

**Single Tender Action****FORM C (v23)**

Check you are using the most [up to date form](#) from our SharePoint site – guidance [here](#)

All STAs should present a clear case that awarding the contract to the selected supplier presents Value for Money (VfM) and associated risks have been assessed and suitably managed. For STAs £10,000 (any value for Technology STAs) and above in value, DgC will assess the STA form prior to providing commercial advice and this assessment may require further information from the business lead.

National team name or Area name	MPPD – PCM – NE
Function	FCRM

FSoD Ref

F/2425/0797

Use this form to obtain authorisation for a sole source supplier in accordance with Financial Scheme of Delegation.

Note:

- P1 exceeding £250k will be noted retrospectively to the EA Board.

**Note:** If this Form C relates to any IT spend (contract, purchase or otherwise) please send this to Di Sellick at [FSoD IT TAB CIS](#).

1. **Completed by:** (The Form will be returned to this person unless otherwise specified).

Name

Date

31/10/2024

1.1 **Budget holder** this will be **rejected** if left blank

Name

2. **Defra Commercial (procurement) contact:**

(required from £10,000 and above (any value for DDTS tech category) – this will be **rejected** if left blank).

Name

**Please note:** you will need to speak to Commercial to gain agreement from them that you can use their name. The Commercial contact will also need to supply you with the consultee name for Section 10 below, in accordance with Section C5 of the [FSoD](#).

3. **Supplier/Contractor**

Please insert full supplier address.

Yorkshire Carving

  
  
  

4. **Description of contract**

4.1 Please specify what goods/services are being procured and why.

**Please [click this blue link](#) below and copy the number and name from the excel database (this form will be returned to you if any of this is missing):**

**SOP Category number and name:**

ENV OU 99303030 Professional Services - CCL.Professional Services - CCL.Prof service-CCL-Unclassified

Title	Single tender action (Form C)				
Reference	LIT 15670	Version:	13.0	Classification	OFFICIAL
					Page 1 of 5

**Description:** Commissioned a tree carving specialist to create signage, benches and sculpture from trees removed from the Clifton Ings capital project as part of social value element of project.

### 5.1 Category of Single Tender Action:

*Double click on the square and click 'checked':*

- ☒ Sole source supplier  
☐ Contract Award to Field Teams  
☐ Contingent labour/temporary staff  
☐ Emergency

### 5.2 Specify type of Form C:

*Double click on the square and click 'checked':*

- ☐ Extending existing framework  
☐ New contract  
☒ Purchase of goods/equipment  
☐ Subscription  
☐ Statutory requirement (e.g. NAO)  
☐ Other (please state) .....

### 5.3 Specify type of expenditure:

*Double click on the square and click 'checked':*

- ☐ Revenue/Resource  
☒ Capital

5.4 Contract start date: 22/06/2022

5.5 Contract end date: 13/09/2024

## 6. Project details (if applicable)

If this Form C is linked to a project then please give the details of the project.

Project Title	Clifton Ings Barrier Banks		
SOP Project Code	IMNE790516	Authorised Cost	£10,000
FSoD reference*	F/		

\* If your project is at £100k or more, you should have an FSoD reference.

## 7. Amount for approval

This cost will determine the approval route (do not include [VAT](#)) – if in doubt check the [FSoD OI](#).

£10,000

If the value is **£10k or above** please email this to your [FSoD Co-ordinator](#) who will arrange the approvals. Otherwise, you can arrange approval with your Grade 7 manager and retain the form in line with the document retention schedule.

## 8. Justify the use of single tender action (STA)

Please give full explanation why this is the only supplier that can provide the goods & service. Include what actions have been taken to verify this (such as outcomes from [advertising on Contracts Finder](#)). This form may be rejected if the justification given is not sufficient. Make sure you contact Defra Commercial to [justify any non cost / quality criteria](#).

**Guidance:** Consult with your Defra Commercial contact to assist in this section if required.

*Awarding a single tender is **only** permissible in the situations listed below:*

1. There is a definite threat to staff or public safety (emergency);
2. They have the relevant methodology to complete an assignment previously let by competitive tender (compatibility);

<b>Title</b>	Single tender action (Form C)				
<b>Reference</b>	LIT 15670	<b>Version:</b>	13.0	<b>Classification</b>	OFFICIAL Page 2 of 5



3. They are the only supplier with the expertise and/or equipment to complete the task (sole supplier);
4. They hold sole access rights to intellectual or property rights (property rights)
5. Contract Award to Field Teams
6. Engaging ex-employees

Please indicate which criteria the intended contract meets and provide details to support this giving a full explanation why this is the only supplier that can provide the goods & service. Include what actions have been taken to verify this (such as outcomes from [advertising on Contracts Finder](#)). This form may be rejected if the justification given is not sufficient. Make sure you contact Defra Commercial to [justify any non-cost / quality criteria](#).

#### How will value for money be evidenced or achieved?

Given that market prices will not be tested, how will you ensure that the supplier's quoted contract price is reasonable and acceptable? E.g., benchmark prices/negotiated discounts etc.

#### Narrative here:

Yorkshire Carving is an enterprise local to Yorkshire which and helps support the local economy and reduces the carbon footprint associated with site visits, meetings and deliveries in line with the Environment Agencies Emission 2030 sustainability goals. There are not many professional chainsaw artists operating and his unique skill set was required in produce the tree carvings based on a winning design of a local school competition. This bespoke type of service is unavailable on the existing frameworks used by the project. One other potential supplier based in Manchester was approached and provided a quotation which exceeded £10,000 for the work therefore the price for this service is considered reasonable by the project team. The cost of this service is broken down as follows;

Two Benches 9ft x 6ft	£2500 x2
Welcome Signpost 10ft	£2500
Tansy Beattie 5ft x 2.5ft	£900
Steel ground anchors.	£850
Timber collection.	£200
Sculpture transportation	£550

#### 9. Knowledge Transfer (if applicable)

What measures are being taken to ensure that knowledge is transferred to the business (if possible) so that we avoid the risk of recurring single tender actions with the same supplier or individual?

Attach separate page if required

**ACTION:** Now send to your commercial contact, with a clear subject header, who complete the box below. They will then send this to the FSoD team to arrange approval - if £10k or over.

#### 10. Name to be supplied by Commercial officer identified in section 2

Consultation support

**For DgC ONLY for £10,000 and above only (or any value Tech category STAs)**

**DgC Advice: TO BE UPDATED BY DEFRA COMMERCIAL**

- I support this STA due to the following:
- Under PCR regulation 32 b (ii) - the aim of the procurement is the creation or acquisition of a unique work of art or artistic performance
- The services are specialist (chainsaw) where there is only 1 other supplier is available in the market. A quote was received but exceeded the price from Yorkshire Carving

<b>Title</b>	Single tender action (Form C)				
<b>Reference</b>	LIT 15670	<b>Version:</b>	13.0	<b>Classification</b>	OFFICIAL Page 3 of 5

<ul style="list-style-type: none"><li>Local supplier (Yorkshire Carving) negotiated price demonstrates value for money</li><li>Risks discussed with PM on challenge. Contract is under PCR 2015 services threshold</li><li>Another potential supplier was engaged but did not respond or provide a quote for the works.</li><li>This is retrospective Form C which has been discussed with the PM.</li></ul>
<p>I can confirm that this Single Tender Action justification meets the requirements of the PCR 2015.</p> <p>Dated:</p> <p>Name (CAPS):</p> <p>Level/Grade (needs to be a manager):</p> <p><b>ACTION:</b> Now send to the FSoD team with an email clearly confirming your consultation advice.</p> <p>Email title must include the supplier and what is being approved</p>

Please note that the Learning and Development team may also wish to review this.

From: [redacted]  
Sent: 01 November 2024 14:18  
To: [redacted]  
Subject: Single Tender (Form C) Yorkshire Carvings

Good afternoon,

Please see attached Form C for a single tender with Yorkshire Carvings. I've reviewed and completed section 10 of the attached STA.

Please note this is a retrospective Form C.

[redacted]  
[redacted]

FSoD approval (this section should be completed by the FSoD co-ordinator)

Business approver  Direct approval by email to FSoD required	Name	[redacted]
	Job Title	[redacted]
	Date	06/11/2024

Approval email details (will be added by FSoD Co-ordinator for those at £10k and over):

From: [redacted]  
Sent: 06 November 2024 11:51  
To: [redacted]  
Subject: RE: F/2425/0797 Form C Yorkshire Carving - Clifton Ings Barrier Bank

Approved.

Title	Single tender action (Form C)				
Reference	LIT 15670	Version:	13.0	Classification	OFFICIAL
					Page 4 of 5

[REDACTED]

[REDACTED]

<b>Title</b>	Single tender action (Form C)					
<b>Reference</b>	LIT 15670	<b>Version:</b>	13.0	<b>Classification</b>	OFFICIAL	Page 5 of 5