

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	NEA
Function	FCRM

FSoD Ref

F/2425/0655

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

04/10/2024

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.

Marine Management Organisation

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: 81101500 Professional Services Other-Technical Services-Civil engineering

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

Description:

Pre application support/advice required by the EA from the MMO to derisk submission planned for Greatham NE and Portrack in 2025. This is a similar approach to seeking preplanning advice from a local authority. The value of the advice services total to £19,110.00.

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: 01/01/2024

5.5 Contract end date: 31/03/2025

6. Project details (if applicable)

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

Project Title	Greatham North East Flood Alleviation Scheme		
SOP Project Code	ENV0002573C	Authorised Cost	£4,112,000
FSoD reference*	F/2324/0613		

* 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](#).

£19,110.00

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);

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

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:

As experts in their field, and being the organisation, a license is required. The MMO are the only organisation with the expertise to be able to advise the EA. Similar to pre-app advise with a Local Authority.

The quote value has been reviewed by the PCM team against similar work and has been deemed acceptable. Ensuring value for money

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 the use of this single tender action under the following reasons
- MMO are Green approved statutory supplier 2024
- MMO are the sole supplier to issue the required licence
- The value of the STA is below the PCR 2015 threshold for services contract
- Risk is minimal to zero due to no competition possible
- Complies with regulation 32 (b) of PCR 2015
-

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

Dated: 04/10/24

Name (CAPS):

Level/Grade (needs to be a manager):

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

Email title must include the supplier and what is being approved

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

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

<div>Business approver</div> <div>Direct approval by email to FSoD required</div>	Name	
	Job Title	
	Date	07/10/2024

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

Marine Management Organisation (MMO) licences	<ul style="list-style-type: none">This is to allow the MMO to provide licences and advice for the following activities:Construction (including laying of cables, maintenance, alterations or improvements of existing structures and assets.DredgingDeposit of any substance or object.Removal of any substance or object.Incineration of any substance or object.to allow the Environment Agency to carry out our FCRM works and asset maintenance.	£400k
---	--	-------

From: [REDACTED]
Sent: 04 October 2024 16:41
To: [REDACTED]
Cc: [REDACTED]
Subject: Single Tender Action - Marine Management Organisation - Statutory Green Supplier

Good afternoon,

Please see attached Form C for a single tender with Marine Management Organisation. I've reviewed and completed section 10 of the attached STA with DgC support included.

MMO are the sole supplier and are on the 2024 approved statutory approved list for

Regards
[REDACTED]
[REDACTED]
[REDACTED]
DEFRA Group Commercial

From: [REDACTED]
Sent: Friday, December 29, 2023 12:36 PM
To: [REDACTED]
[REDACTED]
Cc: [REDACTED]
[REDACTED]
Subject: RE: For Approval and Consultation Approval; New Statutory Suppliers list for 2024

Hi [REDACTED]
Happy to approve the list for use in 2024.
Thanks
[REDACTED]

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

From: [REDACTED]
Sent: Friday, December 29, 2023 12:23 PM
To: [REDACTED]
[REDACTED]
Cc: [REDACTED]
[REDACTED]
Subject: Re: For Approval and Consultation Approval; New Statutory Suppliers list for 2024

Hi [REDACTED],

I confirm that I give consultation approval to this list, which I have already approved with my team.

Many thanks and best regards,

[REDACTED]

From: [REDACTED]
Sent: Thursday, January 4, 2024 8:29 PM
To: [REDACTED]
Subject: RE: For Approval and Consultation Approval; New Statutory Suppliers list for 2024

Approved

[REDACTED] [REDACTED] [REDACTED]
[REDACTED] [REDACTED]