

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/2425/0881

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

13/11/2024

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.

Natural England



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

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Description:

For the Greatham NE project, Great Crested Newts have been identified as being present on site. To compensate for the loss of habitat as a result of the managed realignment (preferred option), the EA are looking to enter into an agreement with Natural England to secure a GCN District Level License.

By joining Natural England's district level licensing scheme, you comply with your legal duty to protect great crested newts. You pay for off-site compensation ponds instead of carrying out detailed surveys and applying for a mitigation licence.

Other options that have been considered include providing on site compensation habitat, however due to Biodiversity Net Gain rules and lack of EA owned land, this option has been determined as not feasible.

The value of the District Level License totals to £270,639.60.

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](#).

£270,639.60

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

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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*

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.

Assessment was undertaken by Arup (CDF lot 1) to assess cost of onsite mitigation in comparison to the cost from NE. The estimate / benchmark from Arup came back significantly higher

Narrative here:

As experts in their field, and being the organisation a license is required from, Natural England are the only organisation with the expertise to be able to advise the EA.

The quote value has been reviewed by the PCM team and has been deemed acceptable. The quote has also been compared against providing on site compensatory habitat, in which it compared considerably cheaper.

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:

I support the award of this STA to Natural England on the grounds that Natural England are the only organisation capable of meeting this requirement. I'm satisfied that all possible approaches have been considered and that this method would not expose the Environment Agency to any undue risk. This is a specialised licence required to deal with the handling of the habitats of a protected species. The other options considered were deemed not feasible, and I am comfortable that this is the most appropriate course of action from a commercial perspective.

NE are an amber statutory supplier up to a mx value of £750k.

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

Dated: 25/11/2024

Name (CAPS): [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: 26 November 2024 14:49
To: [REDACTED]
[REDACTED]
Subject: Amber List Supplier - STA Natural England amber supplier (Greatham Northeast)
Importance: High

HI Team

I confirm my support for the attached and confirm that it does not need further Commercial governance board approval as it is an Amber listed supplier.

Regards
[REDACTED]

[REDACTED]

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

Business approver	Name	[REDACTED]
	Job Title	[REDACTED]
	Date	27/11/2024

Direct approval
by email to
FSoD required

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

Approvals

From: [REDACTED]
Sent: Friday, December 29, 2023 12:36 PM
To: [REDACTED]
[REDACTED]
[REDACTED]

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[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]

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]


From: [REDACTED]
Sent: Friday, December 29, 2023 11:13 AM
To: [REDACTED]
[REDACTED]
Cc: [REDACTED]
[REDACTED]
Subject: For Approval and Consultation Approval; New Statutory Suppliers list for 2024

Good morning all

Please find below the link to the new statutory suppliers list for 2024 which requires business approval from [REDACTED] and consultation approval from [REDACTED]
 [REDACTED]

Commercial have reviewed this, organised by [REDACTED] [REDACTED]

Please can you confirm your approval for this, which will cover the period from approval to 31 December 2024.

The present version expires at the end of December. This is last years  [REDACTED]
[REDACTED]

[REDACTED] - I don't have a delegation in place for [REDACTED], but if you could approve on

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his behalf that would be great.
[redacted] - if [redacted] doesn't get to this before he leaves, could I have approval from one of you?

Kind regards

[redacted]
[redacted]
[redacted]
[redacted]