

Procurement Process Waiver Form

To be completed with reference to SOP FIN 004

Reference Number <i>For procurement Use Only</i>	W2016-016
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Section 1 – Statement of Need (to be completed by the Requestor)

1.1	Centre	NIBSC	
1.2	Division and Department	IT	
1.3	Specification of requirement	Maintenance support for Spielberg FileDirector Document Management System.	
1.4	When is this requirement needed by?	01-Nov-15 to 31-Oct-16	
1.5	Supplier's name and Postcode	Falcon Document Solutions Ltd. SW1E 6DX	
1.6	Does this relate to an existing contract? <i>Complete as appropriate</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> PO # 9011215	<i>Note: If "Yes" please provide a copy of the contract or reference detail. To select your reply, highlight the box, right click, select 'Properties' then 'Checked' under 'Default Value'.</i>
1.7	Estimated annual spend (£)? (Ex VAT)	£16,277.09	
1.8	Is this a recurring requirement? <i>Complete as appropriate</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Note: If "Yes" answer question 4e below To select your reply, highlight the box, right click, select 'Properties' then 'Checked' under 'Default Value'.</i>
1.9	If this is a recurring requirement, what is the expected end date (if any)?	Annual requirement. End date not known.	
1.10	Why is a Tender Waiver necessary? <i>Please indicate why a waiver is requested</i>	The Spielberg FileDirector Document Management System is used at NIBSC for archiving documents. It is used by a high proportion of institute staff, with a large number of records stored electronically so that original paper copies may be destroyed. The system is supported by Falcon Document Solutions Ltd. who provide reliable support. Support by Falcon includes free version upgrades, which no other supplier would be able to provide. Switching to another supplier would result in the software eventually becoming outdated and potentially wasting a large investment of time and money in sourcing a new system and transferring the data.	
1.11	Please indicate how the use of this can be justified in financial, ethical and legal terms	See 1.10 above.	

Section 1 – Statement of Need (to be completed by the Requestor)

Date: 29/Mar/2016	Name: Terry Steward	Signature: 
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PLEASE NOTE: Your response(s) may form part of the published justification and will be visible to suppliers and the public.
Now forward the form to your Head of Department

Section 2 – To be completed by Head of Department


I have reviewed sections 1 of this form and I am satisfied that:

- The proposed course of action represents Value for Money.
- Sufficient evidence is available to support the above statements.
- I have read and understand the implications of not following Procurement Procedures.

Date: March 30, 2016	Name: A. Bristow	Signature: 
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Note: An electronic signature is acceptable provided the email is forwarded from the signatory's email account to form an audit trail.
Now forward the form to the Procurement Department

Section 3 – Procurement Check To be completed by the Procurement Manager

PROCUREMENT CHECKLIST		To select your reply, highlight the box, right click, select 'Properties' then 'Checked' under 'Default Value'.
3.1	Quote seen and supported as representing good Value for Money? <i>(Complete as appropriate)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.2	Terms and conditions commercially acceptable to MHRA? <i>(Complete as appropriate)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.3	Do you endorse the specific reasons outlined in response to questions 1.10 and 1.11 above? <i>(Complete as appropriate)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.4	Has a compliant process been followed? <i>(Complete as appropriate)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.5	Is there any reason why these requirements are currently not covered by formal procurement arrangements? <i>(Complete as appropriate)</i> If "YES" please give details below:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Quotes are currently being sort from other contracted suppliers eg Canon, who have the MFD contract.		
Date:	30 th March 2016	Name: C Norris
		Signature: 

Section 3 – Procurement Check
To be completed by the Procurement Manager

Note: An electronic signature is acceptable provided the email is forwarded from the signatory's email account to form an audit trail.
Now forward the form to the Divisional Director if necessary

Section 4 – To be completed by Centre Director

I have reviewed the previous sections of this form and I am: Satisfied / Not Satisfied that:

- ☐ The proposed course of action represents Value for Money.
- ☐ No other supplier exists.
- ☐ Sufficient evidence is available to support the above statements.
- ☐ I have read and understand the implications of not following Procurement Procedures

Date: 31/3/16

Name: P. Wilson

Note: An electronic signature is acceptable provided the email is forwarded from the signatory's email account to form an audit trail.
If the value is under £25,000 forward to Procurement, if over £25,000 forward to the Deputy Director of Finance

Section 5 – To be completed by Deputy Director of Finance (if over £25,000)

I have reviewed the previous sections of this form and I am: Satisfied / Not Satisfied that:

- ☐ The proposed course of action represents Value for Money.
- ☐ No other supplier exists.
- ☐ Sufficient evidence is available to support the above statements.
- ☐ I have read and understand the implications of not following Procurement Procedures

Date:

Name:

Note: An electronic signature is acceptable provided the email is forwarded from the signatory's email account to form an audit trail
If the value is under £50,000 forward to Procurement, if over £50,000 forward to the Chief Operating Officer

Section 6 – To be completed by Chief Operating Officer (if over £50,000)

I have reviewed the previous sections of this form and I am: Satisfied / Not Satisfied that:

- ☐ The proposed course of action represents Value for Money.
- ☐ No other supplier exists.
- ☐ Sufficient evidence is available to support the above statements.
- ☐ I have read and understand the implications of not following Procurement Procedures

Date:

Name:

Note: An electronic signature is acceptable provided the email is forwarded from the signatory's email account to form an audit trail
If the value is under £100,000 forward to Procurement, if over £100,000 forward to the Chief Executive

Section 7 – To be completed by Chief Executive (if over £100,000)

I have reviewed the previous sections of this form and I am: Satisfied / Not Satisfied that:

- ☐ The proposed course of action represents Value for Money.
- ☐ No other supplier exists.
- ☐ Sufficient evidence is available to support the above statements.
- ☐ I have read and understand the implications of not following Procurement Procedures

Date:

Name:

Note: An electronic signature is acceptable provided the email is forwarded from the signatory's email account to form an audit trail.
Please forward to Procurement