**DIRECT AWARD APPROVAL FORM**

|  |
| --- |
| DIRECT AWARD JUSTIFICATION AND APPROVAL FORM  |
| **IMPORTANT NOTES TO BE READ BEFORE COMPLETING THIS FORM**Under Procurement Law, 2016, all procurements must follow the principles of open and fair competition to obtain best value for money. Any request for direct award justification that conflicts with these competition principles will be subject to various levels of internal and external scrutiny with the possibility of legal challenge, for example, from a supplier. **Direct Award Justification is not therefore something that can be taken lightly.**  This Form is to be completed for all direct awards (non-competed) requirements. Direct Award action must be formally agreed in advance by the Public Procurement Committee (PPC) at certain thresholds. The PPC will not approve retrospective direct award requests. |
| **Originating Department/Ministry:** (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | **Date:** (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
|  |
| Prepared/Recommended By: |
|  Name: | Signature:  |
| Approved By: |
| Name:  | Signature: |
|  |
| Estimated Value (GBP/USD/XCD) (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | Proposed Supplier: (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
|  |
| Consulted: |
|  |
| Description of requirement (including as appropriate the duration): |
|  |
|  |
| Category of requirement: |
| [ ] Infrastructure [ ] Education [ ] Community Services [ ] Repair/Maintenance [ ] Consumables**Please state here**[ ] Health [ ] Agriculture [ ]  Tourism/Culture [ ] Consultancy [ ] Temp Labour[ ] Estates/Works [ ] IT [ ]  Security [ ] Other:  |

|  |
| --- |
| DIRECT AWARD JUSTIFICATION AND APPROVAL FORM  |
|  |
| **Please indicate the primary reason why this requirement should follow the direct award route using the exceptions to the competitive process listed in the** [**Direct Award Process document**](https://www.procure.gov.ky/direct-award-process) **on the CPO website. List exception(s) below:**. |
|  |
| **Justification**: Provide a very clear and comprehensive justification including all relevant background details with supporting documentation attached if necessary as an **Annex.** This can include technical, commercial and value for money issues, that can show a rigorous due diligence process has been followed.Use the[**Questions to Guide Your Direct Award Recommendation document**](https://www.procure.gov.ky/direct-award-process)as necessary  |
|  |
| **Please note:** By authorising this Direct Award justification the official recognises this will conflict with the CIG’s policy position of tendering and competition to demonstrate value for money. Furthermore the official is formally acknowledging that they are satisfied that all alternative options relating to competition and the use of other public body contracts to fulfil this requirement have been ruled out. They recognise that their approval to Direct Award may give rise to the CIG receiving complaints or formal challenge from appropriate authorities and suppliers. |
|  |
| **Authorisation (for use by PPC)** |
| [ ] Justification accepted | [ ] Justification challenged | [ ] Justification rejected |
| **Reasons for accepting, challenging or rejecting:** |
|  |