



Subject:	Contracts Update
Date:	22 nd November 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 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, contract modifications to contract term and Single Tender Actions (STA) over £30,000 <p>And to ask members to</p> <ul style="list-style-type: none"> Note 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 Committee is asked to approve the award of the following STAs:

	<ul style="list-style-type: none"> • Contract for up to £75,749, for up to 2 years, awarded to East Suffolk Council, for Port Health Interactive Live Information System (PHILIS) (fully funded). For extending the utilisation of PHILIS which has become the industrial standard for Port Health. No other supplier exists for digitised food import system. • Contract for up to £51,750, for up to 3 years, awarded to CDR Group for support and maintenance for MapInfo mapping software. The platform has been extensively used to provide developed functionality and projects. It would be a major exercise to replace or change this product and the costs and risk would be prohibitive. • Contract for up to £115,000, for up to 3 months, awarded to Visit Belfast for enhanced key event marketing and promotion. Visit Belfast has an extensive knowledge, unique media partnerships and buying power for a greater out of state campaign and reach not achievable by Council. <p>Further details on these STAs are set out in Appendix 1 (Table 2).</p>
	<p>Modification to Contract</p>
<p>3.8</p>	<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 1 month and £1,500 (income), awarded to USEL for T1998 (3) - provision of catering at the Stables Cafe (income based contract - approx £20,000 pa income). A one month contract extension is required for the current contract to align it with the proposed start date of the new contract which is being tendered. • Up to additional 4 months, awarded Féile an Phobail for T2544 Art of Reconciliation for Belfast 2024. Contract duration extended to include performance during Belfast International Arts Festival. No increase in value. • Up to additional 6 months, awarded to Value Cabs for T2138 Provision of Taxi Services. An extension is required to allow for a reassessment of the current specification to develop a more efficient method of invoicing and payment processes for both supplier and council staff and finance team. <p>Further details on these contract modifications are set out in Appendix 1 (Table 3).</p>

	Financial & Resource Implications
3.9	The financial resources for these contracts are within approved corporate or departmental budgets
	Equality or Good Relations Implications / Rural Needs Assessment
3.10	None
4.0	Appendices – Documents Attached
	Appendix 1 <ul style="list-style-type: none"> • Table 1 - Competitive Tenders • Table 2 - Single Tender Actions • Table 3 - Modification to Contract