



North Devon Council

13/03/23

Request for Waiver

1. NAME AND JOB TITLE OF OFFICER REQUESTING WAIVER:

Hannah Harrington, CCTV, Town Centre and Pannier Market Manager

2. TITLE OF PROPOSED CONTRACT:

Pannier Market Festival Organiser

The proposed contract for the above will be between £5,000 and £74,999.99.

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

Specification Attached (and provide a brief description of the contract below):

Commission of a freelancer to plan, promote and deliver an exciting, engaging and costed programme of events, activities, workshops and installations to run alongside the daily markets in the newly refurbished pannier market.

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.

I can confirm that I have sought advice from Legal Services and we have agreed that it is appropriate that this requirement be waived for the following reason(s):

C Supplier with lowest price quote is not suitable and/or higher price quote is more suitable

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 immediately following approval.



3. THE PROPOSAL IS TO AWARD THIS CONTRACT TO THE FOLLOWING SUPPLIER:

Clare Chapple

4. DETAIL

I can confirm that, despite non-compliance with the requirement to seek at least three quotes, the award of this contract to the above supplier will be best value for the Council for the following reason(s):

Two of the three submissions were credible and responded to the criteria as set out in the schedule. Whilst Miss Ivy Events quoted a lower price, however the proposal did not set out a programme of events that would attract visitors to the market that would not normally attend. The proposal from Clare Chapple clearly set out a wide range of activities that introduced events and activities that would attract a wider demographic, particularly 18 – 30 age range, in addition to those we would expect to see attend such events. Whilst this was more expensive, there were also more viable long term commercial activities offered that would generate income and develop the local economy (including night time economy – a key strategy to improve the town centre.

Clare Chapple's proposal therefore best fit the criteria, putting forward a proposal that would provide a higher quality delivery than the other submissions and is a more sustainable / viable choice overall and in our view represents better value for money. See attached assessment for details.

Where quotes were received (option B or C above) please provide summary information below:

Quotation 1:

Does the quotation conform to the provided specification? N

(If no, please provide detail)

Supplier Name: Dr Johns Surgery Records

Quotation Price: None provided

Quotation 2:

Does the quotation conform to the provided specification? Y

(If no, please provide detail)

Supplier Name: Miss Ivy Events

Quotation Price: £9,950.00

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Quotation 3:

Does the quotation conform to the provided specification? Y

(If no, please provide detail)

Supplier Name: Clare Chapple

Quotation Price: £10,000

5. DECISION TO BE MADE BY: Head of Place, Property and Regeneration

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To be completed by Decision Taker:

6. REQUEST FOR WAIVER AUTHORISED BY DECISION TAKER?: Y

7. DECISION TAKER'S COMMENTS: I am now happy with the request for waiver that has been prepared. The team have explained that the slightly higher tenderer will provide a more comprehensive programme and offer best value.

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