

Appendix 3 - 3.10 Memo's (Exemption Urgency)

Function	Cluster	Description of Contract	Estimated Start date of Contract	Estimated End date of Contract	Total Estimated Contract Value £	Summary of explanation of why the contract was urgently required and justification for suspension of procurement regulations, in whole or in part:
Corporate Services	Finance	WorldPay UK Ltd - Enables the public sector to accept card and alternative payment methods either face-to-face or through ecommerce and digital routes.			£389,000.00	<p>Worldpay have been the council's merchant acquirer since we started accepting card payments. The contract has been running on a rolling basis and the costs associated with the acquiring have continued to increase. Recent information from Worldpay suggested we could save around £317k per annum based on the current processing patterns through awarding from the compliant Crown Commercial Services Framework.</p> <p>We could potentially switch to a different provider on the framework and realise similar savings. However, moving to a different supplier will incur other costs in relation to implementation/cost of change thus reducing the saving.</p> <p>The 3.10 memo was selected as the Commercial Proposal was received following the committee deadlines for November committee, if a business case had not been submitted until the February committee this would have impacted achievement of the savings.</p>