

Single Tender Action (STA) - Business Case

V.2 September 2022

This form should be completed for all purchases of goods and/or services over £1,000 where a single source action is proposed.

A copy of this form must be attached to the requisition and the [commercial approvers](#) name entered into the suggested buyer field.

Step 1

If not already in place, obtain budgetary approval.

Step 2

- A. If business specific or over £10,000, completed forms should be sent for review to your Commercial Business Partner Team. To find out who that is see the [Commercial Business Partner teams](#) page on Metis Guidance and requests.
- B. For Common Goods & Services below £10,000, completed forms should be sent for review to CommercialSupport@homeoffice.gov.uk

For a list of common good and services see the section on 'Common Goods and Services definition' on the [How to buy something](#) page on Metis Guidance and Requests.

Please note that STAs will only be considered by exception and will not normally be allowed unless there is full justification that can be robustly defended.

Spend details

Details	Enter details below
Directorate and Business Unit	Home Office Security, Estates & Information Directorate, Physical Security (Pass) Team
Category of Spend:	Security
Estimated Whole Life Maximum Cost (including VAT)	
Recommended Supplier	
Proposed Duration of STA (Start Date and End Date)	01/01/2023 – 30/06/2024
Description of Goods and Services	Consumables; pre-encoded blank security building passes

If “Yes”, please provide evidence of reasons for discounting Basware catalogues or existing compliant frameworks.

The pre-encoded blank building passes are classed as specialist security items which for security reasons, cannot be made available through Basware catalogues.

Justification and evidence to support this STA

Justification	Enter ‘Yes’ against your selection below
Single Source, e.g., Maintenance of previously purchased goods; only accredited training provider	Yes
Propriety Software E.g., Provider has technical or exclusive rights	Yes
National Security supported by defence regulations	
Other (please provide detail)	

Please provide a detailed business justification containing all the relevant information. This section MUST be completed. Responses with short or inadequate details will be rejected - attach a separate note if necessary.

Considerations	Brief description of the requirement
Business considerations	A continuous supply of security building passes must be maintained; running out would result in disruption and public service delivery compromise to Home Office directorates working at over 500 buildings across the UK. The impact would be felt most severely by business areas servicing the highest profile government priorities such as Border Control and Immigration Enforcement.
Dependencies on other projects/programmes	The security building passes will be superseded by [REDACTED] when introduced. This will be a large-scale project with long lead time before it is fully rolled out. In the meantime, the business must continue to have a continuous supply of security building passes to issue.
Do nothing implications	The business delivers security building passes to Home Office staff across all directorates. For the business not to be able to deliver would result in all of the directorates being unable to move staff or have access to current workplaces. This would potentially lead to a security risk.
Evidence of other sourcing options considered, & why discounted (if applicable)	The business in previous procurements have tried going through access control specialists [REDACTED] to identify and source alternative suppliers, however this was unsuccessful. Approaching other suppliers directly would necessarily release sensitive security information into wider circulation. Very large [REDACTED] procurements suggest that the unit prices offered by [REDACTED] would be unlikely to be bettered by another supplier, especially when one-off set-up costs are factored in. Furthermore

Considerations	Brief description of the requirement
	taking into account the complexities and potential security compromises together with the short time for which these will be needed, there are risks but no perceived benefits attached to going with another supplier.
Other issues	None.
Justify preferred supplier	The business has previously procured security building passes from [REDACTED] and have a good understanding that they will work to meet security and physical specifications, be correctly pre-encoded and sequentially numbered for use. Agreeing and checking all the requirements with a new direct supplier would increase significant risk of error that could result in expensive re-ordering and reduction of any savings.
Demonstration of how value for money is being assured and benefits delivered in the absence of a competition	[REDACTED] quote which includes the continuation of agreed designs, pre-encoding and numbering provides significant savings compared to the previous procurement with U [REDACTED] There are significant security and financial risks associated with going to another supplier. Risks to the public purse can be avoided by going direct to an established supplier like [REDACTED] for the short remaining time before [REDACTED] project is complete and rolled out as part of a large supply contract.
How the decision can be defended in the event of a challenge or complaint of unfair competition	There is only one viable supplier which has the security requirements, technical specification and expertise to deliver pre-encoded blank security building passes This will ensure reliability of supply, safeguard against the any reputational damage as a result of any potential security breach.
Lessons Learnt / Plan to avoid further STAs	Home Office physical security team are reliant on the roll-out of GovPass. This project is dependent on a large programme to update card readers across the whole of Home Office estate. The information needed for the programme has yet to emerge from other government departments. An STA is therefore required to maintain service until the changeover is complete.

Business approval

Details of the business official completing the STA Justification	Enter details below
Name	[REDACTED]
Role / Grade	[REDACTED]
Signature	[REDACTED]
Date	22 November 2022

By signing this recommendation, you are declaring that you have no Personal or Financial Interest in the award of this Single Tender Action.

Please also provide the name of the STA approver below who is the senior accountable official from the business:

Details of Business Unit Budget Holder Approval (Budget holder must have appropriate authority level)	Enter details below
Name:	
Role / Grade:	
Signature:	
Date:	22 November 2022

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

Is this STA Lawful? (See definition in Procurement Procedures Manual)

Yes

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.

No

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. STA results from a failed procurement.

Below threshold, the pre-encoded blank security building passes are not widely available in the market which requires specific security requirements and technical specification from one single supplier.

Route To Market:

The Commercial team has engaged with the business to look at available routes to market whilst considering the technical specification and security requirements for pre-encoded blank security building passes.

Due to the specific requirement, there is only one option available which is to award the only single UK supplier available () that is able to provide pre-encoded blank security building passes.

are security cleared and already in possession of the unique Home Office codes, chip and design details that work with the ProWatch access control system in use across the Home Office estate. None of this security

information is in wider circulation or could be shared in a tender without potential risk of compromising security.

Plan To Avoid Further STAs:

The Commercial team has engaged with the business to find a way to avoid further STAs. The Commercial team have included the option for a further non committed requirement to source 20,000 pre-encoded blank security building passes. The first batch of 10,000 pre-encoded blank security building passes will be covered under the existing STA budget of £120,000.

Quantity Shortage:

At present the business is issuing approximately 2,500 pre-encoded blank security building passes every month. If a case of shortage which results in the pre-encoded blank security building passes not being issued, this would cause significant business risk. In order to safeguard and enable the business needs, there is an urgent requirement to procure more volumes. There are varying levels of confidence across Government in the timely roll-out of [REDACTED]


Justification Accepted

Yes (delete as applicable)

Justification Challenged

Yes/No (delete as applicable)

Actions required and / or caveat to approval

Actions	Enter details below
Justification Accepted after Challenge	Yes
Justification Withdrawn	
Commercial Approval (with appropriate level of STA approval authority)	[REDACTED]
Name and Title	[REDACTED]
Delegation Level	[REDACTED]
Name/Signature	
Date	13 th January 2023

By approving this recommendation, you are declaring that you have no Personal or Financial Interest in the award of this Single Tender Action.