



Department
for Environment
Food & Rural Affairs

Contract Award Report

Bronze

C-5436 Discovery Programme

22/08/2022

[Procurement Title & Number]	
Contracting Authority	Defra Commercial
Commercial Lead	[REDACTED]
Customer Accountable Owner	[REDACTED]
Contract User(s) (Organisation(s))	Defra Commercial
Total Contract Value (inc. Possible Extensions)	[REDACTED]
Start/End Dates	22/12/2022 until March 2023
Contractual Term (inc. Possible Extensions)	3 Months
Category Team	Commercial
Contract Tier (Bronze)	Bronze
Contracts Finder Reference Number	
Workflow and DgC Delegated Approval	eSourcing system workflow and DgC

Path	governance route, e.g. Category Board
STATUS	
DRAFT / FINAL / APPROVED	

This document is classified as

[OFFICIAL SENSITIVE]

Contributors

Name	Role	Version

Reviewers

Name	Role	Version (Date)

Approvers

Name	Role	Version (Date)

Template Change History

Version	Date	Summary of Change	Author(s)
1.0	Jan 20	First Approved Template Version	SDP Team
1.1	April 20	Inclusion of Compliance Checklist	SDP Team
1.2	Sept 20	Table of contents format. New Governance	SDP Team

Contents

Contract Award Report	5
Compliance Checklist	5
Introduction / Background	6
Governance & Stakeholder Engagement.....	6
Value and Contract Period of the Proposed Contract Award	6
Tender Evaluation Process.....	7
Risk Management.....	7
Sustainability, Social Value and Government Initiatives	8
Due Diligence	8
Financial Stability.....	Error! Bookmark not defined.
Conditions of Contract	8
Benefits Realisation	Error! Bookmark not defined.
Contract Management	Error! Bookmark not defined.
Recommendation.....	9
Approvals [Optional - for categories that obtain customers written approval within the strategy. Delete the heading and then update the contents table if not required]	9
Supporting Documents	9

Contract Award Report

Compliance Checklist

Ref.	Question	Answer (Y / N)
1	Have all mandatory documents been completed and saved in the correct folder on the eSourcing system? i. Updated Risk Issues Register – folder 1.1.3 ii. Updated Contract Management Plan – folder 2.2.3 iii. Regulation 84 Report – folder 2.3.1	i. Y ii. Y iii. N
2	Has the customer approved the Contract Award Report?	Y
3	Was the opportunity published on Contracts Finder if over the threshold for the Customer organisation (£10k Defra/RPA/APHA/MMO and £25k EA and NE)?	N
4	Have all evaluators completed COI Declarations and have they been saved in folder 2.2.1a Conflict of Interest Form?	Y
5	Has all evaluation evidence been saved in folder 2.2.1 Evaluation Evidence?	N
6	Has any due diligence been completed on the preferred supplier?	Y
7	Have checks of the financial standing/stability of the preferred supplier been made and are any identified risks acceptable and manageable?	Y
8	Has provision been made to publish a Contract Award Notice and a redacted contract within 30 days?	Y
9	Have all data fields on the eSourcing system project record been completed and all workflow Tasks are up to date?	Y

Introduction / Background

This contract award report presents the recommendation to award a contract for Single Tender Action/ Discovery Programme

The Contract Award Report should be read in conjunction with the Procurement Strategy which sets out the basis for the procurement and the objectives that a successful delivery will be measured by. This was approved on 22/12/2022

The recommendations within this document confirms that the procurement activity has been undertaken in compliance with appropriate legislation, Government policy and Defra group Commercial guidance.

Governance & Stakeholder Engagement

The key stakeholders detailed in the Procurement Strategy have remained constant throughout this procurement exercise and have fulfilled the roles and responsibilities agreed as part of this procurement activity.

Stakeholder Name	Role in Procurement Activity	Organisation
[REDACTED]	Customer SRO	Defra

Value and Contract Period of the Proposed Contract Award

Key value and contractual period details are provided below:

Total Contract Value (exc. V.A.T.) (inc. Possible Extensions)	[REDACTED]
Contractual Term (Original)	3 MONTHS
Contractual Start Date of Original Term	22/12/2022
Contractual End Date of Original Term	31/03/2023
Contractual Term (inc. Possible Extensions)	N/A
Extension Criteria	
Milestone Dates	N/A

Tender Evaluation Process

Single Tender Action

This application is being made under Regulation 32 (2) (b) where the works, supplies or services can only be supplied by a particular economic operator.

This is a bespoke coarse and have tested the market for other suppliers where we have found no one suitable. We were given an exemption from Civil Service Learning to procure our own solution. Civil Service Learning have a vast catalogue of suppliers and found no – one with the skills required to deliver this training.

Risk Detail	Stage Identified	Date	Owner	Remedial Action	Resolution Date
Value for money not obtained as the contract will be awarded to a sole supplier for Defra's needs.	Pre-procurement	22/11/2022		Tolerate relatively	
Non delivery of goods and services for Discovery Programme	Pre-procurement	22/11/2022		Prioritise contract.	
Single Tender Action could be challenged by other suppliers	Pre-procurement	22/11/22		Thought to be low risk following CSL's exemption. Low value contract. Ensure the process for STA is fully compliant.	

Sustainability, Social Value and Government Initiatives

Consideration has been given in the construct of this award to the following Sustainability, including Social Value and Government Initiatives

Initiative	Brief of Discussions	Included (Y/N)
Sustainability	Defra Group green initiatives. Greening Government commitments.	Yes- ensuring relevant systems are in place in respect to contract administration and management
SMEs	Government Aim is 33% by 2020. Little opportunity for direct SME involvement, but sub-contracting opportunities are available.	Yes – Inclusion of a need for the successful bidder to report on their SME Policy and numbers used annual in the delivery of this contract
Social Value	Part of requirement will look at diversity and applications getting Defra Group to wide demographic.	Y
Modern Slavery	This will be covered in T & Cs	Y

Due Diligence/ Financial Stability

A Dunn and Bradshaw report will be run to ensure the supplier is not high risk. Payment will be made after delivery of the contract.

Conditions of Contract

The following recommendation confirms that the procurement activity has been undertaken in compliance with appropriate legislation, Government policy and Defra group Commercial guidance.

It is recommended that Evolution, Personal and Corporate Development are awarded the contract for the sum of £25,000 for the provision of Discovery Programme.

In making this recommendation the proper procurement activity has been undertaken in compliance with appropriate legislation, Government policy and Defra Group Commercial guidance.

Recommendation

It is recommended that Evolution are awarded the contract for the sum of £25,000 value for the provision of Discovery Programme.

Approvals

Agreements and signatures:

Supplier Signature.....

Date

DocuSigned by:

[Redacted Signature]

Commercial Lead.....

Date.....

E7ABD138E79F448...

DocuSigned by:

Full Name:

[Redacted Name]

Job Title/Role:

73C1C0CCE560447...

Date Signed: 25/01/2023

Full Name:

Supporting Documents

Title	Document
Contract Management Plan – Bronze	LINK
Risk & Issue Register (required)	LINK
RASCI (Recommended)	LINK

