

**Single Tender Action****FORM C (v18)**

Check you are using the most [up to date form](#) from the Easinet – 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 or Area name	Yorkshire & NE / Asset Recovery
Function	PCM

FSoD Ref

F/2324/0151

Use this form to obtain authorisation for a sole source supplier in accordance with Financial Scheme of Delegation.

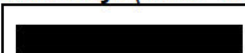
Note:

- 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

24-05-2023

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.

Network Rail



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

5211400000

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## Description:

Provision of safety management to enable the Environment Agency to undertake our emergency works in proximity to the Operational Railway. Activities include:

- Review and approval of construction paperwork
- Dilapidation Survey
- Provision of on-site supervisory staff

## 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: dd/mm/yyyy

5.5 Contract end date: dd/mm/yyyy

## 6. Project details (if applicable)

If this Form C is linked to a project then please give the details of the project.

Project Title	Wheatley Park Emergency Slip		
SOP Project Code	ENV0004792C	Authorised Cost	N/A – Emergency Works
FSOD reference*	No FSOD Reference – Emergency Works		

\* 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 – if in doubt check the [FSOD Easinet page](#).

£27,563.52

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](#).

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**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.

#### Narrative here:

1. Works are classified as an emergency
2. As access is through Network Rail's land, and they are a statutory undertaker under the Water Resources Act, the EA are duty bound to engage with them in order for them to supply supervision under a Basic Asset Protection Agreement
3. They do not allow for this work to be subcontracted or competitively tendered. Asset Protection must be supplied by Network Rail.

#### 8a. Emergency spend (delete this section if not applicable).

Please justify the emergency spend, including details of who made the decision and why.

Works are classified as an emergency.

This classification was granted by [REDACTED] – Operations Manager.

#### 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?

N/A – statutory requirement.

Attach separate page if required

#### 10.

Name to be [REDACTED]

Consultation support

**For DgC ONLY for £10,000 and above only (or any value Tech category STAs)**

#### DgC Advice:

- Under the Statutory Supplier List – Network Rail are an amber supplier with pre-approvals in place up to £2m
- The Form C supports the requirement for Network Rail to carry out the asset protection works for EA as a statutory requirement under the water resources act

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I can/cannot confirm that this Single Tender Action justification meets the requirements of the PCR 2015.

**Dated:**

**Name (CAPS):** [REDACTED]

**Level/Grade:** [REDACTED]

**ACTION:** Now send to the FSoD team with an email clearly confirming your consultation advice.

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

**From:** [REDACTED]

**Sent:** 24 May 2023 14:30

**To:** [REDACTED]

**Subject:** Form C - Network Rail (Amber Supplier)

Hello,

The attached Form C for Network Rail has been reviewed by DgC and the approach taken by the team has DgC support. Under the Statutory Supplier list, Network Rail are an amber supplier with pre-approvals in place of £2m. The Form C total is £27,563.52

Please issue FSoD ref (if applicable) and return to [REDACTED]

Thanks

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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

**Business  
approver**

**Name**

[REDACTED]

**Direct approval  
by email to  
FSoD required**

**Job Title**

[REDACTED]

**Date**

25/05/2023

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

Network Rail	To provide advice support and fees for working on or near Network Rail owned assets.	£2m
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**From:** [REDACTED]

**Sent:** 20 December 2022 11:33

**To:** [REDACTED]

[REDACTED]

**Cc:** [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Uncontrolled when printed: 05/03/2025 10:38

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██████████ I am happy to approve.  
Regards ██████████