

<b>Title of Report:</b>	<b>Direct Award Contracts (DAC)</b>
<b>Committee Report Submitted To:</b>	<b>Audit Committee</b>
<b>Date of Meeting:</b>	<b>11 December 2019</b>
<b>For Decision or For Information</b>	<b>For Information</b>

<b>Linkage to Council Strategy (2019-23)</b>	
Strategic Theme	Leader and Champion
Outcome	Provide Civic Leadership
Lead Officer	Chief Finance Officer

<b>Budgetary Considerations</b>	
Cost of Proposal	Performance management
Included in Current Year Estimates	<b>YES/NO</b>
Capital/Revenue	Revenue
Code	
Staffing Costs	

<b>Screening Requirements</b>	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

## 1.1 Background

Causeway Coast and Glens Borough Council approved an updated Procurement Policy in March 2019.

## 1.2 Detail

The new policy addresses a number of recommendations that had been made in reference to the old policy. One such recommendation was the inclusion of guidance around single tender actions or Direct Award Contracts (DAC). The policy gives guidance and sets out a procedure to follow in such circumstances.

## 1.3 DAC Process

In all cases where council staff are considering the use of the award of a contract without competition, they must seek guidance from the procurement officer before proceeding as such an approach will be easily challenged in the courts unless rigorously supported by appropriate documentation and completed in accordance with the legislative requirements.

### Authorisation required

When a member of council staff has spoken with the procurement officer - and discussed all the alternative options available - and wishes to proceed with the award of a contract without competition the staff member should seek approval of their approach from the Senior Management Team before seeking Council approval to award.

A detailed report should be completed by the member of staff requesting the contract award explaining their rationale and the consideration given to all alternative options in conjunction with discussions between the staff member and the procurement officer. The template provided in **Annexe 6 – Direct Award Contract Form** should be fully completed by the member of staff requesting the contract award.

Once completed, this document will require authorisation from the Senior Management Team before proceeding to the relevant committee for consideration. Upon agreement from the Council the staff member should contract the procurement officer to assist with the contract award to the chosen supplier.

## 1.4 DAC Approvals

The purpose of this short report is to inform members of those DAC's which have been approved since 1 April 2019 and these are listed below, it should be noted that none of these required Council approval at the point of award:

**Table 1 – Direct Award Contracts since 1 April 2019**

<b>Department</b>	<b>Estimated Value</b>	<b>Awarded to</b>	<b>Date of Award</b>	<b>Description</b>
PCSP	£16,605	Solomon Theatre Company Limited	29 April 2019	Deliver of 10 day roadshow during October and November 2019
Good Relations	£1,000	Individual	13 May 2019	Host for event in October 2019
Museum Services	£1,700	W5 Interactive Discovery Centre	10 June 2019	Delivery of Trails on Rails programme
Good Relations	£1,700	Mount Charles Catering	10 June 2019	Catering at an education event in February 2020
Infrastructure	£4,465	RTA Associates Limited	10 June 2019	Study into the setting of car parking tariffs
PCSP	£3,200	C5 Consultancy Limited	22 July 2019	Provision of a cyberbullying booklet for distribution to schools
PCSP	£9,000	PSNI	23 July 2019	Arrange trips for 68 schools to RADAR centre in Belfast
PCSP	£4,205	Traffic Technology Limited	23 July 2019	Supply and delivery of speed identification device
PCSP	£4,977.60	Selectamark Security Systems Plc	31 July 2019	Provision of 500 Rural DNA marking kits
Good Relations	£3,600	Gaslight Media Trust	5 August 2019	Delivery of workshop based programme - Epilogues
RVACC	£1,800	Association of Illustrators	7 October 2019	World Illustration Awards Exhibition January – February 2020
Good Relations	£6,120	Education Authority	2 December 2019	Education Networking Programme
PCSP	£2,800	Gaslight Media Trust	2 December 2019	JustUs training programme for young people