



Subject:	Contracts Update
Date:	22 nd March 2024
Reporting Officer:	Sharon McNicholl Deputy Chief Executive / Director of Corporate Services
Contact Officer:	Noleen Bohill, Head of Commercial and Procurement Services

Is this report restricted? Yes No

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

1. Information relating to any individual
2. Information likely to reveal the identity of an individual
3. 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 matter
5. Information in relation to which a claim to legal professional privilege could be maintained
6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction
7. 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 No

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)
2.0	Recommendations
2.1	<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
3.1	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
3.2	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.
3.3	Standing Order 54 states that every contract shall comply with the relevant requirements of national and European legislation.
3.4	The Committee is asked to approve the public advertisement of tenders as per Standing Order 37a detailed in Appendix 1 (Table 1)
	Single Tender Actions (STAs)
3.5	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).
3.6	To support Officers understanding and to build capability CPS also offer STA Process training on a regular basis.
3.7	In line with Standing Order 55 the following STAs are being submitted for approval:

3.8	<ul style="list-style-type: none"> • Contract for up to £35,000, for up to 36 months, awarded to Civica UK Ltd, for Modern.gov licences. We own the Modern.gov licences and Civica who are the supplier are the only company who provide maintenance and support for modern.gov. • Contract for up to £40,000, for up to 36 months, awarded to Oracle Digital PLC for Oracle licences and technical support. Licencing and technical support by Oracle for systems with over 1,000 users. Proprietary licences and support provide directly by Oracle only. <p>Further details on these STAs is set out in Appendix 1 (Table 2) including the reason selected to support justification of each STA.</p>
Modification to Contract	
3.9	<p>The Committee is asked to approve the following modification of the contract as per Standing Order 37a:</p> <ul style="list-style-type: none"> • Up to an additional 6 months, awarded to Now Group for the Bobbin Café Franchise contract. After lengthy pre-market engagement, permission is sought for an extension up to 6 months to help facilitate the re-tender exercise and ensure the Franchise represents best VFM option for the Council whilst testing the market as a Reserved Contract to social enterprises. • Up to an additional 3 months and £7,000, awarded to Sustrans Ltd for an extension to the Operator for the Active Travel Hub at Cathedral Gardens contract. Extension of further 3 months to June 24 following additional external funding being made available to support. • Up to an additional 6 months and £110k spend, awarded to Athletics NI for the facilities management service at Mary Peters Track contract. Contract extension required to allow sufficient time for Council to explore alternative management options for the site and time to re-tender, if required. Note – SP&R approved a 6-month extension in Oct 23. Total modification therefore 12 months beyond original expiry date. • Up to an additional 3 months and £7500 spend, awarded to Dr N B Smith for the provision of a medical referee service contract for the Cemeteries/ Crematorium. A 3-month extension is required to facilitate a re-tendering exercise. Tender documents are being finalised and should be advertised to market in April 24. Delays experienced due to resourcing issues in the Department and additional work required to review and re-draft tender documents. • Up to an additional 4 months and £7000 spend, awarded to 1st Klass Fire Protection for the supply, fitting and maintenance of fire extinguishers contract. 4 month

	<p>extension is required to allow more time for the Council to review its requirements and include necessary equipment upgrades to Specification in line with emerging legislation/best practice. It is expected this review will be completed in March/April 24.</p> <p>Further details on these contract modifications are set out in Appendix 1 (Table 3).</p>
	Financial & Resource Implications
3.10	The financial resources for these contracts are within approved corporate or departmental budgets
	Equality or Good Relations Implications / Rural Needs Assessment
3.11	None
4.0	Appendices – Documents Attached
	<p>Appendix 1</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)