



# Switching to direct award

## Process flow

If you have invited tenders or requests to participate and have confirmed you have not received any suitable tenders then you may switch to a direct award procedure.

1. Confirm that you have not received any suitable tenders and an award under section 19 is not possible



2. Identify supplier(s) (consider undertaking some form of competition where it is appropriate)



3. Determine whether the supplier is an excluded or an excludable supplier



4. Publish a transparency notice



5. Publish contract award notice





6. Consider a voluntary standstill period - 8 working days



7. Publish contract details notice and contract where applicable (over £5m)



8. Manage the contract as normal:

- a. Publish contract payment notice (where applicable - payments over £30k)
- b. Publish contract performance notice (where applicable)
- c. Publish payments compliance notice
- d. Publish contract change notice (if / when modifications are made) and observe voluntary standstill period (8 working days) if chosen to do so
- e. Publish a copy of the modification (where applicable - contracts over £5m)



9. Publish contract termination notice