

Single Tender Action**FORM C (v18)**

Check you are using the most [up to date form](#) from the Easinet – 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 or Area name	Yorkshire
Function	FCRM Department

FSoD Ref

For FSoD use only

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

[REDACTED]

Date

31/05/2023

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

[REDACTED]

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.

Leeds City Council

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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:](#)

Description: Professional Services Other-Technical Services-Flood Management Consultancy (not civils)

Unspsc Code: 99303001

Account Code: 5211200001

COS Number: 20

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This project requires the procurement of Flood Warning updates, which will support the delivery of the Leeds City Council led Leeds Flood Alleviation Scheme Phase 2 (LFAS2). The EA are working in partnership with Leeds City Council on LFAS2. The Flood Warning updates involve updating the extent of the existing flood warning areas as well as redefining the onset on flooding to each flood warning area from the schemes hydraulic modelling. The EA require this work to be undertaken as providing a flood warning service is a statutory role of the EA. Without this work being undertaken the flood warning areas within the LFAS2 area will be out of date as they won't reflect the reduction in flood risk brought by LFAS2, which will result in a poor flood warning service for Leeds.

The EA will contribute £10,000 to this work, which comes from the Yorkshire Flood Resilience teams annual flood warning improvements budget, with Leeds City Council contributing the remaining spend of £2,484.27 plus any additional overspend. Breakdown of spend below,

Number of target areas	12					
		Hours per target area	Elinor Kinrade - Hydrologist £ 48.41	Chris Alliman - Principal Hydraulic Modeller £ 79.88	Cost	Comments
Task						
1) Project start					£1,517.78	
Scoping and admin				7	£559.18	
Project management				12	£958.60	
2) Hydraulic modelling					£401.81	
Run model for 0.1% AEP undefended scenario			0	0	£0.00	Assume this will be supplied by EA.
Run model for 0.1% AEP defended scenario			5	2	£401.81	As part of checks for EA, we will provide screenshots of outputs
3) Updating Flood Warning and Flood Alert areas					£6,039.21	
Review extent of community based warning areas and RES levels		2	24	3	£1,401.48	
Confirm 2x rate of rise from results			16	2	£934.32	Rate of rise will be from gauges x4.
Define ACT thresholds		4	48	6	£2,802.96	
Checking		1	12	4	£900.45	
4) Reporting					£1,401.48	
Pro-formas		2	24	3	£1,401.48	
5) Review					£866.58	
Draft review meeting with EA				1	£128.29	
Review and discussion with EA				7	£738.28	
5) Project end						
Handover meeting with EA			2	1	£176.70	
				Total	£10,403.56	
6) Risk for additional discussion and refinement with EA (20% total cost)					£2,080.71	
				Total	£12,484.27	

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: 31/07/2023

5.5 Contract end date: 31/12/2023

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6. Project details (if applicable)

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

Project Title	n/a		
SOP Project Code	n/a	Authorised Cost	n/a
FSoD reference*	n/a		

* 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 – if in doubt check the [FSoD Easinet page](#).

£12,484.27

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);*
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:

A single tender action is recommended for this work for the following reasons:

- 1) With LFAS2 due for completion in Q1 24/25, in order for our flood warning service to be updated to tie in with this, we require this flood warning update work to be started at the beginning of August 2023. This gives until the end of 2023 to get the work carried out and approved by our Flood Resilience team, and then Q4 of 23/24 to get those updates into the flood warning system for a Q1 24/25 go live. Any delay to starting this work will mean that the flood warning updates wouldn't be ready for the completion of LFAS2, putting at risk the EA reputation. A collaborative agreement was considered but due to the need to begin work August 2023 this was deemed to be too long a process and a Form C is the only way to deliver at the speed required.

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- 2) The Yorkshire Flood Resilience team (Gareth Hogan) has benchmarked the price from Leeds City Council, which aligns to other flood warning improvement works that we have had carried out by other suppliers. So we can be confident that we are getting value for money.
- 3) Leeds City Council will undertake the work through Mott MacDonald, who are a WEM supplier through the LFAS2 scheme. Therefore they are a low risk supplier in terms having sufficient experience in this type of work to produce a quality product.
- 4) Mott MacDonald have produced the LFAS2 hydraulic model, so they are very familiar with its workings. It is this hydraulic model that will need to be used to produce the flood warning updates. Therefore there is an efficiency in taken this procurement route as a new supplier would have to spend time getting up to speed on the LFAS2 modelling, which also helps to reduce the chance of error/misinterpretation which could lead to quality issues with the final product.

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?

N/A

Attach separate page if required

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:

- I support this STA. In working in partnership with LCC and with a fixed price of £10k to the department and the additional risk carried by LCC.
- Pricing has been benchmarked to ensure fairness and VFM.
-

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

Dated: 03/07/2023

Name (CAPS): [REDACTED]

ACTION: Now send to the FSoD team with an email clearly confirming your consultation advice.

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

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

Business approver

Direct approval by email to FSoD required

Name	
Job Title	
Date	

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

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