



Approval for an Existing Contract Extension Form

INSTRUCTIONS

This form must be completed to obtain Approval for an Existing Contract Extension

SECTION 1

In accordance with Warwick District Council Code of Procurement Practice and Financial Regulations, I request a approval for an Existing Contract

SECTION 2: NAME AND ADDRESS OF SUPPLIER

Sue Howarth
Brunswick Hub
98-100 Shrubland Street
Leamington Spa
CV31 3BD

Kate Cliffe
Sydni Centre
Cottage Square
Sydenham
CV31 1PT

Aidan Knox
Citizens Advice
10 Hamilton Terrace
CV32 4LY

Alison Selwood/Pete Bailey
The Chain
89 Crown Way
CV32 7SH

Andrea Hammond
WCAVA
4-6 Clemens Street
CV31 2DL

Marcos Campos
The Gap Community Centre
39 Oakwood Grove
Warwick
CV34 5TD

SECTION 3: COSTS

Total annual cost (including VAT):	330,000
Total contract commitment (including VAT):	82,500 (3 months extension costs)

VCS Commissioned Contracts 2015 – 2018: £330,000 per annum

Lots	Type of Service	Service Provider	Yearly Value of Contract
Lot 1. Third Sector Support	Ensuring that local third sector organisations get the advice, support and representation they need to improve the circumstances of the people and communities they work with	Warwickshire Community and Voluntary Action (WCAVA)	£55,000
Lot 2. Services in Targeted Geographic Areas – Brunswick	To target those people living in disadvantaged areas within Brunswick, Crown, West Warwick and Sydenham who are feeling socially excluded due to lack of resources, rights, services and the inability to participate in the normal	Brunswick Healthy Living Centre	£50,000
Lot 3. Services in Targeted Geographic Areas – Crown	relationships and activities available to the majority of people in a community, whether those are of an economic, social or cultural nature	Crown Community Hub (formerly The Chain)	£30,000
Lot 4. Services in Targeted Geographic Areas – West Warwick		The Gap Warwick Percy Estate Community Projects Ltd.	£35,000
Lot 5. Services in Targeted Geographic Areas – Sydenham		Sydni Sydenham Neighbourhood Initiatives	£20,000
Lot 6. Financial Inclusion	To minimise the likelihood and impact of financial exclusion in	Warwick District Citizens Advice Bureau	£100,000

Lots	Type of Service	Service Provider	Yearly Value of Contract
	Warwick District through the provision of advice, support and services at the point of need in a coordinated and collaborative manner		
Lot 7. Delivery of Employment Clubs	To manage the three Employment Clubs currently operating from the Brunswick Healthy Living Centre, Lillington Youth Centre and The Gap Community Centre	Brunswick Healthy Living Centre	£40,000

SECTION 4: SERVICE AREAS FOR WHICH GOODS / SERVICES ARE REQUIRED

Health and Community Protection

SECTION 5 REASON FOR REQUEST TO WAIVE STANDING ORDERS (PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE)

Background to requirement

As agreed at March Executive, officers set out to procure consultants to project manage the re-commissioning process and review of VCS spend. Unfortunately this first attempt proved unsuccessful at finding someone appropriately qualified and experienced to meet requirements, specifically identifying social return on investments and achieving savings targets.

Reason

Having gone through a second procurement process Inspira Consulting has now been appointed and inception meetings have taken place. However this delay has meant the re-commissioning process is now three months behind where it should be.

Without the extension it would be impossible to carry out the full commissioning process, including the extensive consultation required with a wide range of stakeholders.

If the current contracts were terminated on 31 March 2018 that would leave a gap in service provision until such a time that the new contracts were awarded thus impacting on both the voluntary and community sector organisations and the local communities receiving those services.

WDC could have liabilities in terms of TUPE that would need further investigation if contract delivery was not continuous.

SECTION 6: COMMERCIAL REASONABLENESS

I hereby confirm that, to the best of my knowledge request is commercially reasonable.

Procurement Manager	
Signed:	
	Date:

SECTION 7: Approval for an Existing Contract Extension

6.2 Authorising Exemptions

- Where the total contract value is £20,000 and above. The Exemption request form must be completed by the Sponsoring Manager and agreed by the Procurement Manager and Executive, prior to any work being carried out.

SECTION 8: Approval for an Existing Contract Extension to be returned to :

Name:		Job Title:	
Location:			