

Single Tender Action**FORM C (v25)**

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	Environment Programme

FSoD Ref

F/2425/1334

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

13/03/25

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.

Northumbrian Water Limited,

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:](#) [SOP Category number and name:](#)

5211400000

EXP - PURCHASE OF GOODS/SERVICES - OTHER PROFESSIONAL SERVICES

Description:

NWL are the sole supplier for the Cullercoats groundwater investigation which will undertake sampling and modelling to identify the source of groundwater contamination driving failure of bathing water status at Cullercoats. A report will be produced to detail findings and identify fixes.

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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: 25/03/2025**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	Cullercoats Groundwater Investigation		
SOP Project Code	ENV6007620R	Authorised Cost	£15,000
FSoD reference*	F/		

* If your project is at £100k or more, you should have an FSoD reference.

7. Amount for approvalThis cost will determine the approval route (do not include [VAT](#)) – if in doubt check the [FSoD OI](#).

£15,000

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);
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

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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:

NWL are the sole supplier under points 3 and 4 above. They will utilise their existing boreholes (point 4) and they are the only supplier who would have the remit to fund such an investigation, as well as having the knowledge from previous investigation phases to base this phase of work on (point 3)

NB – NWL are an amber list supplier for single tender actions.

Northumbrian Water Limited are putting in the vast majority of the funding for the project themselves, however, the EA also has a responsibility to investigate failures to meet standards. It should be noted that the water company have completed all appropriate investigations into their assets, using their own funding, this has established their spilling assets are not culpable.

The project will provide value for money through partnership contributions from Northumbrian Water and North Tyneside Council (direct contribution from NTC to NWL).

The detailed specification of works will be agreed with us by NWL and with 85% of funding from the NWL value for money is clearly established. We will contribute £15k to an overall budget of £200k, the project will then undertake a programme of sampling, modelling and analysis to identify the issue which will be set out in a technical report for the EA which will be the key deliverable from the contract. This will unlock the situation and allow appropriate fixes to be planned by the relevant party.

9. Knowledge Transfer (if applicable)

What measures are being taken to ensure that knowledge is transferred to the business (if possible) so that we avoid the risk of recurring single tender actions with the same supplier or individual?

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:

Permissible criteria for awarding an STA listed below:

- 3. competition is absent for technical reasons
- 4. the protection of exclusive rights, including intellectual property rights
- 6. where no reasonable alternative or substitute exists and the absence of competition is not the result of unnecessarily narrowing down of the specification that would effectively only allow one response

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***The above has been interpreted to the best of our knowledge from the Procurement Act 2023**

I fully support this form C. The work entails utilising NWL’s existing boreholes and as such they are the only supplier able to undertake this. This is also a collaborative project between the EA, Northumbrian Water and North Tyneside Council, to identify the source of the groundwater contamination which is driving failure of bathing water status at Cullercoats. The EA is contributing £15k out of the total £200k cost. Northumbrian Water are also an amber list supplier.

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

Dated: 21/03/25

Name (CAPS): [redacted] (under FSoD powers delegated by [redacted])

Level/Grade (needs to be a manager): [redacted]

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

Please note that the Learning and Development team may also wish to review this.

From: [redacted]
Sent: 21 March 2025 17:40
To: [redacted]
Cc: [redacted]
Subject: Form C - Amber Supplier - Northumbrian Water - Cullercoats
Importance: High

Good afternoon

Please find attached a Form C for Northumbrian Water (Amber Supplier) for Cullercoats.

I confirm I have been consulted, and Section 10 is completed. I am providing DGC support for this Form C under delegated FSoD approvals from [redacted]

For review and onward approvals.

Any queries, please give me a call.

Regards

[redacted]

[redacted]

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

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Direct approval
by email to
FSOD required

Name	[REDACTED]
Job Title	[REDACTED]
Date	24/03/2025

Northumbria Water Ltd	Diversion / Removal Water mains, pipes and sewers owned by Northumbria Water, which allows Environment Agency to undertake FCRM projects and other maintenance works.	£2m
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From: [REDACTED]
Sent: [REDACTED]
To: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] tory

Hi [REDACTED],

If this means that I am signing off on a list of suppliers who are used frequently in single tender actions and it will save unnecessary governance then that is fine.

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: [REDACTED]
To: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] tory

thank you. Content

[REDACTED]

Sent [REDACTED]

[REDACTED] tory

Suppliers list for 2025

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Thank you for sharing - I am happy to give Commercial consultation approval.

Best regards,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



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