



Subject:	Contracts Update
Date:	19 January 2024
Reporting Officer:	Sharon McNicholl Deputy Chief Executive / Director of Corporate Services
Contact Officer:	Noleen Bohill, Head of Commercial and Procurement Services

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.	
Insert number <input type="checkbox"/>	
<ol style="list-style-type: none">1. Information relating to any individual2. Information likely to reveal the identity of an individual3. Information relating to the financial or business affairs of any particular person (including the council holding that information)4. Information in connection with any labour relations matter5. Information in relation to which a claim to legal professional privilege could be maintained6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction7. Information on any action in relation to the prevention, investigation or prosecution of crime	
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Sometime in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

Call-in	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1.0	Purpose of Report or Summary of main Issues
1.1	The purpose of this report is to:

	<ul style="list-style-type: none"> • Seek approval from members for tenders and Single Tender Actions (STA) over £30,000 <p>And to ask members to</p> <ul style="list-style-type: none"> • Note contract modifications to contract term and retrospective Single Tender Actions (STAs) • Note an update on quarterly reporting on STAs and Contracts <£30k – see section 6.0 of this report.
2.0	Recommendations
	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> • Approve the public advertisement of tenders as per Standing Order 37a detailed in Appendix 1 (Table 1) • Approve the award of STAs in line with Standing Order 55 exceptions as detailed in Appendix 1 (Table 2) • Approve the modification of the contract as per Standing Order 37a detailed in Appendix 1 (Table 3)
3.0	Competitive Tenders
	<p>Section 2.5 of the Scheme of Delegation states Chief Officers have delegated authority to authorise a contract for the procurement of goods, services or works over the statutory limit of £30,000 following a tender exercise where the council has approved the invitation to tender</p> <p>Standing Order 60(a) states any contract that exceeds the statutory amount (currently £30,000) shall be made under the Corporate Seal. Under Standing Order 51(b) the Corporate Seal can only be affixed when there is a resolution of the Council.</p> <p>Standing Order 54 states that every contract shall comply with the relevant requirements of national and European legislation.</p> <p>The Committee is asked to approve the public advertisement of tenders as per Standing Order 37a detailed in Appendix 1 (Table 1)</p>
4.0	Single Tender Actions (STAs)
	<p>The Council's current Single Tender Action (STA) process, which has been in place since 2020, provides assurance that the Council continues to comply with its obligations under the Public Contracts Regulations 2015 'PCRs' and internal governance arrangements including required controls and approvals. It mirrors the PCRs setting out the exceptional and specific circumstances when a STA can be used (see STA/ Direct Award Reasons Table in Appendix 1).</p>

To support Officers understanding and to build capability CPS also offer STA Process training on a regular basis.

In line with Standing Order 55 the following STAs are being submitted for approval:

- Contract for up to £370,000, for up to 12 months, awarded to Visit Belfast, for Visit Belfast marketing throughout 2024 including; UNESCO city of music, Belfast 24 and city events. There is currently a formalised agreement with Visit Belfast to act as our marketing partner. No other provider can deliver this additional requirement.
- Contract for up to £62,122, for up to 12 months, awarded to Softworks Limited, for the provision of Clockwise System. Continued use of current system required until replacement of system is implemented. (In progress under the HR/Payroll/T&A Project).
- Contract for up to £80,000 for up to two years, awarded to Roadvert Ltd for provision and installation of a system for side of vehicle advertising on RCV's. The proposed system will ensure that any advertising can be easily changed with no damage to the vehicle to reflect any changes to the campaign message or future campaigns. A tender process was recently undertaken but no submissions were received. Supplier has provided a similar service/system for BCC previously.

Further details on these STAs is set out in Appendix 1 (**Table 2**) including the reason selected to support justification of each STA.

5.0 Modification to Contract

The Committee is asked to approve the following modification of the contract as per Standing Order 37a:

- Up to an additional 3 months, for Contract T2123 for the Provision of an External Mail Collection Service, awarded to Postal Sort. Additional time is required to finalise the Specification and associated tender documents. Work is underway to complete this review and to advertise the tender but additional time of up to 3-months is required to ensure continuity of service whilst tender process is completed.
- Up to an additional 9 months and £391,000, for contract Procurement of Public Bike Share Scheme. LOT 1: Design supply maintenance & operation of the scheme. Awarded to NSL Service Group. The contract with the current operator needs to be extended for additional services that have become necessary due to the requirement for a longer transition period that was not foreseen at the outset of the contract. This is needed due to technological advances and improvements to equipment in the bike

share industry over the past 9 years that doesn't allow for a prompt change of operator without having a detrimental impact on the service.

Further details on these contract modifications are set out in Appendix 1 (**Table 3**).

6.0 STA and Contracts <£30k Reporting

At October's SP&R the Committee agreed that 'the quarterly finance report should, in future, include information on expenditure on Single Tender Actions and on the number and value of contracts under £30,000'.

The information for Quarter 3 2023/24 is provided below:

STAs awarded FY 23/24 Qtr 3

Number of STA contracts	Total value of STA contracts
33	£235,1243.48

Below is a quarterly return by all departments on contracts awarded valued below £30,000 during FY 23/24 Qtr 3.

Contracts <£30k awarded FY 23/24 Qtr 3

Number of <£30k contracts	Total value of <£30k contracts
43	£676,952.87

7.0 Financial & Resource Implications

The financial resources for these contracts are within approved corporate or departmental budgets

8.0 Equality or Good Relations Implications / Rural Needs Assessment

None

9.0 Appendices – Documents Attached

- Appendix 1
- Table 1 - Competitive Tenders
- Table 2 - Single Tender Actions
- Table 3 - Modification to Contract