



North Devon Council

MeetingDate

Request for Waiver

1. NAME AND JOB TITLE OF OFFICER REQUESTING WAIVER:

Adam Tape, Head of Governance

2. TITLE OF PROPOSED CONTRACT:

Property Risk Assessment and Insurance Advice

The proposed contract for the above will be between £12,000 (inc VAT) and £120,000 (inc VAT).

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):
To undertake a risk analysis of the Council's insurance coverage, provide a property risk assessment report to support our insurance renewal / tender process and to provide additional external advice and support in relation to the Insurance tender options

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 paragraph 12 of the Council's Contract Procedures Rules, quotations should be obtained from more than one supplier using a request for quotation (RFQ) and the quote evaluated as successful, in compliance with the evaluation criteria in the RFQ, should be accepted. In the alternative officers may consider running an open tender process in accordance with paragraph 13 of the Contract Procedure Rules.

I can confirm that I have sought all relevant procurement advice and consider that it is appropriate that this requirement be waived for the following reason:

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 and details of the contract awarded must be sent to supplyingndc@northdevon.gov.uk immediately following approval.



A It is not appropriate in the circumstances for quotes to be obtained from more than one supplier

3. NOTIFIABLE BELOW THRESHOLD CONTRACTS

Please check the box if your contract is of a value **over £30,000 (inc VAT)**. In accordance with the note below, while information should be provided anyway, it is of utmost importance, to ensure compliance with law, to notify supplyingndc@northdevon.gov.uk with details of the contract awarded as soon as possible where this box is checked.

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

[Abingdon Risk Consulting](#)

5. DETAIL

6. I can confirm that, despite non-compliance with the requirements of paragraph 12.1 of the Contract Procedure Rules the award of this contract to the above supplier will be best value for the Council for the following reason(s):

The initial scope of the project was to review the Council's insurance cover and to provide recommendations, whilst undertaking a risk assessment of our property portfolio with a report to provide potential underwriters. The original project was well below the procurement threshold. However, during this project our existing property underwriter made significant changes to our insurance cover which meant that further advice was required and as a result additional options had to be considered as part of the tender process. The cost of the consultancy has now reached £10k excluding VAT. However, this advice and knowledge of the insurance industry has been important in supporting our decision making process. The insurance tender is due to close tomorrow and whilst on-going support will be reduced, having that continuity of advice remains and it was felt the reasoning should be outlined in a RFW to ensure transparency

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

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7. DECISION TO BE MADE BY: Jon Triggs, Director of Resources/Deputy Chief Executive

To be completed by Decision Taker:

8. REQUEST FOR WAIVER AUTHORISED BY DECISION TAKER?: Yes

9. DECISION TAKER'S COMMENTS: Continuity of risk based insurance advice and support though tender renewal and insurance implementation into 2025/26.

10. DATE OF DECISION: 15/03/2025

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