



<b>Subject:</b>	Contracts Update
<b>Date:</b>	19 <sup>th</sup> April 2024
<b>Reporting Officer:</b>	Sharon McNicholl Deputy Chief Executive / Director of Corporate Services
<b>Contact Officer:</b>	Noleen Bohill, Head of Commercial and Procurement Services

<b>Restricted Reports</b>	
<b>Is this report restricted?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>If Yes, when will the report become unrestricted?</b>	
<b>After Committee Decision</b>	<input type="checkbox"/>
<b>After Council Decision</b>	<input type="checkbox"/>
<b>Some time in the future</b>	<input type="checkbox"/>
<b>Never</b>	<input type="checkbox"/>

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

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	The purpose of this report is to: <ul style="list-style-type: none"><li>• Seek approval from members for tenders and Single Tender Actions (STA) over £30,000</li></ul> And to ask members to <ul style="list-style-type: none"><li>• Note an update on quarterly reporting on STAs and Contracts &lt;£30k – see section 5.0 of this report.</li></ul>
<b>2.0</b>	<b>Recommendations</b>
2.1	The Committee is asked to: <ul style="list-style-type: none"><li>• Approve the public advertisement of tenders as per Standing Order 37a detailed in Appendix 1 (Table 1)</li><li>• Approve the award of STAs in line with Standing Order 55 exceptions as detailed in Appendix 1 (Table 2)</li></ul>

<b>3.0</b>	<b>Competitive Tenders</b>
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 ( <b>Table 1</b> )
	<b>Single Tender Actions (STAs)</b>
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: <ul style="list-style-type: none"> <li>• Contract for up to £210,000, for up to 36 months, awarded to Microsoft, for the provision of premier account and application support for Microsoft products. Microsoft are the only supplier to offer the level of support the Council requires.</li> </ul>
3.8	Further details on these STAs is set out in Appendix 1 ( <b>Table 2</b> ) including the reason selected to support justification of each STA.
	<b>STA and Contracts &lt;£30k Reporting</b>
3.9	At SP&R in October 24 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'.

3.10	Information on expenditure broken down by individual STA contract records is not readily available from the Council's current financial system.				
3.11	<p>However, CPS centrally record the number and maximum total value of STA contract records that are approved by SP&amp;R. Quarter 4 2024/25 is provided below:</p> <p><b>STAs awarded FY 24/25 Qtr 4</b></p> <table border="1" data-bbox="252 504 820 616"> <thead> <tr> <th data-bbox="258 510 513 577">Number of STA contracts</th> <th data-bbox="521 510 813 577">Total value of STA contracts</th> </tr> </thead> <tbody> <tr> <td data-bbox="258 577 513 616">8</td> <td data-bbox="521 577 813 616">£1,864,822</td> </tr> </tbody> </table>	Number of STA contracts	Total value of STA contracts	8	£1,864,822
Number of STA contracts	Total value of STA contracts				
8	£1,864,822				
3.12	<p>Records for contracts (including title; supplier name; value; duration etc) valued below £30,000 are not centrally held by CPS and are maintained on departmental registers. Below is a quarterly return by all departments on contracts awarded valued below £30,000 during FY 24/25 Qtr 4.</p> <p><b>Contracts &lt;£30k awarded FY 24/25 Qtr 4</b></p> <table border="1" data-bbox="252 969 820 1081"> <thead> <tr> <th data-bbox="258 976 513 1043">Number of &lt;£30k contracts</th> <th data-bbox="521 976 813 1043">Total value of &lt;£30k contracts</th> </tr> </thead> <tbody> <tr> <td data-bbox="258 1043 513 1081">41</td> <td data-bbox="521 1043 813 1081">£639,436</td> </tr> </tbody> </table>	Number of <£30k contracts	Total value of <£30k contracts	41	£639,436
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41	£639,436				
<b>Financial &amp; Resource Implications</b>					
3.13	The financial resources for these contracts are within approved corporate or departmental budgets				
<b>Equality or Good Relations Implications / Rural Needs Assessment</b>					
3.14	None				
<b>4.0 Appendices – Documents Attached</b>					
	<p>Appendix 1</p> <ul style="list-style-type: none"> <li>• Approve the public advertisement of tenders as per Standing Order 37a detailed in Appendix 1 (Table 1)</li> <li>• Approve the award of STAs in line with Standing Order 55 exceptions as detailed in Appendix 1 (Table 2)</li> </ul>				