

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Directorate and Business Unit	Category of Spend	Estimated Whole Life Maximum Cost (including VAT)
Finance Directorate, UKRA (EU Funding Team)	Software licences and maintenance	[REDACTED]

#### Recommended Supplier

#### Proposed Duration of STA

Start Date: 18/03/2024  
End Date: 17/03/2027

#### Description of Goods and Services

Maintenance renewal for 10 TeamMate licenses for three years from 18<sup>th</sup> March 2024 to 17<sup>th</sup> March 2027

#### Competition Routes Considered prior to Single Tender Action?

Has the business unit engaged with their Commercial Business Partner team to establish whether more than one supplier can provide goods / services?

Yes

☒

No

☐

If “yes”, please provide evidence of reasons for discounting competition. If “no”, please justify why this has not been done (please note that STAs will normally be rejected if a reasonable market assessment has not been carried out. Urgency alone will not be considered an adequate reason).

This is a proprietary product and Wolters Kluwer are the sole providers of maintenance for the TeamMate AM software, this is only obtainable directly from Wolters Kluwer. This is the server-based version.

Reviewing of various public procurement options such as G-Cloud 13 and other CCS frameworks, a short list of potential suppliers was generated (List attached of shortlisted suppliers). Evaluation of the shortlisted suppliers based on the search criteria, revealed no viable alternatives, although one supplier (Protiviti Ltd) provided a similar Cloud based service for Teammate but not Server based which is currently what the Home Office uses. TeamMate is not available through any off the CCS frameworks or resellers. Other suppliers did not provide a like for like solution and would therefore require new setup and training to delivery similar requirements and output.

Has the business unit reviewed available catalogues / basware or existing compliant frameworks? (See [How to Buy Goods and Services Quick Guide](#))

Yes ☒ No ☐

If “yes”, please provide evidence of reasons for discounting catalogues / basware / frameworks. If “no”, please justify why this has not been done (please note that STAs will normally be rejected if a review of existing catalogues and frameworks has not been carried out. Urgency alone will not be considered an adequate reason).

As far as I can see, this does not exist in any catalogue, Basware or Framework.

**Justification** (please tick appropriate box)

Single Source, e.g. Maintenance of previously purchased goods; only accredited training provider	
Propriety Software e.g. Provider has technical or exclusive rights	√
National Security supported by defence regulations	
Other	

(Please specify below)

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**Justification and Evidence to Support this STA** - This section MUST be completed Please provide a detailed business justification containing all the relevant information, responses with short or inadequate details will be rejected - attach separate note if necessary.

Annex A provides the [guidance on Horizon](#)

Wolters Kluwer are the sole supplier.

This is a repeat maintenance charge from the supplier, Wolter Kluwer, to provide maintenance for up to 10 users for the TeamMate audit recording and reporting software. This has been reduced from 25 users in the existing arrangement, as I have reviewed requirements and agreed with the supplier to provide a quote for 10 users, which has significantly reduced the price.

The software is integral to the work of the department, and it would cease to operate effectively without the renewal.

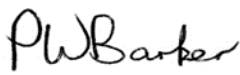
The team have used TeamMate for the past eight years and it is an internationally recognised auditing package, also used by the Government Internal Auditing Agency.

The benefit is that the team will be able to continue to record the audit work on the TeamMate system, and there will be no interruption in service.


**Cost breakdown:**

The cost is [REDACTED] for the period 18<sup>th</sup> March 2024 to 17<sup>th</sup> March 2027

**APPROVALS**

Name of the business official completing the STA Justification: Peter Barker	Role / Grade: Regional Capacity Building Manager A/HO  UKRA Head of Audit and Assurance; Grade 7	Signature: 	Date:  10/01/2024
By signing this recommendation, you are declaring that you have no Personal or Financial Interest in the award of this Single Tender Action.			

**Business Unit Budget Holder Approval** (Budget holder must have appropriate authority level)

Name: Sean Conlon	Role / Grade: Senior Finance Manager AMIF UK Responsible Authority; SEO	Signature: 	Date:  11/01/2024
By approving this recommendation, you are declaring that you have no Personal or Financial Interest in the award of this Single Tender Action.			

**Commercial Approval**

Name:	
Is this STA Lawful?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you considered seeking advice on this STA from HO Commercial Legal Group e.g. where the STA is high value, for a strategic purchase or contentious? Please attached any legal comments.	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "no" to either of above questions please state justifications, commercial risks and mitigation actions including evidence.  E.g. a procurement is in train to compete this requirement by the end of this STA period. Procurement plan agreed by the SRO is attached.	

Please tick appropriate box

Justification Accepted		Justification Challenged	
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**Actions required and / or caveat to approval**

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Please tick appropriate box			
Justification Accepted after Challenge		Justification Withdrawn	

**COMMERCIAL APPROVAL** (with appropriate level of STA approval authority)

Name and Title:	Delegation Level:	Signature:	Date:
By approving this recommendation, you are declaring that you have no Personal or Financial Interest in the award of this Single Tender Action.			