

This form should be completed for all purchases of goods and/or services to a single supplier over £1,000.00 where single source action is proposed. It should be sent to the Commercial Team ([Commercial@insolvency.gov.uk](mailto:Commercial@insolvency.gov.uk)) who will take the relevant actions and log the single source justification accordingly.

**REQUISITION / PO: This Single Tender Form is valid 1 (ONE) month from the date signed by Commercial Approver and can only be used once. One requisition must be raised for the total value of this form.**

**It must be attached in pdf format to your requisition. Embedded documents will need to be attached separately.**

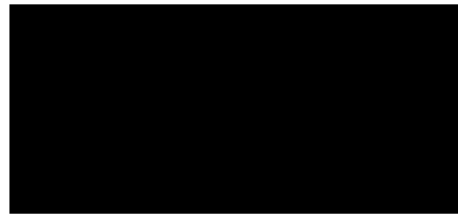
**One Form = One Requisition = One PO for the total value of this form**

#### REQUESTOR DETAILS

Name	
Grade, Job Title and Business Unit	
Estimated Value	
Date	09/02/2024

#### DESCRIPTION OF GOODS AND/OR SERVICES REQUIRED

Subscription to the legal research platform and online services including Lexis Nexis PSL with access to listed print titles.



#### Product Description:

- JORDAN PUBLISHING RESTRUCTURING AND INSOLVENCY
- LEXISPSL INFORMATION LAW
- LEXISPSL EMPLOYMENT
- LEXISPSL RESTRUCTURING & INSOLVENCY
- INSOL EUROPE
- LEXISLIBRARY INSOLVENCY ONLINE
- LEXISLIBRARY EMPLOYMENT ONLINE
- COMPANY SECRETARY

Yearly Quote for hard copies of books Butterworths Insolvency Law Handbook as and when required/requested.

#### TYPE OF PURCHASE (TICK APPROPRIATE)

One Off Purchase	<input type="checkbox"/>
Repeat Purchase	<input checked="" type="checkbox"/>
Repair	<input type="checkbox"/>
Other (please specify below);	<input type="checkbox"/>

#### JUSTIFICATION (TICK APPROPRIATE)

Sole Source Supplier	<input checked="" type="checkbox"/>
Sole Source (Artwork/ Tooling)	<input type="checkbox"/>
Urgent Order	<input type="checkbox"/>
Standard Site Equipment	<input type="checkbox"/>
OEM Repair	<input type="checkbox"/>
Only Accredited Source	<input type="checkbox"/>
Other (please specify below);	<input type="checkbox"/>

**EXPLANATION** (This section MUST be completed. Please attach supplementary information if necessary)

**DETAILS OF THE REQUIREMENT**

Lexis Nexis are the only provider of this service.

**BUSINESS CONSIDERATIONS**

Required for case related work.

**DEPENDENCIES ON OTHER PROJECTS/PROGRAMMES**

N/A.

**DO NOTHING IMPLICATIONS**

Would impact frontline case related activity.

**OTHER OPTIONS CONSIDERED / REASONS FOR DISCOUNTING**

Lexis Nexis are the only provider of this service.

**OTHER ISSUES**

N/A

**JUSTIFY PREFERRED SUPPLIER**

Lexis Nexis are the only provider of this service.

**COST BREAKDOWN**

**BENEFITS**

This is an essential service.

**TERMS AND CONDITIONS USED – SUPPLIER OR INSS (IF SUPPLIER PLEASE EMBED)**

Supplier T&C's – membership only.



**APPROVALS****SINGLE SOURCING RECOMMENDER**

Name

Role and Grade

Signature

Date

09/02/2024

By signing this recommendation, you are declaring that you have no personal or financial interest in the award of this Single Tender Action (STA).

**APPROVER (BUDGET HOLDER WITH APPROPRIATE AUTHORITY LEVEL)**

Name

Role and Grade

Signature

Date

14.02.24

By signing this recommendation, you are declaring that you have no personal or financial interest in the award of this Single Tender Action (STA).

**COMMERCIAL APPROVALS****Initial Review**

Accept or Challenge?

Challenge.

**Comments**

Reviewed the supplier's T&Cs. The Agency would not be entitled to break the agreement given that the prices offered are on a three-year basis however would be subject to annual STA and internal approvals for Y2 and Y3 – this STA covers Y1 only. The supplier's quote indicates a 2+1 agreement in which case this STA should be to cover that initial period (Y1 + Y2 total £96,463). The pricing is also deliberately obfuscated, is it not possible to have a breakdown per product? Annual increases appear to be arbitrary, what is the methodology for indexation?

**SECOND STAGE REVIEW (IF REQUIRED)**

Accept or Reject?

Accept.

**Comments**

Requestor confirmed content with pricing approach and application of arbitrary 7.5% annual increase.

Further approval sought and confirmed for Y2 (and Y3 if chosen to exercise) so STA now covers off the contract term risk and can be approved.

**BUYER APPROVAL (WITH APPROPRIATE LEVEL OF STA APPROVAL AUTHORITY)**

Name

Delegation Level

Signature

Date

8/3/2024

By signing this recommendation, you are declaring that you have no personal or financial interest in the award of this Single Tender Action (STA).

## ANNEX A GUIDANCE ON SINGLE TENDER ACTION

The use of single tender action (inviting only one supplier to bid rather than inviting multiple bids from more than one supplier) will not normally be allowed unless there is full justification that can be robustly defended. Such justification may apply in exceptional circumstances, for example where:

- the requirement can demonstrably be met only by proprietary or specialist equipment.
- the requirement can demonstrably be met only by a single available entity with extremely niche skills.
- there is no legal provision within the existing contractual arrangements to extend them for a sufficient period to allow a competition to be completed.
- to protect the IPR of the product being sourced.
- there are simply no alternative sources of supply.

Time pressure by itself is not normally adequate justification for STA. This is particularly so where a contract comes up for re-tendering towards the end of its life: competition should be planned for in ample time, among other things, to avoid any pretext for STA; and should be conducted in accordance with public procurement law.

In cases where STA is used it may be given procurement approval only within delegated limits. There must also be a record on the procurement or e-sourcing file, or held in electronic storage media:

- explaining the justification
- stating who approved the action.
- stating that no personal or financial interests are involved.
- demonstrating how value for money is being assured in the absence of a competition.
- showing details of how the decision can be defended in the event of a challenge or complaint of unfair competition.
- where appropriate describing 'lessons learnt, indicating how the need to raise similar STAs can be avoided in the future

## ANNEX B GUIDANCE ON VALUE FOR MONEY

The following document contains further guidance on how you can achieve value form money. It is YOUR responsibility to ensure you are familiar with this guidance before submitting the single source justification.



Value For Money  
(VfM) Policy

If you require any further information, please consult the Commercial Team.