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| Title of Report: | Direct Award Contracts (DAC) |
| Committee Report Submitted To: | Audit Committee |
| Date of Meeting: | 10th March 2021 |
| For Decision or For Information | For Information |

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

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

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| 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. |

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| 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. |
| Community and Culture | £4,000 | Community Places 2 Downshire Pl, Belfast BT2 7JQ | 21 January 2021 | Mossie Village Collaboration project – Community Development Strategy Action and Development of Strategic Outline Case for Mossie Community Centre |