

**BEDFORDSHIRE FIRE AND RESCUE SERVICE**  
**PROCUREMENT EXEMPTION**

**Department Requesting the Exemption:**

**Department Name:**.....

**Applicant Name:**.....

**Job Title:**.....

**Signed:**.....

**Application Date:** .....

**Full Contract Details**<sup>1</sup>: *(including but not limited to: provider name, detailed description of goods / works and / or services, full contract term (including any possible extensions), breakdown of costs over full contract term, name of Contract Manager, name of Budget Manager and budget information):*

Provider Name:

Contract Description:

Full Contract Term:

Total Contract Cost:

Breakdown of Total Contract Cost per Contract Year (or Period if less than 12 months):

Name of Contract Manager:

Name of Budget Manager *(if same as Contract Manager, please insert 'as above')*:

Budget Code and Item Card to be used for payment:

---

<sup>1</sup> Please note that in accordance with the relevant provisions of the Local Government Transparency Code 2015, the Authority must observe its statutory duties and shall disclose upon contract award the following information for all contracts with an overall value of £5,000 and above: a. contract descriptions, b. full contract term including number of extensions, c. full contract value or rates, d. Contract Manager job title.

**Grounds for exemption from normal Procurement Policy<sup>2</sup>:** (please refer to Section 22 of the Procurement Policy and Contract Procedures V11 01/01 prior to completing this part)

**Special Conditions of Terms of Contract:** (this refers to any special terms that need to be included in the BFRA Standard Terms and Conditions of Contract, i.e. Payment Profile)

If any, please insert here:

**Procurement Manager** (comments)

Signed.....

Review Date: .....

**Chief Accountant** (comments)

Signed.....

Review Date: .....

**Decision by Principal Officer** (delete as appropriate)

**Approved/Not Approved**

**Declaration of Principal Officer:**

*I am satisfied that the circumstances detailed above represent a genuine case for exemption to the normal procurement policy and procedures contained in Service Order Vol 11, 1/1 and confirm that I authorise on behalf of Bedfordshire Fire and Rescue Service the procurement of goods/service in line with the Service Procurement Exemption Policy Volume 11 1/2.*

Name of Principal Officer:.....

Signature of Principal Officer:.....

Approval Date:...../...../20.....

**N.B: It is against EU and National Procurement legislation to waive the proper advertisement and competition of public contracts where the value is equal to or exceeds current EU thresholds (please see below). Breach of EU and National Procurement Legislation may lead to substantial financial penalties.**

<sup>2</sup> The grounds for exemption are: a. single source, b. compatibility, c. specialist, d. safety, and e. exceptional urgency through unforeseeable circumstances

## Public Contracts – EU Financial Thresholds (updated January 2018)

	<b>Supply, Services* and Design Contracts</b>	<b>Works Contracts</b>	<b>Social and other specific services</b>
<b>Central Government</b>	£118,133	£4,551,413	£615,278
	€144,000	€5,548,000	€750,000
<b>Other Contracting Authorities**</b>	£181,302	£4,551,413	£615,278
	€221,000	€5,548,000	€750,000
<b>Small Lots</b>	£65,630	£820,370	n/a
	€80,000	€1,000,000	

\*With the exception of Social & Health Services and Research & Development Contracts which are subject to lower financial thresholds.

\*\* Emergency Services are included in this category.