value to Wildstone could therefore be between £15k-£125k depending on the final nature of the deal.	Julia Corkey	Communications		Apr-13
Advice on the financing and strategy of the long term acquisition of properties for use as Temporary Accommodation (whether by leasing or purchasing).	Rothschild Bank		£ 125,000	FALSE	Charlie Parker	Following analysis of the market, it was concluded that Rothschild is one of the very few (perhaps, only) investment bank not to be conflicted by having a market making arm, and thus it has no presence in the trading market. This is key, as it ensures that any advice is completely free of conflicts and has no pre-judged outcome. Rothschild have a very strong reputation for the work that the City Council will ask them to carry out, and have good links with Government. Given the sensitivity, this too is important. In addition, the fee quoted by Rothschild is very competitive given their expertise.	Jonathan Hunt	Strategic Finance		Jul-13

Appendix C - Contracts let with a waiver of the Procurement Code in 2013/14

Description of requirements	Company name	Contract term (if stated)	Contract value	Have costs been incurred already?	Strategic Executive Board Member	Justification for not seeking quotes or tenders	Name and job title of Nominated Authorised Officer (NAO)	Unit	Comments	Month approved
Consultancy supporting the Highways procurement exercise	Norman Rourke Pryme Ltd	End date Feb 14	£ 130,000	FALSE	Rosemarie MacQueen	In February 2013, a waiver was approved to award a contract to Norman Rourke Pryme Ltd for assistance with the Highways procurement exercise. On completion of this piece of work, it has been realised that the scope and detail was not sufficient and further work is now needed. The justification for using NRP again is that a trusted supplier is needed, due to the confidential nature of the work, who is familiar with the earlier outcomes. NRP have signed a confidentiality agreement and their evaluation work is limited to Lot A only. The total value of the work that has and will be undertaken (maximum of £150k) is below the EU threshold for services.	Carl Walters	Highways and Transportation		Jun-13
Develop design work for Housing renewal of Westbourne Green to a viable masterplan that can be consulted with residents	Pollard Thomas Edwards Architects	Up to 24 weeks	£ 130,000	FALSE	Ben Denton	In 2011 the Council appointed a masterplan team through an OJEU process, led by Pick Everard, to produce a masterplan for the regeneration of Westbourne Green. Pollard Thomas Edwards architects produced the majority of the work for the masterplan and they were also responsible for coordinating the project team on behalf of Pick Everard.  The Council now needs to move forward the proposals to a vote in accordance with the Cabinet decision. The design work that was prepared by the Pick Everard Team needs to be developed to a viable masterplan that can be consulted with residents.  Of the options considered, it is recommended that PTE are approached directly as this option will provide value for money to the Council.	Tristan Samuels	Housing	Future contracts of this nature will be let in a 2 phased approach so that the Council do not need to return to the market, or seek waivers of the Procurement Code.	Sep-13
Provision of economic development and research consultancy services.	TBR Ltd/Dr Phillip Hadfield	1 year	£ 130,000	FALSE	Rosemarie MacQueen	TBR is an economic development and research consultancy with niche skills in the use of economic data to clarify the dynamics of local, regional and national economies, sectors, clusters and markets. In particular, they are the only consultancy that specialise in understanding and researching the night time economy. They have developed 'NightMix' which is a bespoke service/data base that measures the impact, value, change and opportunity in any given night-time economy. At its core is the NightMix Index (NMI). The NMI ranks the night-time economies of all UK boroughs. It provides turnover, employment, firm sizes and numbers, and does this over time and by any location. The service can be used to inform economic impact studies, town centre regeneration, masterplans, local development frameworks, leisure-retail assessments and investment planning in the private sector. Unlike any other service it does not rely on the limited national data sets but on TBR's unique TCR database, which covers virtually all UK firms.	Barry Smith, Operational Director	City Planning		Nov-13
Migrate the current planning website content using new designs and principles presented to the Chief Executive and the Cabinet Member for Finance and Customer Services	Rely Consultancy	8 weeks	£ 160,000	FALSE	Charlie Parker	Phase 1 of the content strategy and information Architecture project was awarded to Rely Consultancy following receipt of 3 competitive quotes at a cost of £30,000. Following the presentation of the new content strategy and prototype to the Chief Executive and the Cabinet Member for Finance and Customer Services (project sponsors) the decision was taken to migrate the current planning website content using the new designs and principles. This further piece of work was not within scope of Phase 1, and if it were advertised, other providers would be at a disadvantage because Rely Consultancy have already completed Phase 1. Therefore, it is recommended that Rely Consultancy are asked to complete the additional work. The next phase will be advertised on Supply for London and a competitive exercise will take place.	Tracy Cox	Corporate Services		May-13
Production of advertising banners and mounting them onto lampposts	Bay Media Limited	To end on 31 Dec 14	£ 172,000	FALSE	Charlie Parker	The contract will support a new proposal for generating income for the Council. Officers intend to run a trial until 31st December 2014 to establish whether the proposal is effective. Market analysis has established that the demand from advertisers is likely to mirror times in the year when tourist and visitor numbers are high (April – December). The waiver was sought to allow 3 Requests for quotes instead of inviting bidders to submit formal tenders. If the trial proves successful then a procurement for a contractor to deliver the services over the longer term will be run in January 2015.  Quotes have been sought from 3 providers. Bay Media Limited offered the lowest price (summary email attached): • Bay Media £160 per banner. • City Dressing from £210 per banner. • Prompt Media (rate card is dependent on volume) with price ranges between £249 - £225 per banner.	Carl Walters	Communications		Mar-14

Appendix C - Contracts let with a waiver of the Procurement Code in 2013/14

Description of requirements	Company name	Contract term (if stated)	Contract value	Have costs been incurred already?	Strategic Executive Board Member	Justification for not seeking quotes or tenders	Name and job title of Nominated Authorised Officer (NAO)	Unit	Comments	Month approved
Provision of classroom and workplace based training including apprenticeships	Not applicable		£ 490,000	FALSE	Barbara Holm	A competitive process will be carried out, following an Open procurement route. There will be two lots and, in order to encourage SMEs to bid, a waiver of the City Council's standard turnover to contract size ratio (4 x annual contract value) was sought so that 2 x annual contract value will be accepted.	Chris Joseph	Westminster Adult Education Service		Sep-13
Property Services - Estate management	GVA Grimley Limited	4 years	£ 980,000	FALSE	Ben Denton	Hammersmith and Fulham (LBHF) undertook a full OJEU tender for a property services framework that is effective from September 2013. The tender was made on a Tri-Borough basis having regard to the interests of WCC and Royal Borough of Kensington & Chelsea (RBKC) whose requirements were an integral part of the tender process. The contract further allows for other Boroughs to sign up to it and has the potential for "volume discounts" to the pricing schedule dependent upon the levels of work generated.  WCC decided to re-let its estate management services calling off a contract under the LBHF Framework and this was approved at Gate on 11th October 2013.  Sharpe Pritchard recommended that a waiver of the Procurement Code was sought, in order to call off the LBHF framework, as it is appropriate due to the aggregated contract value over the life of the contract.	Alan Rhind, Estates Surveyor (Operational)	Corporate Property		Mar-14
Provision of classroom and workplace based training, including apprenticeship Lots 1 and 2	ABA Training College Liral Veget JFC Training College Ltd Prevista Urban Futures Housing21 Tribal Education	4 years	£ 1,500,000	FALSE	Barbara Holm	Westminster Adult Education Service (WAES) would like to be able to call off the frameworks that they have set up for Lots 1 and 2 for the provision of classroom and workplace based training, including apprenticeship in the sum of £1.5m per year for the period 1 Jan 2014 to 31 Dec 2017 without seeking further approval from the Gate Review Panel.  Any other procurement related requests will follow the WCC Procurement Code as usual.  The Gate 2 contract award report was considered by the Gate Review Panel on 20 Dec 2013.	Chris Joseph	Westminster Adult Education Service		Dec-13
Delivery of GUM (Genito-Urinary Medicine) Services	The following NHS trusts: • Imperial College Healthcare NHS Trust • Chelsea and Westminster Hospital NHS Foundation Trust • The Hillingdon Hospitals NHS Foundation Trust • Ealing Hospital NHS Trust • West Middlesex University Hospital NHS Trust • Central and North West London NHS Foundation Trust • The North West London Hospitals NHS Trust • Guy's and St Thomas' NHS Foundation Trust • Royal Free London	3 months from 01/04/13 to 31/06/13	£ 4,907,500	FALSE	Public Health	Due to the lack of alternative providers and mandated nature of the service the trusts are in a quasi-monopoly position; the local authorities must buy the service and the trusts are almost the sole source of supply in the short to medium term. Therefore there is no capable competitive market that can be accessed.	Kevan Twohy	Public Health	Waiver to be approved by Cabinet Member. £4,900,000 on GUM Services £7,500 contribution to the NWLCSU management fee	Apr-13
Interim management services for the Tri-borough ICT procurement as i) non executive director for the tri-borough ICT procurement - 1 day per month until 31/12/13 and ii) consultancy for the tri-borough ICT procurement and Windows 7 upgrade – 3 days per month until 31/5/13. Start date 1/3/13	Alpine Resourcing	End date 31 Dec 13	£ 10,641	FALSE	Charlie Parker	The intention is for the Alpine contract to fall under the services of the New Managed Services Agreement.	Debbie Wisdom	Information Services		Apr-13