

APPENDIX A: CONTRACT PROCEDURE RULES EXCEPTIONS & REQUESTED CONTRACT EXTENSION WHERE NO PROVISION IN CONTRACT (2012-13)

Exceptions

No	Contract Title	Contract Description (if required)	Total Contract Value (£)	Rationale	Approval Date	Approved By	Category Group	Department	Supporting Documentation	Supplier(s)
1	AutoCAD licences	AutoCAD licences - an industry standard, shrink-wrapped, technical drawing software package	£ 35,000	HR review / changes in personnel resulted in limited time being available to advertise the contract opportunity and issue the Request for Quotation document, though a number of quotations were gained, with this offer being evaluated as best value. Contract to be offered to competition this year.	05/07/12	Appropriate Chief Officer	ICT	Corporate Resources	CPR Exceptions Supporting Documentation\111 AutoCAD Exception Paper 3rd July 2012.doc	CADline Ltd
2	BlueCielo Teamwork licences	BlueCielo Teamwork licences - a specialist software product for storing drawings	£ 4,000	HR review / changes in personnel resulted in limited time being available to advertise the contract opportunity and issue the Request for Quotation document. The authority has a skill base in the use of this particular software product which would be difficult to replace and total cost of licence renewal below £5k	05/07/12	Appropriate Chief Officer	ICT	Environment & Transport	CPR Exceptions Supporting Documentation\112 BlueCielo Teamwork Exception Paper 3rd July 2012.doc	Extelch Ltd
3	eForms	eForms using an Amazon-based Cloud solution	£ 56,000	Ensure continuity of service by contracting with the current provider as an interim (2 year) arrangement to align with the Web Technologies Refresh/Review Programme	18/08/12	Appropriate Chief Officer	ICT	Corporate Resources	CPR Exceptions Supporting Documentation\114 e-Forms Exception Paper - Final.doc	Firmstep
4	Oracle Policy Automation (OPA) support and development services	Oracle Policy Automation (OPA) support and development services for the issuing of long-term waste permits	£ 23,000	LCC are working in partnership with Oracle to develop a pilot implementation of OPA (to demonstrate the versatility of the tool). The individual that Oracle assigned to the pilot project has since established an independent consulting business. This individual's expertise and knowledge is critical to the success of the project	20/08/12	Appropriate Chief Officer	ICT	Corporate Resources	CPR Exceptions Supporting Documentation\115 Red Opal Exception Paper 15th Aug. 2012.doc	Red Opal Ltd
5	Warm Homes Officers	Tackle fuel poverty via provision of information, advice, practical support and referral to other appropriate services	£ 87,000	There is no time for a procurement process. The Department of Health confirmed funding on 21st November 2012, and requires that all funds be committed and the projects implemented by 31st March 2013	03/12/12	Appropriate Chief Officer	Miscellaneous	Adults & Communities	CPR Exceptions Supporting Documentation\123 Change Agents UK2.doc	Change Agents UK
6	Administration of the Social Fund in Leicestershire	Short term contract for the administration of the New Social Fund in Leicestershire	£ 120,000	The original proposal was that the District Councils would administer the Social Fund on the basis of a single eligibility criteria devised for the County. However, the aggregated District Council administrative costs proved to be considerably higher than the Government allocation and an outsourced option offered better value for money. Because of the need to undertake these discussions with partners it was not possible to carry out a full procurement process and therefore a direct award of a short term contract for the administration of the New Social Fund will ensure that a fair and robust social fund provision is in place in Leicestershire for 1 April 2013.	16/01/13	Executive	Miscellaneous	Chief Executive's	CPR Exceptions Supporting Documentation\124 SF-Cabinet2v3 JT comments.doc	Northgate Information Solutions Ltd
7	Additional Oracle Policy Automation (OPA) development services - see exception no 4 of this appendix	Oracle Policy Automation (OPA) development services for the issuing of long-term waste permits	£ 75,000	Widen OPA into other service areas beyond long-term waste permits (see exception 115), including home to school transport and highways reporting. The proprietary nature of the Connector software means that only this supplier can provide support development work.	04/02/13	Appropriate Chief Officer	ICT	Corporate Resources	CPR Exceptions Supporting Documentation\126 Red Opal Exception Paper 11th Dec. 2012.doc	Red Opal Ltd

8	CareOnLine 10 year longitudinal study	Third party study of the benefits gained by service users from the services and equipment provided by CareOnLine. It will pay particular attention to how the delivery of services to users in their own homes has improved independence, well-being and affected the need for health and social care support services.	£ 20,000	The contractor selected has a unique knowledge of how CareOnLine works and is in a position to meet the timescales required. They have worked with CareOnLine over the past 3 years on the international Sus-IT research project (understanding the challenges faced by older people using technology and identifying ways to use computers to improve their quality of life); the team have also conducted interviews with CareOnLine service users	09/01/13	Appropriate Chief Officer	Miscellaneous	Adults & Communities	Approval paperwork is retained by Director of Adults & Communities	Loughborough University Research School of Informatics Department and S & F Phipps Consultancy Services Ltd
9	Mobile Libraries Tablet PC Evaluation Study	To explore alternative methods of service delivery using IT by focusing on the mobile library service.	£ 6,500	The contractor selected has a unique knowledge of how CareOnLine works and is in a position to meet the timescales required. They have worked with CareOnLine over the past 3 years on the international Sus-IT research project (understanding the challenges faced by older people using technology and identifying ways to use computers to improve their quality of life); the team have also conducted interviews with CareOnLine service users	09/01/13	Appropriate Chief Officer	ICT	Adults & Communities	Approval paperwork is retained by Director of Adults & Communities	Loughborough University Research School of Informatics Department and S & F Phipps Consultancy Services Ltd
10	Choose My Support Training Evaluation Study	Increase the active user base of Choose My Support by providing a 12 month outreach training programme to Adult Social Care service users	£ 6,500	The contractor selected has a unique knowledge of how CareOnLine works and is in a position to meet the timescales required. They have worked with CareOnLine over the past 3 years on the international Sus-IT research project (understanding the challenges faced by older people using technology and identifying ways to use computers to improve their quality of life); the team have also conducted interviews with CareOnLine service users	09/01/13	Appropriate Chief Officer	Miscellaneous	Adults & Communities	Approval paperwork is retained by Director of Adults & Communities	Loughborough University Research School of Informatics Department and S & F Phipps Consultancy Services Ltd
11	Energy Management Software for SCORE schools	To enable schools to forensically examine when and where energy is being consumed within their building	£ 50,000	There are no other suppliers that can provide software with this functionality as advised by the Carbon Trust and Brnar Associates	25/07/12	Appropriate Chief Officer in consultation with the appropriate Category Manager	ICT	Environment & Transport	CPR Exceptions Supporting Documentation\136_Approval to Contract Exception\2_Energy Mgt Software.pdf	Simplicity Energy Management
12	Leicester and Leicestershire City Deal Support	Services to support the development of the Leicester, Leicestershire Enterprise Partnership City Deal	£ 4,990	The award is on the basis of the contractor's expertise from their involvement in the wave one city deals.	27/12/12	Appropriate Chief Officer	Miscellaneous	Chief Executive's	CPR Exceptions Supporting Documentation\141_Contract - Exception KPMG.htm	KPMG
13	Mosaic Shaping Disability Services	A variety of services for disabled people living in the County ensuring that they have access to community activities	£ 52,000	Short term contract to ensure continuity of services until the same point as other Early Intervention & Prevention Services which have been extended to 31 March 2014.	10/01/13	Appropriate Chief Officer	Social Care	Adults & Communities	Approval paperwork is retained by Director of Adults & Communities	Mosaic Shaping Disability Services
14	Hot Drinks Vending in C&W Venues	Coffee and Hot Drinks in Communities and Wellbeing Venues Project	£ 52,247	Procurement exercise was conducted in period when the appropriate ESPO framework had expired, and the replacement was some months away.	15/01/13	Appropriate Chief Officer in consultation with the appropriate Category Manager	Food & Catering Equipment/Services	Adults & Communities	Approval paperwork is retained by Director of Adults & Communities	Autobar UK Ltd
15	Audio Visual Maintenance for Council Chamber and Committee Suite	Agreement to provide maintenance support for the audio visual equipment in the Committee Suite and Council Chamber.	£ 15,500	Soundadvice AV installed the equipment in the first instance following a procurement process and LCC have worked with them for a number of years. Soundadvice AV have provided ad hoc support for a number of years this formalises the arrangement	16/01/13	Appropriate Chief Officer	ICT	Chief Executive's	CPR Exceptions Supporting Documentation\144_Approval of Contracts for Soundadvice AV.htm	Soundadvice AV
16	Installation of Cameras in Sparkenhoe	The installation of cameras in Sparkenhoe Committee Room to enable webcasting of events	£ 8,000	The supplier installed microphones in all the Committee Rooms in 2012 following a procurement process. A decision has been taken to extend the webcasting facility and it has been decided to use the supplier who installed the microphones	16/01/13	Appropriate Chief Officer	ICT	Chief Executive's	Email approval from County Solicitor	Soundadvice AV
17	Energy Services Contractor Consultancy & Procurement Services	To tender the appointment of an Energy Services Contractor (ESCO)	£ 12,250	Company already appointed by the Greater London Authority to manage the REFIT framework of ESCO. The GLA framework is the only one available which meets the Authority's requirements	18/01/13	Appropriate Chief Officer	Consultancy & Professional Services	Corporate Resources	Reasons for decision retained on the appropriate file in Property Services	Turner & Townsend

18	Purchase of Surface Dressing Chipping Spreader		£ 146,550	There are no other suppliers in the EU that can provide this equipment. Market Research has identified only one supplier which is capable of supplying a vehicle in time for the surface dressing season	20/01/13	Appropriate Chief Officer in consultation with the appropriate Category Manager	Vehicles & Plant	Environment & Transport	CPR Exceptions Supporting Documentation\147 Surface Dressing Chipper Purchase 240113.doc	Phoenix
19	Demolition of Pinfold Gate Nursery (Loughborough)	Contract required to enable building of Loughborough Relief Road	£ 63,000	Prime contractor went into administration. To ensure urgent works are delayed as little as possible, direct award of contract to specialist sub-contractor appointed by the prime contractor following a tender exercise.	07/02/13	Appropriate Chief Officer	Building & Civil Engineering	Corporate Resources	CPR Exceptions Supporting Documentation\148 Further Clarification on Baggaelys Advise.htm	Total Reclaims
20	Vehicle Tracker System	To enable continuous monitoring of LCC vehicle usage to optimise usage, fuel consumption etc	£ 93,000	Purchase of system for additional vehicles to that used currently, to ensure compatibility with existing system.	20/03/13	Appropriate Chief Officer in consultation with the appropriate Category Manager	ICT	Environment & Transport	CPR Exceptions Supporting Documentation\152 Vehicle Tracking System Request for Exception Report1.doc	Matrix Telematics Solution
21	Quick Access accommodation & support service - Leicestershire South	Quick access homeless hostel	£ 1,000,000	Original procurement exercise led to an award for services in the North of the County but no suitable bid was received for the South.	27/03/13	Director of Corporate Resources	Social Care	Corporate Resources	CPR Exceptions Supporting Documentation\154 FINAL Approval for Negotiated Procedure Request V1.0.doc	
22	Support and Maintenance Contract for OPA CRM Connector	Provision of Oracle Policy Automation Customer Relationship Management Connector Support Services	£ 130,000	The software is proprietary, solely owned by ERPaaS and not licensed to any other business to resell or provide support and maintenance services	22/07/13	Director of Corporate Resources	ICT	Corporate Resources	CPR Exceptions Supporting Documentation\157 ERPaaS Exception Paper 4th July 2013.doc	ERPaaS Limited
23	2D/3D Design for Gallery Redevelopment	Redevelopment at Bosworth Battlefield Heritage Centre	£ 10,000	Value for money and Intellectual Copyright	21/06/13	Appropriate Chief Officer	Design, Printing & Marketing Services	Adults & Communities	CPR Exceptions Supporting Documentation\161 Studio MB.pdf	Studio MB
24	High Street Banks - Service user finances are currently managed by a SSIS module, County Council Bank accounts and HBOS Bank accounts with interfaces to and from SSIS, Oracle and HBOS. Approximately 1200 service users' accounts are managed by the Department	IAS Banking Solution	£ 10,000	The current contractual arrangement with HBOS procured in 2009 under the exemption rules was valued to be under £10k, because there is effectively no cost to the local authority for opening a bank account.	25-Mar-13	Appropriate Chief Officer	ICT	Adults & Communities	Approval paperwork is retained by Director of Adults & Communities	IAS Banking Solution
25	Collection Boxes	Bespoke collection boxes for a number of key libraries, museums and the record office	£ 40,000	Requirement for a very bespoke product. Procuring Officer did thorough market research and engaged with a number of appropriate potential providers before selecting the contractor.	23/11/12	Appropriate Chief Officer	Miscellaneous	Adults & Communities	CPR Exceptions Supporting Documentation\122 Donation box procurement briefing note.doc	Donation Boxes Ltd
26	Housing 21 (Carers Emergency Respite Scheme)	Integrated 24 hour rapid response to meet emergency support needs. For the provision of services between the hours of 10.30 pm and 7.00 am and in relation to day time care needs - short term intervention.	£ 60,000	This is a new service, to be piloted for up to six months, and it is recognised that the delivery model may need to be refined within this time period to ensure that positive service user outcomes are maintained. The provider of the service will be expected to work in close partnership with Adult Social Care and Health to refine the service delivery model as a work stream within the integration of Reablement and Intermediate Care Project.	26-Mar-13	Appropriate Chief Officer	Social Care	Adults & Communities	CPR Exceptions Supporting Documentation\164 Housing 21 Contract Exception.doc1.doc	Housing 21
27	Foster Carer Handbook (Web Enabled)	Provision of web-enabled Foster Carer Handbook and maintenance for year 2	£ 3,100	Tri-X have existing understanding of business requirements through a similar contract and low value (£3100). The quotation received was deemed value for money.	31/07/12	Appropriate Chief Officer	ICT	Children & Young People's Service	CPR Exceptions Supporting Documentation\166 reasons for not getting quotes for the Foster carer handbook v1.doc	Tri-X Childcare Ltd
28	Key Stage One and Two Monitoring and Moderation		£ 40,600	Although a supply market exists for broader educational services, there has not been sufficient time for it to establish the specific services required by Leicestershire County Council at present, largely as a result of other known Local Authorities undertaking this work as a discrete aspect of in-house provision. Consequently it was deemed impracticable to undertake a competitive procurement in the time available. It is intended that CYPs will seek to undertake a competitive procurement ahead of academic year 13/14	26/10/12	Appropriate Chief Officer	Consultancy & Professional Services	Children & Young People's Service	CPR Exceptions Supporting Documentation\167 Key Stage One & Two Monitoring & Moderation.pdf	Rose Payne Educational Consultancy

29	Specialist Summer Scheme Provision 2013	For children with complex needs and disabilities, who require one to one staffing to access summer scheme provision	£70,000	This is for the direct award of playscheme places where providers are all generally local voluntary sector providers or special schools. It is a series of small value contracts (circa £5000) and funding passported back to the schools. Running a competition exercise would be disproportionately costly involving award of different numbers of places to different providers in different localities. These issues may transpire into relational and political risks with an important local provider market which is volunteer based to a large extent. The exception is to negotiate numbers, dates and locations of Playschemes with existing providers.	12-Feb-13	Appropriate Chief Officer in consultation with the appropriate Category Manager	Social Care	Children & Young People's Service	CPR Exceptions Supporting Documentation\168_Signed Exception to Contract procedure Rules 12th February 20132.doc	Various
30	Youth Service - Counselling		£37,000	Wider restructuring of CYPS and move towards specifying desired services future commissioning now represents a contractual requirement as apposed to Grant Funding. To allow time to effectively plan future services alignment with broader services it is proposed that a contract is negotiated with Knighton Counselling directly to provide counselling services between 1st April 2013 and 31st March 2014	15-Feb-13	Appropriate Chief Officer in consultation with the appropriate Category Manager	Education Services	Children & Young People's Service	CPR Exceptions Supporting Documentation\169.doc	Knighton Counselling
31	Carefree Young Carers Service		£76,086	Following a report to the Commissioning & Contracts Board on 4th Dec 2012 the Board concluded that the existing agreement should be a contract rather than the current grant arrangement. The Board agreed a change to contract for next year (2013/2014) was required on the basis of single tender RFQ as apposed to continuing the grant funding arrangement. The decision to contract directly rather than seek 3 quotes required chief officer approval under rule 5(b)(i)	02-May-13	Appropriate Chief Officer in consultation with the appropriate Category Manager	Social Care	Children & Young People's Service	CPR Exceptions Supporting Documentation\171.doc	Barnardos Carefree Young Carer's Service
32	Permanency Strategy Advice		£2,800	3 verbal quotes received for the Fostering Adoption Post as opposed to 3 written quotes.	31-May-13	Appropriate Chief Officer	Social Care	Children & Young People's Service	CPR Exceptions Supporting Documentation\172_Children Always First Limited.htm	Children Always First Ltd
33	Apprenticeship 2 Year Pilot Project		£50,000	This is for a two year pilot at the end of which there is a clear intention and plan to compete any longer term requirements.	28-Jun-13	Appropriate Chief Officer in consultation with the appropriate Category Manager	Social Care	Children & Young People's Service	CPR Exceptions Supporting Documentation\173 Apprenticeship contract and exception.rtf	Flying Fish
34	School Data Services	School Data Services	£14,558	Fischer Education Projects Ltd provide the County Council with a unique data analysis project and the decision to use their service is based on our understanding that this is a service subscribed to by 100% of Local Authorities that includes Leicestershire county Council in the previous years. Fischer Family Trust is the only provider of this particular School data. The County Solicitor comments that in reality the County Council is being given little choice because these are the services used by schools.	09/03/13	Appropriate Chief Officer	Consultancy & Professional Services	Chief Executive's	CPR Exceptions Supporting Documentation\174_Contract - Exception .htm	Fischer Education Project Ltd

Extensions where no provision in contract

No	Contract Title	Contract Description (if required)	Total Contract Value (£)	Rationale	Approval Date	Approved By	Category Group	Department	Supporting Documentation	Supplier(s)
1	Bus Service 103	Meynell's Gorse Park and Ride	£ 2,455,000	Co-terminate with another contract to allow a review of the services in order to consider potential efficiencies when re-tendering together, e.g. improved operational reliability and attractiveness to users.	24/09/12	Director of Corporate Resources	Transport	Environment & Transport	CPR Exceptions Supporting Documentation\118_Decision on Extension of Meynell's Gorse Park and Ride Contract.rtf	Roberts Coaches
2	Mentoring of Looked After Children		£ 211,000	Align contract end date with the end of the academic year (whilst a competitive procurement process is undertaken for a contract that commences at the start of the new academic year)	12/10/12	Director of Corporate Resources	Social Care	Children & Young People's Service	CPR Exceptions Supporting Documentation\119_Mentoring of Looked After Children Contract - Exception Report - Oct 12.doc	De Montfort University Students

3	Wisdom Software Maintenance & Support	Maintenance and Support of ERDM software	£ 683,000	There are no other suppliers that provide maintenance and support for Wisdom ERDM software	02/01/13	Appropriate Chief Officer in consultation with the appropriate Category Manager Executive	ICT	Corporate Resources	CPR Exceptions Supporting Documentation\125_Wisdom_Exception_Paper_27th_Dec_2012.doc	2e2 Group Ltd
4	Extra Care Housing	Housing Related Support and Personal Care Services Contracts	£ 531,818	To allow sufficient time for work on a robust service model and specification to be completed and for procurement activity to be carried out.	12/06/13		Social Care	Adults & Communities		Melton Borough Council, Seven Locks, Help at Home, Carewatch South Midlands
5	Warm Homes Officers - links to exception No 6 above	The provision of information, advice, practical support and referral onto other services reduce the harm associated with cold weather on those who are vulnerable either through underlying health conditions and/or who are in fuel poverty.	£ 152,000	Funding is time limited – confirmation of the award from the Department of Health's Warm Homes Healthy Lives fund was received on 21 November 2012, and that we, as a 'top-tier' Local Authority have sponsored the initiatives cited in the 4WaystoWarmth Campaign for this winter. We are happy to report that we have secured additional funding through the Winter Pressures Fund. To extend the Warm Homes Officers' contract from six month to 9 months to fully utilise their increasing skills, knowledge and experience to the benefit of those in fuel poverty/cold housing. That this will encompass the April and Welfare Reform is an additional positive.	11/02/13	Appropriate Chief Officer	Miscellaneous	Adults & Communities	CPR Exceptions Supporting Documentation\125_Wisdom_Exception_Paper_27th_Dec_2012.doc	Change Agents UK
6	Links		£ 161,708	To cover the transition period until the new Healthwatch Organisation is in place.	14/08/12	Appropriate Chief Officer	Healthcare Services	Chief Executive's	Email approval from County Solicitor	
7	Voluntary Sector Information & Advice Services & the Leicestershire Communication Support Service	The provision of information and advice services and the Leicestershire Communication Support Service for people who have had a stroke.	£ 276,000	Extending contracts will allow time to carry out a 12 week public consultation exercise. This will cover the overall model for information and advice services relating to adult social care and the priorities for the delivery of contracted services. It will also allow more detailed exploration of the equalities impacts of the proposed changes.	06/03/13	Executive	Social Care	Adults & Communities	CPR Exceptions Supporting Documentation\151_CPRVoluntarySectorInformationandAdviceServicesandLeicsCommSupportService.doc.pdf	Age UK Leicestershire and Rutland (x2), Age Concern Oadby and Wigston, Alzheimer's Society, Bangladeshi Social Association, Human Rights and Equalities Charnwood (x2), Mosaic, CLASP, LEEAP, Stroke Association
8	Domestic Abuse Support Services	These services provide emotional and practical support to males and females affected by domestic abuse to improve life outcomes for them and their families and prevent further harm and escalation of risk of harm.	£ 303,000	The implementation of two locality arrangements – one joint across Harborough and Melton districts and one in Oadby & Wigston Borough have been delayed, and therefore we are looking to extend the current contract that covers outreach in these areas to cover the interim period. The locality arrangements will be implemented by the end of June 2013. The period of delay is only a few months, and therefore with the nature of the service working with vulnerable victims, who may be at risk of serious harm, it would be significantly disruptive to separately procure a service for the interim period.	26/03/13	Director of Corporate Resources	Social Care	Chief Executive's	email sent by James Fox, Graeme Wardle has copy of email	Women's Aid Leicestershire Ltd

