

## Exception to the Need to Tender Form

The Constitution of the Chichester District Council requires that most contracts should be subject to a tender process in the interests of best value and fairness and proper public process.

However, the constitution page 171 provides for this to be superseded on certain grounds – see attached.

(1) The Council requires that the following works be completed –

...That the draft Local Plan Review Whole Plan Viability Study be tested against a zero carbon policy, in addition to the work already instructed, based on the draft Local Plan Review policies.....

In the opinion of the officer who is the contract administrator, one or more of the grounds for an exception applies in this instance.

(2) The ground / s on which an exception is sought is –

These consultants are currently undertaking whole plan viability work for us. This is an additional piece of work that is considered essential in light of emerging Council priorities. To ensure the Viability Assessment is comprehensive, this additional work needs to be done in conjunction with viability testing of other policy costs. It would not therefore be appropriate to appoint different consultants to undertake what is essentially an 'additional test run' to the rest of the work currently being undertaken. It is also anticipated that adding this work to the existing contract would be more cost effective to the Council.....

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(3) The estimated value of the work is approximately : £5,250.00 excluding VAT

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(4) The organisation which it is recommended that the works be performed is –

.....Dixon Searle

Partnership.....

Submitted by ...Karen Dower..... (The contract administrator)

(Job Title) ...Principal Planning Policy Officer (Infrastructure Planning)

Date ...13 August 2019.....

The decision must always be considered by the appropriate Head of Service, and by the Chief Finance Officer.

Considered by ..... *Adam PK* ..... (Head of Service)

(Job Title) ..... *Director of Planning & Environment* .....

Decision of Head of Service

Approved / ~~Refused~~

Date ..... *13/8/19* .....

Considered by ..... *[Signature]* .....

*Deputy S. 151 Officer*  
(Chief Finance Officer)

(Job Title) *Divisional Manager Financial Services*

Decision of Chief Finance Officer

Approved / ~~Refused~~

Date ..... *13.8.19* .....

Note that the above decision, if approved, must be referred to Cabinet where the contract is estimated to exceed £50,000.

The contract administrator should note that at all times he or she will need to demonstrate that the contract represents value for money and that the Council will receive Best Value for the work undertaken. Further advice may be obtained by the contract administrator or the Head of Service from Legal Section on the Constitution as it applies to this application.