

Title of Report:	Direct Award Contracts (DAC)
Committee Report Submitted To:	Audit Committee
Date of Meeting:	9th December 2020
For Decision or For Information	For Information

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

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

Screening Requirements	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 1st 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 (100% funded by DOJ)	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 (£5,856.06)	SWARCO TRAFFIC LIMITED	1 September 2020	Inductive Loop System/Car Park Count Outstation
PCSP	£13,930	Solomon Theatre Company Ltd The Grange High Street Turvey	15 September 2020 (TBC)	Delivery of online professional performances of the copywritten play 'Last orders' and facilitated workshop held by Solomon Theatre Company.
Leisure & Development	£2,600	Learn 2 Think Felicia Jackson 39a Princess Road, London, United Kingdom	20 October 2020	This is part of a project which the Good Relations Team is delivering for schools in the Borough to mark International Tolerance Day as part of our Cultural Diversity Programme.

PCSP	£16,000	Exerion Media (Global Media)	10 November 2020	To advertise PCSP campaigns throughout the CC&G borough council area. To facilitate a number of campaigns and advertise on behalf of the Causeway Coast and Glens council area throughout 20/21.
PCSP	£1,555	New Driver Safety Ambassador Limited CIC	10 November 2020	New Driver Safety Ambassadors Safe Motoring Presentations and copywritten Resource for Schools throughout the CC&G council area.
Leisure & Development	£2,200	Maureen Hetherington The Junction Diverse City Community Partnership Building 10-14 Bishop Street Derry/Londonderry, BT48 6PW	10 November 2020	Delivery of two bespoke educational projects as part of the Good Relations programme delivery. The projects were designed and developed by The Junction and as they own the rights to both projects they are the only supplier that can facilitate their delivery.