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| **Sole Source Justification – £500 or more** |
| *When procuring products or services, Nesta staff must follow the procurement processes set out in the Finance Handbook. Exceptions to the process for products or services costing £500 or more will be made only in certain limited circumstances listed below. If you want to rely on one of these exceptions:*   * *complete the contract details below and indicate which exception applies* * *get the form signed by an* ***Executive Director*** *with contract signing authority before signature of relevant contract* * *keep the original form for audit purposes together with any evidence of why the exception applies and send a copy to Legal*   *If the contract value is £50,000 or more, or you have any questions about this form, please discuss with Legal before using the form.*   |  |  |  | | --- | --- | --- | | **Name of Supplier** | Frontier Economics | | | **Project** | Creative Nation | | | **Nesta Budget Holder** | Hasan Bakhshi | | | **Value of Contract** | £25,000 | | | **Brief description of services** | Frontier Economics will access ONS micro-data from the secure Virtual Microdata Laboratory and | | | **Exception relied upon**  Read the explanation of each exception on the next page and tick the relevant box. You can tick more than one box. | 1. Urgency |  | | 1. Unique expertise or experience |  | | 1. Exclusive intellectual property |  | | 1. Unsuccessful tender |  | | **Explain why this exception applies**  Provide as much detail as possible and attach any relevant evidence |  | |   **Authorisation to proceed:**  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_ \_\_\_\_\_\_\_\_\_ ­­ |
| **Exceptions**  1. Urgency  Wherever possible when planning a project, teams should ensure that enough time is allocated to complete procurement processes. However, where there is genuinely not enough time to obtain multiple quotes or run a tender, this exception can be used.  2. Unique expertise or experience  Where one supplier has unique experience or particular expertise, artistic or technical knowledge, which only they can bring to the project. For example, where one academic has expertise in a field which is head and shoulders above anyone else; or where one organisation has experience in running a particular programme or using a particular method which no-one else can match. You must explain on the form how you know the supplier has unique expertise or experience and when you last tested the market.  3. Exclusive Intellectual Property  Where one supplier owns or has exclusive rights in intellectual property (IP) or data which means that they are the only organisation which can supply it to Nesta. This might include a particular database, design, research paper, software tool or website.  4. Unsuccessful public tender  Where Nesta has run a public tender, but has received no tenders in response or has received only irregular or unacceptable tenders. |
| Remember you must:   * if possible, attach relevant evidence to demonstrate why the exception applies * discuss with Legal before using this form if the contract value is £50,000 or more |