

Single Tender Action**FORM C (v24)**

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	Yorkshire & NE / Asset Recovery
Function	PCM

FSoD Ref

F/2425/1201

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

07-02-2025

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.

Network Rail



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:](#)

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Description:

81101500	Professional Services Other.Technical Services.Civil engineering	5211400000
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Description:

Provision of safety management to enable the Environment Agency to undertake asset recovery works in proximity to the Operational Railway at Arksey. Activities include:

- Completion of relevant agreements, i.e. BAPA
- Internal co-ordination costs
- Attendance and contribution to project team meetings
- Provision of on-site supervisory staff

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: 01/10/2024

5.5 Contract end date: 31/07/2025

6. Project details (if applicable)

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

Project Title	Asset Recovery Works – Arksey Floodwall		
SOP Project Code	ENV0006088C	Authorised Cost	£175,000
FSoD reference*	F/2425/0595		

* 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](#).

£ 32,305.25

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)

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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);
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:

1. As access is through Network Rail's land, and they are a statutory undertaker under the Water Resources Act, the EA are duty bound to engage with them in order for them to supply supervision under a Basic Asset Protection Agreement
2. They do not allow for this work to be subcontracted or competitively tendered. Asset Protection must be supplied by Network Rail.

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)

This Form C is for the provision of safety management from Network Rail, which is required when working in close proximity to a live railway line. This can only be procured through Network Rail, with a Basic Asset Protection Agreement being completed by both parties. Network Rail are the statutory undertaker and will provide supervision for the works.

I can confirm that this Single Tender Action justification meets the requirements of the PCR 2015.

Dated: 18/02/25

Name (CAPS): [REDACTED]

Level / Grade (needs to be a manager): [REDACTED]

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

Network Rail	To provide advice support and fees for working on or near Network Rail owned assets.	£2m
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From: [redacted]
Sent: 19 February 2025 08:22
To: [redacted]
Cc: [redacted]
Subject: Form C - Amber Supplier - Network Rail (Arksey Floodwall BAPA)

Hi team,

Please find attached a Form C for Network Rail (Amber Supplier) for the Arksey Floodwall BAPA. I confirm I have been consulted and Section 10 is completed.

For review and onward approvals.

Thanks
[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	19/02/2025

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

From: [redacted]
Sent: 03 February 2025 17:31
To: [redacted]
Cc: [redacted]
[redacted]
[redacted]
[redacted]
[redacted] Approval: New Statutory Suppliers list for 2025

Hi [redacted],

If this means that I am signing off on a list of suppliers who are used frequently in single tender actions and it will save unnecessary governance then that is fine.

Thanks

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[REDACTED]

[REDACTED]

[REDACTED]

Environment Agency

From: [REDACTED]

Sent: 14 January 2025 16:20

To: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Subject: RE: Amended - For FSoD Approval and Consultation Approval: New Statutory Suppliers list for 2025

Yes, thank you. Content

[REDACTED]

[REDACTED] | Defra|

From: [REDACTED]

Sent: 14 January 2025 14:26

To: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Subject: RE: Amended - For FSoD Approval and Consultation Approval: New Statutory Suppliers list for 2025

Hi [REDACTED]

Thank you for sharing – I am happy to give Commercial consultation approval.

Best regards,

[REDACTED]

[REDACTED]

[REDACTED] | Defra Group Commercial | Department for Environment, Food and Rural Affairs

[REDACTED]

[REDACTED]

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From: [redacted]
Sent: 20 December 2024 11:31
To: [redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted] Suppliers list for 2025


Good morning all

Please find below the link to the new statutory suppliers list for 2025 which requires business approval from [redacted] and consultation approval from [redacted]

 [redacted]

Commercial have reviewed this, organised by [redacted] We have added one new water company (Affinity) to the list.

Please can you confirm your approval for this, which will cover the period from 1 January 2025 to 31 December 2025.

The present version expires at the end of December. Last year's:  [redacted]
[redacted]

Kind regards

[redacted]

[redacted] | Defra Group Corporate Services |
Department for Environment, Food and Rural Affairs
[redacted]

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