# APPENDIX 5

## (Contract Exemptions Permitted: 1 April 2018 – 30 Sept 2018)

| Title | Start Date | End Date | Supplier | Total Contract Value | Extension/ Variation Value | Service Team | Reasons for exemption |
|---|---|---|---|---|---|---|---|
| Housing related medical assessments by Now Medical | 01/01/19 | 31/12/22 | Now Medical | £18,900 | N/A | Housing | 6.5.3 |
| Consultation for Chase Meadows community centre business plan | 01/06/18 | 30/08/18 | ATI  Projects Ltd | £6,000 | N/A | Chief Exec | 6.5.8 |
| Cockooing Bid Consultant | 09/07/18 | 30/08/18 | K. D. Newell | £9,937.50 | N/A | H&CP | 6.5.8 |
| Rough Sleeper Initiative | 01/09/18 | 31/03/18 | Coventry Cyrenians | £21,583 | N/A | Housing | 6.5.8 |
| Procurement Apprenticeship | 01/09/18 | 31/08/18 | Encompass Development Group Ltd | £9,000 | N/A | Finance | 6.5.8 |
| Ticket.com licence | 04/07/17 | 03/07/20 | Ticket.com Ltd | £13,020 | N/A | Culture | 6.5.8 |
| Leased virgin circuit for data connection to Riverside House | 07/08/18 | 06/08/20 | Virgin via Konnex | £12,960 | N/A | Development Services | 6.5.8 |
| 26HT data connection | 07/08/18 | 06/08/20 | Konnex | £10,522 | N/A | Development Services | 6.5.8 |
| Althorpe data connection | 07/08/18 | 06/08/20 | Konnex | £13,158 | N/A | Development Services | 6.5.8 |
| Edmondscote Track Repairs | 03/09/18 | 30/09/18 | White Line Services International Lt | £38,452 | N/A | Cultural Services | 6.5.8 |

**EXEMPTIONS TO CODE OF PROCUREMENT PRACTICE**

6.2   Authorising Exemptions

- An Exemption request form must be completed for every instance of an exemption. The template must clearly document the exemption to be applied, along with the justifications and all necessary procurement, legal and financial risks.

- Where the total contract value is up to £20,000, the Head of Finance may agree the exemption with the exemption retrospectively reported to the Executive.

- 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.

- Exemptions under paragraph 6.5 need to be agreed by the Head of Service and the Procurement lead.

6.5   Exemptions **not** requiring approval by Executive are:

- 6.5.1 Renewal of software licenses or other IT commodity items where the supply is restricted to either the original supplier or their selected re-sellers, and competition does not affect the price paid owing to way the market operates and/or the need for compatibility.

- 6.5.2 Memberships, publications and subscriptions that are only available to purchase from a single organisation e.g. membership of a housing advisory organisation.

- 6.5.3 In a single source situation where we are restricted to using a particular supplier.

- 6.5.4 A situation where you need to go to the original equipment manufacturer (OEM)

- 6.5.5 Where using an alternative supplier will invalidate warranties.

- 6.5.6 Where it is agreed that an external provider uses our facilities to provide a service i.e. stage performance and as part of providing this service agree to pay the council a commission.

- 6.5.7 The Council has followed the procedures but the process has not resulted in a suitable supplier being engaged due to reasons beyond officers' normal control and defined responsibility resulting in an interim supplier being appointed to ensure continuity of service while the procurement process is reviewed.

- 6.5.8 If there are exceptional circumstances in which it would not be in the Council's best interests to follow the tender or quotation procedure or another Rule for Contract;

- 6.5.9 When the current contracted supplier goes into liquidation and time limited short term emergency measures need to be put in place to maintain services until a new tendering exercise has been completed.

- 6.5.10 Grants, payments to parish councils or similar bodies (where the Council is body responsible for collection of funds via council tax), payments to BID's (Business Improvement Districts, where the Council is the body responsible for collection of funds via business rates), staff salaries and any statutory taxes are not covered by this code as they are not considered to be the procurement of goods, works or services.