

<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>9<sup>th</sup> September 2020</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/Procurement 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 contact 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 2 December 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 from 1<sup>st</sup> March 2020**

Department	Estimated Value	Awarded to	Date of Award	Description
PCSP	£12,000	Women's Aid	12 May 2020	Contract for the contribution towards the Criminal Justice Worker within Women's Aid
PCSP	£26,000	COAST – Causeway Older Active Team)	27 May 2020	The installation and provision of security equipment and advice via home visits to elderly and vulnerable individuals throughout the CC&G borough council area.
PCSP	£20,400 <b>100% funded by DOJ</b>	Women's Aid	3 August 2020	Provide support services for victims of domestic abuse via Women's Aid worker
Planning	£3,000	Nexus Planning	11 August 2020	Retail Consultancy – to employ a Chartered Retail Planning Specialist to assess the likely impact on our town centres arising from 3no. current retail planning applications.
Infrastructure	£4,880.05 plus VAT <b>(£5,856.06)</b>	SWARCO TRAFFIC LIMITED	1 September 2020	Inductive Loop System/Car Park Count Outstation