



## North Devon Council

Date: 12<sup>th</sup> January 2023

### Request for Waiver

#### 1. DESCRIPTION OF PROCUREMENT:

PROJECT MANAGER FOR A SUCCESSFUL FUNDING BID TO THE HERITAGE PROTECTION COMMISSIONS PROGRAMME: A FABRIC TYPE SERIES FOR MEDIEVAL AND POST-MEDIEVAL POTTERY IN DEVON AND CORNWALL

The proposed contract for the above will be between £5,000 and £75,000.

With this RFW I include a copy of the Project proposal which has been prepared for this fund and which details the goods, services and/or works which will be provided.

I can also confirm that the contract terms which will be used for this contract will be the Council's standard terms and conditions for goods and services or (where relevant) works or, where this is not the case, I have sought the approval of Legal Services to the alternative terms and conditions that I propose to use for this contract.

In accordance with the Council's Contract Procedures Rules, three alternative quotes should be obtained and the lowest quotation should be accepted.

It is hereby requested that this requirement be waived for the following reason(s)

- Obtaining three price quotes is not appropriate – This project is wholly funded by Historic England following a successful bid. NDC are a partner in this project and have agreed to take the secretariat function and will be the employer. The fund had to set out how the project would progress, which included the provision of a dedicated Project manager. This project is very specialist and the appointed person would be the most appropriate lead. She was named in the successful bid along with the costings and on that basis HE have agreed to fund. There are no NDC monies contributing towards this post but as we will be appointing, it was considered appropriate to complete a waiver.

#### 2. SUMMARY OF PRICE QUOTATION

Please provide information for a minimum of three suppliers:

Quotation 1:

Name of supplier: Kate Berlewen



Quotation Price: £9,870

Does quotation conform to specification? Yes

Please confirm successful supplier: Kate Berlewen

3. NAME AND JOB TITLE OF OFFICER REQUESTING WAIVER:

SarahJane Mackenzie-Shapland; Head of Place, Property and Regeneration

4. DECISION TO BE MADE BY: Jon Triggs

5. REQUEST FOR WAIVER AUTHORISED BY DECISION TAKER?: Y / N

6. DECISION TAKER'S COMMENTS: .....

**NOTE:** This form, and the decision, must be kept on file and properly recorded for audit purposes.

It is a legal requirement that details of the contract being procured pursuant to this RFW must be included on the Council's Contract Register. A copy of this RFW must be sent to [supplyingndc@northdevon.gov.uk](mailto:supplyingndc@northdevon.gov.uk) immediately following approval.