

Title of Report:	Direct Award Contracts (DAC)
Committee Report Submitted To:	Audit Committee
Date of Meeting:	11 March 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

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 since 2 December 2019

Department	Estimated Value	Awarded to	Date of Award	Description
PCSP	£1,500	COAST – Causeway Older Active Team)	11 December 2019	Installation of 30 CCTV systems for high risk domestic abuse or stalking victims
PCSP	£4,000	Can Track Global Ltd	11 December 2019	Rural crime prevention through fitting of Cantrack tracking devices
PCSP	£5,000	Roe Valley Residents Association	17 December 2019	Planning, development and delivery of a programme to tackle anti-social behaviour and drug taking by 14 – 16 year olds in Limavady Neighbourhood Renewal Area
Museum Services	£1,200	Modes Support	17 December 2019	Transfer of existing museum records onto a new centralised system from separate systems provided by the same company.
PCSP	£4,100	Education Authority	7 January 2020	To improve community safety by tackling crime and anti-social behaviour within a current area of concern.
PCSP	£4,460	Individual	7 January 2020	To raise awareness of the effects of drugs and alcohol, paramilitarism, anti-social behaviour and societal abuse on mental health.
PCSP	£3,386	Skyguard Limited	9 January 2020	Purchase of 10 Skyguard panic alarm systems as part of domestic abuse and stalking support programme.
PCSP	£8,625	Traffic Technology Limited	6 February 2020	Supply and delivery of three speed identification devices
PCSP	£1,800	Roe Engineering Ltd	6 February 2020	Modification of three trailers to make them suitable for the attachment of speed identification devices.