

Title of Report:	Direct Award Contracts (DAC)
Committee Report Submitted To:	Audit Committee
Date of Meeting:	12 March 2025
For Decision or For Information	For Information
To be discussed In Committee YES/NO	No

Linkage to Council Strategy (2021-25)	
Strategic Theme	Cohesive Leadership
Outcome	Council has agreed policies and procedures and decision making is consistent with them.
Lead Officer	Chief Finance Officer

Estimated Timescale for Completion	
Date to be Completed	

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

Legal Considerations	
Input of Legal Services Required	YES/NO
Legal Opinion Obtained	YES/NO

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:

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1.1 Background

Causeway Coast and Glens Borough Council approved an updated Procurement Policy in November 2023.

1.2 Detail

The revised policy had addressed 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 2024 and these are listed below, it should be noted that eight of these required Council approval at the point of award which was granted, there have been four DAC's awarded since the last Audit Committee in December.

Table 1 – Direct Award Contracts since 1 April 2024

Department	Estimated Value	Awarded to	Date of Award	Description
Finance	£77,144	Total Mobile	April 2024	Extended software support for existing Payroll system during implementation of new payroll system to facilitate installation of annual HMRC updates
Tourism & Recreation	£1,400	Individual – details redacted under GDPR	April 2024	Appointment of band for concert at Causeway Coast and Glens Borough Council, NW200 Concert and Fireworks 2024.
Tourism & Recreation	£875	Individual – details redacted under GDPR	April 2024	Walkabout Musicians participating at Ballymoney Spring Fair
Environmental Services	£ 14,000	True Tone Hearing Lavertys Opticians Ballymoney	May 2024	Hearing Tests for operatives
Corporate Services	£ 13,500	KPMG	June 2024	Forensic Audit Services
Estates	£ 12,000	AECOM Belfast	June 2024	Cemetery studies
Estates	£ 7,290	Rectory Forge Ltd Ballymoney	June 2024	Bonfire Beacons

Department	Estimated Value	Awarded to	Date of Award	Description
Community & Culture	£1,377	Traffic Technology Ltd 2265 Silverstone Technology Park Silverstone, Northamptonshire NN12 8GX	July 2024	Repair of 2 SID units
Community & Culture	£23,000	Causeway and Mid Ulster Women's Aid Abbey St, Coleraine BT52 1DU	August 2024	Provide 1040 additional hours of support services for victims of domestic abuse via Women's Aid workers
ICT	£1,200	Cairn Solutions Ltd, 1 East Lane, Paisley, PA1 1QA	August 2024	Comms equipment for Air Show 2024
Estates	£12,000	Killarney Christmas tree Farm Ltd Killarney Co Kerry	August 2024	Purchase of 4 Christmas Trees for 4 main towns
Tourism & Recreation	£11,280	Translink 22 Great Victoria St Belfast BT2 7LX	September 2024	Park and ride transport for Airshow 2024

Department	Estimated Value	Awarded to	Date of Award	Description
Environmental Services	£ 124,040	The Festive Lighting Company Ltd, Blackmoor, West Buckland, Wellington, Somerset, England TA21 9LQ	September 2024	Christmas Lights
Performance	£2,900	Signs NI 18A Meeting House Street Ballymoney BT53 6JN	October 2024	Purchase of licence to use photography for Michael Dunlop homecoming event
Policy & Community Planning	£10,000	Venturei Unit 14 Torrent Valley Business Park Donaghmore BT70 2UD	October 2024	Corporate Strategy Development
ODHR	£7,500	NOW Group 15 – 17 Grosvenor Rd Belfast	November 2024	JAM Card training and support
Planning	£38,000	Ulster University	November 2024	Independent Housing research in conjunction with the development of the Draft Plan Strategy

Department	Estimated Value	Awarded to	Date of Award	Description
ODHR	£3,000	Headstogether 2 – 4 Grays Lane Holywood BT18 9AU	December 2024	Investigation report
Estates	£13,356.96	All-Play Ireland Ltd 12 Crabtree Road Ballynahinch BT24 8RH	December 2024	Sole distributor for Ireland of replacement items on Megaw Play Park
Finance	£14,950	ABL Group City Quays 1 7 Clarendon Road Belfast BT1 3BG	December 2024	New Insurance tender challenged by prospective bidder, insufficient time to rerun in time for 2025/2026 financial year therefore a DAC to the incumbent broker has been made.
Estates	£2,600	Sports Labs 1 Adam Square Brucefield Industry Park Livingstone EH54 9DE	January 2025	Condition Survey of Artificial Sports Surfaces – only independent company identified who can provide this service. Sports Labs do not supply or install artificial sports pitches.