## **MVDC CONTRACT STANDING ORDERS EXEMPTION REQUEST**

Application for an exemption from Contracting Standing Orders

(Thresholds to which an exemption may be applied: for goods and services: £181,302, for works £4,551,413)

**CSO Exemption(s**

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| **Grounds For Waiver** |

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| **Special or Proprietary Character** |  | *Are you requesting a waiver because you are seeking a particular technical specialisation or credibility that only one individual or organisation possesses?*  You must illustrate what searches you have done to ensure this is the case/how you know from market research that there is only one particular organisation able to carry out the requirements. Or how you know that it is not possible to achieve best value |
| **Contract Variation** |  | *Are you requesting a waiver for additional goods, works or services from?*  It is possible to vary the original contract by a maximum of 20% of the original value, so long as the increase does not breach the EU threshold |
| **Expedient to the Efficient Management of the Council** |  | *Are you requesting a waiver because the matter is urgent?*  By “urgent”, you must illustrate that this is external circumstances (i.e. external to MVDC) that have given rise to this emergency. Examples include to avoid personal injury, for emergency works, MVDC incurring additional liability or that it would result in missing an opportunity to secure best value. Urgency does not include lack of planning for procurement. |

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| **Specific Reason For Waiver** | | | |
| *Please set our why the waiver is required, risks, benefits, value, duration and any legal implications. Where relevant,*  *provide a brief summary of alternative options and the reason(s) for not pursing them.* | | | |
| **Contract Details** | | |
| **Contract Start Date** | **Contract End Date** | **Lifetime Contract Value (£ exc VAT)** |
| **Contract Title** | | |
| **Supplier Name and Address** | | |

**Instructions**

Please email form to Nick Gray, or in his absence Phil Mitchell, and copy to Procurement

**Note**

All waivers are recorded on a register and are subject to a yearly report to Audit Committee. The register is also subject to independent audit

In addition all waivers granted for reasons of ‘Expediency to the Efficient Management of the Council’ are reported to the Cabinet on a quarterly basis