

## GUIDANCE ON COMPLETION OF EXCEPTION REPORT TEMPLATE

This is a request for an Exception and Waiver to the Requirement of Competition - Contract Procedure Rules in relation to:-

You are required to select the relevant clause in Section 12 of the CPR's which is relevant for this request (select the Clause require) \*

**There is a drop down list of clauses to choose from which is taken from Clause 12 in the Contract Procedure Rules. CPU can advise on the most appropriate one if you unsure.**

CaseRef - **Generated automatically by the system**

Is this Exception Request relating to Goods, Services or Works?

**Select option from the drop down list**

Exception Summary – Describe a basic outline of the request

**Include the title of the requirement only here**

1. Description of Goods/Service/Works

**Provide some background of the Goods/Services/Works required. Be concise! You MUST detail here if a compliant contract / framework has been in place for this requirement prior to seeking this exception request. Include details of values and start & end dates. Or include details if a previous exception has been requested (dates and values) – confirm if it was approved or not (still pending in the system) provide dates of any approval).**

This exception request relates to the following Supplier(s) / Organisation(s)

**Add supplier name(s)**

2. Reasons for Exception

**Why are you needing to ask for an exception? Why can't you undertake a competitive exercise in line with the CPR's? Provide details.  
Include an explanation for the choice of the supplier, how you will ensure value for money and your plan for due diligence checks (e.g. Insurances, Health and Safety, GDPR etc)  
Explain the contractual arrangements you will put in place with this supplier (detail Terms and Conditions you will use).**

Explain if this is a continuation of an existing arrangement (formal contract/framework or previously approved exception – state which)  
Or is this a new requirement, if so please state this.

3. Any Alternative Contract/Frameworks that could be utilised

Yes / No

If there are alternative contracts/frameworks explain why these cannot be utilised for this requirement?

4. Future Provision after this exception period lapses

If you foresee there will be a continuous requirement for goods, services or works beyond this exception, please include the details of plans for a future tender exercise and timescales that will be required. If this is unknown at this stage please provide as much detail as known.

5. Has there been a previous approved exception request for this requirement?

Yes / No

If answer is 'Yes':

Previous approved exception value\*

Value of this Exception request \*

Exception Value Total \*

If answer is 'No':

Value of this Exception request\*

6. Timescales

**6.1 Start of Exception Period**

**6.2 End of Exception period**

7. Legal Requirements Are there any legal issues which will impact this requirement or legislative standards required?

**Include details if this is a statutory requirement and any legislation the Authority must adhere to in relation to this exception.**

8. Efficiencies (£) – Please include any projected efficiencies or cost avoidance that will result from this exception.

**8.1 Efficiencies (£) if no efficiencies are anticipated please add a '0'**

**8.2 Efficiencies - Explain the rationale for the efficiencies identified in 8.1 above and the period this relates to \***

9. TUPE implications

**Only include details of Tupe where there will be a change of supplier as a result of this exception. Do not include details of any anticipated Tupe implications as a result of any future competitive tender exercise.**

I therefore, seek approval to proceed with the (include summary of the exception you require – include the duration of the exception) and request an Exception and Waiver to the Requirements of Competition under Contract Procedure Rules (include appropriate exception clause from CPR's) as follows:-

**CPR clause will be copied in here automatically.**

Supporting Documents

**Upload any files that may support your exception request**

Please select the CPU officer responsible for the Category this requirement falls within (if you are unsure please contact the Corporate Procurement Unit):- \*

**Select appropriate Category Manager from CPU list.**