



<b>Subject:</b>	Contracts Update
<b>Date:</b>	22 November 2019
<b>Reporting Officer:</b>	Ronan Cregan, Deputy Chief Executive and Director of Finance and Resources
<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	<p>The purpose of this report is to:</p> <ul style="list-style-type: none"> <li>• seek approval from members for tenders, direct award contracts and contract extensions relating to contracts over £30,000.</li> </ul>
<b>2.0</b>	<b>Recommendations</b>
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> <li>• Approve the public advertisement of tenders as per Standing Order 37a detailed in 4.0 Appendices <b>(Table 1)</b>.</li> <li>• Approve the contract extensions as detailed in 4.0 Appendices <b>(Table 2)</b></li> <li>• Approve the direct award contracts in line with Standing Order 55; Exceptions, as detailed in 4.0 Appendices <b>(Table 3)</b></li> <li>• Note that the Committee has delegated authority in relation to the award of contracts.</li> </ul>

<b>3.0</b>	<b>Main report</b>
	<p data-bbox="272 203 432 237"><b><u>Key Issues</u></b></p> <p data-bbox="164 304 1465 488">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.</p> <p data-bbox="164 555 1394 689">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.</p> <p data-bbox="164 757 1461 842">3.3 Standing Order 54 states that every contract shall comply with the relevant requirements of national and European legislation.</p> <p data-bbox="164 909 1469 1346">3.4 <b><u>Single Tender Actions (STA)</u></b> A review by the Food Standard Agency of Belfast Port Health Unit recommended the utilisation of electronic system to assist data capture, processing and storage. It will conform to the government’s digital strategy and ensure the required functionality for Brexit. Secured funding for the purchase of the capital elements of the system must be spent by the end of the financial year. Also following market research by the Digital Services team the proposed Port Health Interactive Live Information System (PHILIS) is the only suitable system available in the market. For these reasons the Director recommended a direct award to Suffolk Coastal District Council who developed the PHILIS in house.</p> <p data-bbox="164 1413 1445 1547">3.5 <b><u>Financial &amp; Resource Implications</u></b> The financial resources for these contracts are within approved corporate or departmental budgets</p> <p data-bbox="164 1570 1198 1648">3.6 <b><u>Equality or Good Relations Implications/Rural Needs Assessment</u></b> None</p>
<b>4.0</b>	<b>Appendices – Documents Attached</b>
	<p data-bbox="272 1702 895 1736">Appendix 1 – Table 1 Tenders to be Advertised</p> <p data-bbox="453 1753 932 1787">Table 2 Table 2 Contract Extensions</p> <p data-bbox="453 1805 852 1839">Table 3 Single Tender Actions</p>