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Award

## SCC Street Trees Partnership Manager

Sheffield City Council

UK6: Contract award notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-047624

Procurement identifier (OCID): ocds-h6vhtk-0543c0 ([view related notices](#))

Published 11 August 2025, 12:54pm

## Scope

## Reference

99940

## Description

The Sheffield Street Tree Partnership (SSTP) is seeking a dynamic, well-organised, and proactive Street Tree Partnership Manager to lead, coordinate, and deliver its ambitious, city-wide Street Tree Strategy. This multifaceted role blends project management, strategic development, partnership coordination, communications, and community engagement.

You will play a central role in shaping how Sheffield's urban forest is managed, protected, and celebrated-supporting the delivery of new tree planting projects that promote climate resilience, enhance biodiversity, and advance social equity across the city.

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## **Contract 1**

### **Supplier**

- Office Angel Virtual Assistant

### **Contract value**

- £27,000 excluding VAT
- £32,400 including VAT

Below the relevant threshold

### **Award decision date**

30 July 2025

### **Earliest date the contract will be signed**

11 August 2025

### **Contract dates (estimated)**

- 18 August 2025 to 17 August 2026
- 1 year

## **Main procurement category**

Services

## **CPV classifications**

- 75100000 - Administration services

## **Contract locations**

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

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## **Information about tenders**

- 3 tenders received
- 3 tenders assessed in the final stage:
  - 3 submitted by small and medium-sized enterprises (SME)
  - 0 submitted by voluntary, community and social enterprises (VCSE)

- 1 supplier awarded contracts
- 2 suppliers unsuccessful (details included for contracts over £5 million)

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## Procedure

### Procedure type

Below threshold - open competition

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## Supplier

### Office Angel Virtual Assistant

13 Bond Street, Rossington,

Doncaster

DN11 0BY

United Kingdom

Email: [ruth@officeangelva.com](mailto:ruth@officeangelva.com)

Region: UKE31 - Barnsley, Doncaster and Rotherham

Small or medium-sized enterprise (SME): Yes

Voluntary, community or social enterprise (VCSE): No

Contract 1

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## Contracting authority

### Sheffield City Council

- Public Procurement Organisation Number: PPQT-9425-JWVM

The Town Hall, Pinstone St

Sheffield

S1 2HH

United Kingdom

Email: [procurement@sheffield.gov.uk](mailto:procurement@sheffield.gov.uk)

Region: UKE32 - Sheffield

Organisation type: Public authority - sub-central government