

Please ensure

The Contracts Register
The register is public

ADDING NEW CONTRACTS

When a contract is a

Characters 1&2 – the

CO
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REMOVING OLD COI

When contracts are

They should remain

IMPORTANT

Ensure all rows and columns are not hidden

The register contains all the known awarded contracts.

Updated quarterly on the WDC website (1st April, 1st July, 1st October and 1st January)

REGISTERED CONTRACTS

When a contract is awarded it should be immediately added to the register and given a contract number

The register should be divided into the following service areas responsible for the contract monitoring

Corporate – across multiple service areas

Neighbourhood Services

Environmental Health

Finance

Housing & Property Services

Economic Development

Human Resources

Cultural Services

Information Technology

Voluntary Sector

Community Protection

Planning

The contract number for that service area. Use the next sequential number

The method of procurement

The month of the year of the AWARD

he year of the award

TRACTS

no longer live they should immediately be changed from 'live' to 'ended'.
on the register in case of defects or any legal matters arising to goods/wc

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January). This is to comply with the government transparency agenda and

contract reference number. The contract reference number is made up of 10

orks/services undertaken by a previous contractor

spreadsheet

and should help reduce FOI requests.

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Contract Reference Number	Procurement Procedure	Agreement Type	Contract Title	Description	Supplier	SME/ Enterprise/ Voluntary/Community	Company Registration Number	Lead Department	Contact	Stakeholders
FI12LV0414	Open: Published Invitation to Tender	Contract/Service Agreement	Insurance Broker	Brokerage services to the Council for insurance	Gallagher Heath	Enterprise		Finance	Christine O'Rourke	All Service Areas
FI02CF0411	Framework: Mini Competition	SLA with other orgs	Credit Checks & Fraud Information	Financial credit checks on companies and individuals for Council contracts or benefit fraud investigations	NAFN c/o Tameside MBC (National Antifraud Initiative) (Experian)	Medium	N/A	Finance	Andrea Wyatt	Council/Finance/External Audit/Council Tax Payers
FI10OJ1112	Open: Published Invitation to Tender	Contract/Service Agreement	Insurance Warwick District Council (various)	Council wide insurances	Zurich Municipal	Enterprise		Finance	Christine O'Rourke	All Service Areas
FI11CO0314	Direct Award	Contract/Service Agreement	Business Rates 'Analyse' Software solution	Software licence for analysis of Business Rates appeals and potential new development	Inform CPI	Small	5599551	Finance	David Leech	Revenues & Benefits Team
FI14DA0914	Direct Award	Contract/Service Agreement	In-Tend Eprocurement system	Provision of an online shared service eprocurement system. Shared between councils within Coventry, Solihull and Warwickshire	In-Tend	N/a	5845701	Finance	John Roberts	WDC
FI15CO0414	Open: Published Invitation to Tender	Contract/Service Agreement	ICT Internal Audit	ICT internal audit service with scope for non-ICT audit work as required	TIAA Moore Stephens Mazars	Medium	04546319 OC313071 OC308299	Finance	Richard Barr/Ian Davy	Council Wide services
FI16OJ1214	Open: Published Invitation to Tender	Contract/Service Agreement	Banking Services	Banking Services	HSBC		14259	Finance	Vicki Forrester	Council
FI17DA0115	Framework: Direct Award	Contract/Service Agreement	Treasury Management Services	Treasury Management Services	Capita Asset Services - Treasury Solutions	Enterprise	2652033	Finance	Vicki Forrester	
FI18XXXXXX	Invitation to Quote (2+ Suppliers)	Contract/Service Agreement	Terrarius Asset Register	Annual support and maintenance of fixed assets register	Logotech	Small	2529444	Finance	Vicki Forrester	Council/Finance/External Audit
FI23XXXXXX	Shared Service	Contract/Service Agreement	External Audit	External Audit	Grant Thornton	Enterprise		Finance	Mike Snow	Finance
FI24XXXXXX	Framework: Mini Competition	Contract/Service Agreement	Finance Lease for Dog Warden Van	Dog Warden Van	JCB (lease agreement)	Enterprise	972265	Finance	Procurement of Van - Pete Cutts. Arranging Finance Lease -Vicki Forrester	Finance/Health & Community Protection
FI31XXXXXX	Invitation to Quote (2+ Suppliers)	Contract/Service Agreement	Civica OpenRevenues	Benefits, Council Tax and Business Rtaes	Civica UK Ltd		1628868	Finance	David Leech	finance
FI32DA1015	Direct Award	Contract/Service Agreement	Enforcement Officer Services	Enforcement Officer Services	Bristow and Sutor	N/a	143688	Finance	David Leech	
FI34FDA0916	Direct Award	Contract/Service Agreement	VAT and All Taxes helpline	VAT advice and one meeting a year	KPMG	Enterprise	OC301540	Finance	Jenny Clayton	Finance

Start date	End date	Review Dates	Annual budget £	Contract value £	2016-17 Spend against contract £	Extension Option	Comments - including price change provisions and review dates.	Signed Contract Agreement is with CST (Deed Store) YES / NO. If the answer is NO please give reasons why . The Deed Store reference number is also required!	Electronic copy of Contract Agreement? - if YES - please supply file location path. All electronic copies should be stored centrally on the L drive: L:\Works Contracts for Procurement\Electronic contracts
01/04/2014	31/03/2018	01/01/2018	2,800	21,609	2,970	Option to extend for a further 2 12 month periods	Contract Value includes an uplift for each financial year and an additional fee for supporting the tender process.	YES C33/2014	
01/04/2011	31/03/2018	01/01/2018	2,500	15,000	2,591	Ongoing - 3 months notice required from either party	This is membership based contract terminated by agreement by 3 months notice	YES A35	
01/11/2012	30/10/2019	01/12/2017	520,400	3,642,800	£495,704 excl IPT	Not Applicable	subject to suitable renewal terms the final 2 year extension is to be taken for 2017 renewal	YES shelf F18 doc store, C14/2002	
01/01/2015	31/12/2017	31/10/2017	3,000	3,000	29,000	To be reviewed after 12 months - Reviewed and signed for additional 2 years	Additional cost based on performance and identification of new Business Rates development. We will be charged 10% of any new rateable value identified by 'Analyse Local'. Collaboration contract lead by North Warks Borough Council and used by all Warwickshire Councils & Coventry. Updated 11/06/15 - exempt from further competition and approval by Executive as per clause 6.4.1 of COPP.	YES A25	
01/09/2013	31/10/2017	31/03/2017	2,000	12,000	2,000	Option to extend at the end of the contract period	Shared service provision with councils within Coventry, Solihull and Warwickshire. Agreement held with Solihull MBC as the lead Authority. Exemption to extend 5 years along with other LAs reported to Exec August 2017. Final updated contract awaited, will be a new line within CR.	NO see comments	
01/04/2014	31/03/2018	01/10/2017	9,800	100,000	£17,725 + VAT (Original value envisaged based on previous expenditure - additional work contracted due to non-IT audit work as a result of IW going part-time)	None	The three providers have been awarded framework contracts under a collaboration agreement with Warwickshire County Council. TIAA are the first tier provider and can be appointed directly. The other two suppliers are tier two and can be used for mini competitions when a direct award is not made to the TIAA. 04/06/17: To be replaced by SLA with WCC for use of their framework. New contract being procured with other Warwickshire authorities from 2018.	NO	Yes - all relevant documents are located at: L:\FinanceCommon\Audit and Risk\IT Audit Contract (Due to the size of the various documents included within the overall agreement it was agreed that printed versions were not to be held on the Document Store)
01/03/2015	29/02/2020	01/03/2019	24,692	123,460	22,593	further 5 years	Contracts Signed	YES C6/2015	
06/01/2015	05/01/2018	05/09/2017	Year 1 £9,000 Year 2 £9,250 Year 3 £9,500	35,250	9,250	Option to extend for a further 2 years at year 4 £9750 year 5 £9750	Total contract sum increased by £7,500 to reflect fee for additional services in respect of Corporate Equity Fund selection. Contract to be extended for the 2 years, subject to due dilligence check. Only one other provider on the Market. They do not recognise smaller scale organisations such as Warwick District Council.	YES - C43/2015	
01/07/2009	Ongoing	31/03/2018	1,500	Rolling contract	1,500	Rolling contract, renewal decision taken each year	We are committed to annual support & maintenance charges for as long as we continue to use the Asset Register. No formal contract - agreement to supply goods and services forwarded to DMC	NO	YES: L:\Works Contracts for Procurement\Electronic contracts\Finance\Pre 2015\FI18XXXXX Terrarius Asset Register
01/09/2013	31/08/2018	21/09/2017 date to confirm acceptance by Council of GT for new contract.	70,597	352,985	69,665		Whilst we pay GT for this, we are not the contracting authority, and do not hold or negotiate the contract. Contract signed and held by PSAA. Annual Fees were set by the Audit Commission and are currently frozen. 5 year contract set up by the Audit Commission. New contract to be secured thorough a Framework arranged by LGA/PSAA.	NO see comments	
10/03/2014	09/03/2022	09/03/2022	2,442	19,536	2,442	Lease can be extended into a secondary rental period with no end date	Health & Community Protection procured the van. Finance arranged the financing of the purchase Procurement of Dog Van - Health & Community Protection. Finance for arranging finance	YES C2/2011	
21/10/2003	Rolling	01/11/2018	87,400	1,136,200	183,000	Rolling Contract		YES C15/2014, C15/2015	
01/10/2015	30/09/2019	01/09/2018	9,500	Fees recovered from third parties.	8,739	2 x 12 months	Contract award lead by WDC utilising the Rotherham Metropolitan Borough Council Bailiff and Debt Collection Services Contract 12-012. 16/02/17 - 24 month extension taken.	YES C5/2011, C39/2015	
01/04/2010	rolling	01/03/2018	1,800	1,800	1,800	To be reviewed annually	Market testing carried out 2016 to establish best value being achieved. Service provided on a rolling basis, to be reviewed every year.	Yes - C39/2016	

Complete	NO	Direct Award	Goods	Small
Future	N/A	Invitation to Quote (Single Supplier)	Works	Medium
Live	YES	Invitation to Quote (2+ Suppliers)	Services	Enterprise
		Open: Published Invitation to Tender		Small: Voluntary
		Restricted: Published Invitation to Tender		Medium: Voluntary
		Framework: Direct Award		Enterprise: Voluntary
		Framework: Mini Competition		Small: Community
		Shared Service		Medium: Community
		By Exemption		Enterprise: Community Voluntary Community N/A