



The Insolvency Service

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) 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	Jo Dunn
Grade, Job Title and Business Unit	D3, Head of Service Governance and Application Services, DTS
Estimated Value	£13,500
Date	17 November 2022

Description of Goods and/or Services required

As part of the exit of our existing contract for Application, Development & Support, we have an urgent requirement to retain one resource (The Principal Technical Architect) until our recruited internal candidate starts on 9 January 2023. This resource has been instrumental implementing the strategies, standards and work activities for all of the digital front facing websites for the Public and it's vital that for continuity purposes, he does a handover and knowledge transfer to our new recruit.

Unfortunately due to delays in going through security checks and then notice, our new employee, can't start until 9 January, thereby joining after the date by which our incumbent contract resource is due to finish (31 December 2022).

This requirement is only for 15 days of resource time and is required based upon timings of recruitment and onboarding a new member of staff.

The incumbent resource will be required to:

- Work with the incoming Principal Technical Architect (PTA) to complete an extensive technical knowledge transfer, enabling them to avoid a lengthy and costly period of technical discovery.
- Review and amend where necessary the technical documentation pertaining to Application Services.
- Help with the onboarding of the newly appointed DevSecOps team, whilst at the same time ensuring that any queries that the new DevSecOps team have are understood and answered by our new PTA.
- To ensure that the new PTA understands the suite of projects that have recently been carried out by Nomensa, as well as the objectives and scope of any outstanding work. This will allow the new PTA to lead the outstanding project work in the new year.

Type of Purchase (tick appropriate)

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

Justification (tick appropriate)



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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

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Business considerations

If we cannot retain the services of our incumbent resource, then we are in danger of stopping all App Services activity based on the fact that our new joiner will be starting fresh and being expected to understand the agency, our standards, methods and practises instantly, which in reality, will take time.

The options considered were:

- Direct award – via a framework or otherwise (this option which is the **preferred** one)
- Procure a new / replacement solution – whilst we can use a contractor Technical Architect to undertake the knowledge transfer, that would finish on 31 December and then that Technical Architect would be knowledge transferring to our new starter. This is not best use of time or money and will undoubtedly lead to gaps, leaving the Agency in a worse place.
- Do nothing – not an option.

Dependencies on other projects/programmes



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None

Do nothing implications

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- Procure a new / replacement solution – whilst we can use a contractor Technical Architect to undertake the knowledge transfer, that would finish on 31 December and then that Technical Architect would be knowledge transferring to our new starter. This is not best use of time or money and will undoubtedly lead to gaps, leaving the Agency in a worse place.
- Do nothing – not an option.

Other options considered / reasons for discounting

Other issues

Justify preferred supplier

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Cost breakdown

Wayne Busby (Nomensa) - £900 – 15 days = £13,500 ex. VAT



RE_ Continuity of
Service.msg

Benefits

Continued support and knowledge transfer to ensure continuity of service.




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Terms and Conditions used – Supplier or DBS (if supplier please embed)

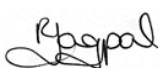
Approvals

Single Sourcing Recommender

Name	Jo Dunn
Role / Grade	D3, Head of Service Governance
Signature	
Date	17 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 (STA).

Approver (Budget holder with appropriate authority level)

Name	Ranuka Jagpal
Role / Grade	Chief Digital Information Officer, SCS1
Signature	
Date	17 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 (STA).

Commercial Approvals

Initial Review

Accept or Challenge?	Accept
Comments	

The risk that was highlighted by Commercial when the contract was let has materialised, leaving only 2 options

- (i) Do nothing (puts the BAU service from 01/01/23 at risk, which is unacceptable)
- (ii) Accept this STA request

DTS has been advised that a Statement of Requirements is needed, and that charging model must be agreed (do not assume this will be T&M. There should be clearly defined outcomes and measurable success criteria.

Second Stage Review (if required)


Accept or Reject?	
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Comments

Buyer Approval (with appropriate level of STA approval authority)

Name	Phil Harding
Delegation Level	D2
Signature	
Date	23/11/22

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



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