

o [REDACTED] indicates where information has been redacted under exemptions / exceptions in the Freedom Of Information Act 2000 and / or Environmental Information Regulations 2004.

## ORDER FORM

### FROM

<b>Authority</b>	Secretary of State for Environment, Food and Rural Affairs
<b>Address</b>	Network Procurement Room 401, Foss House 1-2 Peasholme Green York YO1 7PX
<b>Contact Ref:</b>	Phone: [REDACTED] Email: [REDACTED]
<b>Order Number</b>	22134 – Requirement for two (2) BAU vets in APHA Midlands Ref: 21329 VDP Framework (Lot 1 Veterinary Personnel)
<b>Order Date</b>	14/05/2015

### TO

<b>Contractor</b>	Xperior Farm Health Limited
<b>For attention of:</b>	Name: [REDACTED] Phone: [REDACTED] E-mail: [REDACTED]
<b>Address</b>	Xperior Farm Health Limited Century House 1275 Century Way Thorpe Park Leeds West Yorkshire LS15 8ZB

### 1. SERVICES REQUIREMENTS

#### (1.1) Services and deliverables required:

##### Lot 1 - Stafford

1.1.1 Appointment of one (1) temporary vet to act as a Senior Veterinary Inspector working out of APHA Stafford. The address of this location is defined in 2.3. The appointment shall be for a period of up to twelve (12) months – commencing on 18/05/2015 and ending on 13/05/2016. There is a potential to extend for a period of up to two (2) months. In the event that an extension is required two (2) weeks' notice of this shall be given to the Provider

#### (1.2) Commencement Date and Instructions: 18/05/2015

[REDACTED]  
[REDACTED]

#### (1.4) Completion Date: 13/05/2016

### 2. PERFORMANCE OF THE SERVICES AND DELIVERABLES

#### (2.1) Key Personnel of the Contractor to be involved in the Supply of the Services:

[REDACTED]

#### (2.2) Performance Standards

## **OVERVIEW OF REQUIREMENT**

**2.2.1** This role within APHA provide veterinary operational services to safeguard animal health and welfare and public health, protect the economy and enhance food security through inspection, surveillance, regulation, enforcement and where applicable research, through the application of state veterinary medicine in the delivery of GB Governments' policies.

**2.2.2** Key tasks that the vet shall be required to carry out are as follows;

- 2.2.2.1 To investigate animal diseases in farm livestock by undertaking on-farm and field investigations by:
- 2.2.2.2 Examining and inspecting farmed animals, to support differential diagnosis of disease
- 2.2.2.3 Conducting in field post mortem examinations when appropriate
- 2.2.2.4 Collecting and submitting appropriate samples for laboratory testing;
- 2.2.2.5 Collecting and interpreting relevant data;
- 2.2.2.6 Reporting findings and recommendations
- 2.2.2.7 Maintaining competence in this role

## **DETAILED REQUIREMENTS**

### **2.2.3 Disease Investigation and Welfare**

- 2.2.3.1 The vet shall investigate for the presence in individual animals and herds of notifiable disease, new and re-emerging threats and other food safety incidents and zoonotic disease through quality assured inspection, clinical examination, history taking, post mortem examination, sampling and differential diagnosis to allow assessment of likely causes and potential consequences.
- 2.2.3.2 The vet shall carry out euthanasia of animals were necessary in accordance with appropriate policies, or to supervise this activity where others (e.g. knacker men) are involved.
- 2.2.3.3 The vet shall carry out physical examinations of animals, records, premises, equipment and vehicles when a veterinary investigation, opinion, decision and or witness statement is required.
- 2.2.3.4 The vet shall contribute to the diagnosing of notifiable diseases and control disease in liaison with senior veterinary staff.
- 2.2.3.5 The vet shall ensure personal decisions, advice and actions are based on evidence, take account of the policy and legal frameworks and are clearly and appropriately recorded and communicated.

## **2.2.4 Inspection, Approval and Audit**

- 2.2.4.1 The vet shall carry out physical examinations of animals, premises, equipment and vehicles when a veterinary opinion/certification is required.
- 2.2.4.2 The vet shall carry out import controls on animals and animal products as required by European Union (EU)/ United Kingdom (UK) legislation, including investigation of possible illegal activity.
- 2.2.4.3 The vet shall undertake liaison and audit work in relation to Official Veterinarian procedures, and follow-up activity, including application of sanctions, as required.

## **2.2.5 Incident and Disease Outbreak Response**

- 2.2.5.1 The vet shall contribute to and participate in Regional and National Contingency Planning.
- 2.2.5.2 The vet shall ensure that professional skills are developed and maintained to undertake any allocated role(s) during incidents and emergency activities.
- 2.2.5.3 The vet shall respond flexibly to incidents and outbreaks of notifiable animal disease including (with reasonable notice) undertaking periods of detached duty and delivering other veterinary roles and tasks as required by the business. Standard equality and diversity rules apply.
- 2.2.5.4 The vet shall provide veterinary advice and make effective decisions at the individual / premises level in a disease emergency situation, using sound veterinary judgment and adhering to standard guidance and operating procedures where applicable.

## **2.2.6 Safety, Health and Wellbeing (SHaW)**

- 2.2.6.1 The vet shall undertake essential training and display leadership by establishing and championing high health and safety standards and acting as a role model.
- 2.2.6.2 The vet shall carry out appropriate risk assessments when carrying out veterinary duties escalating risks as required.
- 2.2.6.3 The vet shall contribute to risk assessments for veterinary health and safety.
- 2.2.6.4 The vet shall implement APHA's SHaW policy and procedures as relevant to the role.
- 2.2.6.5 The vet shall support staff to fulfil their health and safety responsibilities including the identification of necessary training and their release to attend.
- 2.2.6.6 The vet shall undertake necessary assurance activities in

accordance with the APHA plan for such.

## **2.2.7 Compliance and Enforcement**

- 2.2.7.1 The vet shall use veterinary expertise to provide appropriate and relevant advice at the individual, premises level, and to organisations and stakeholders in relation to GB Government policies.
- 2.2.7.2 The vet shall use veterinary expertise to support interventions as necessary, including the gathering, interpretation and presentation of evidence, appearing as a witness of fact or as a professional witness when required, and on occasions providing expert witness testimony if appropriately qualified.
- 2.2.7.3 The vet shall have an understanding and application of legislation in line with policy and best regulatory practice in order to positively influence behaviours while minimising burdens on industry. This should include EU law and other international standards as well as the UK policy.
- 2.2.7.4 The vet shall represent the Agency, engaging effectively with animal keepers, wider industry and operational partners to gather intelligence, and educate and influence to improve the level of understanding, compliance and safe behaviour.

## **2.2.8 Local Stakeholder Engagement**

- 2.2.8.1 The vet shall develop effective working relationships with end users of APHA services, representing and promoting the interests of GB Governments to deliver agreed policies outcomes.
- 2.2.8.2 The vet shall engage with animal keepers, wider industry, the veterinary profession and other operational partners to gather intelligence, educate, influence and provide feedback to improve the standards of animal health and welfare.

## **2.2.9 Duty and Out-of-Hours Rotas**

- 2.2.9.1 The vet shall participate in veterinary and where applicable management duty and out-of-hours rota(s), including nights, weekends and public holidays, to ensure provision of a twenty-four (24) hour, seven (7) day capability to provide telephone advice and immediate response to incidents and emergencies as required by the business. An allowance is payable for this work.

## **2.2.10 Learning and Development**

- 2.2.10.1 The vet shall maintain appropriate veterinary expertise by undertaking and recording Continuing Professional Development.
- 2.2.10.2 The vet shall undertake personal learning and development and contribute to organisational learning, supporting continuous improvement.

2.2.10.3 The vet shall maintain a record of competence and relevant training to RCVS and APHA standards.

### **2.2.11 Projects**

2.2.11.1 The vet shall participate in APHA projects, groups, networks and fora that contribute to APHA's agreed programme of work.

### **(2.3) Location(s) at which Services are to be provided:**

2.3.1 The vet shall work out of the APHA Stafford office as defined in 2.3.2 below.

2.3.2 APHA Stafford  
Beacon House  
Staffordshire Technology Park  
Dyson Way  
Stafford  
ST18 0Gu

2.3.3 The vet shall be expected to travel within the Midlands Region if required. The Midlands Region is made up of the following counties:

- Staffordshire,
- Shropshire,
- Hereford and Worcestershire
- Warwickshire,
- West Midlands,
- Derbyshire,
- Nottinghamshire,
- Lincolnshire,
- Leicestershire,
- Northamptonshire.

### **(2.4) Standards:**

2.4.1 The vet shall be assessed by APHA occupational health prior to carrying out any field work. Providers should ensure that their occupational health assessment includes immunity to Tuberculosis (TB) confirmed by a visible Bacillus Calmette- Guérin (BCG) scar or documentary evidence or a strong verbal history of having received a BCG.

2.4.2 All work carried out must comply with the latest APHA operational guidance, which will be introduced as part of the APHA induction and training.

2.4.3 All work must be carried out prioritising high standards of health and safety and carrying out appropriate risk assessment when carrying out veterinary duties on premises, escalating risks as required.

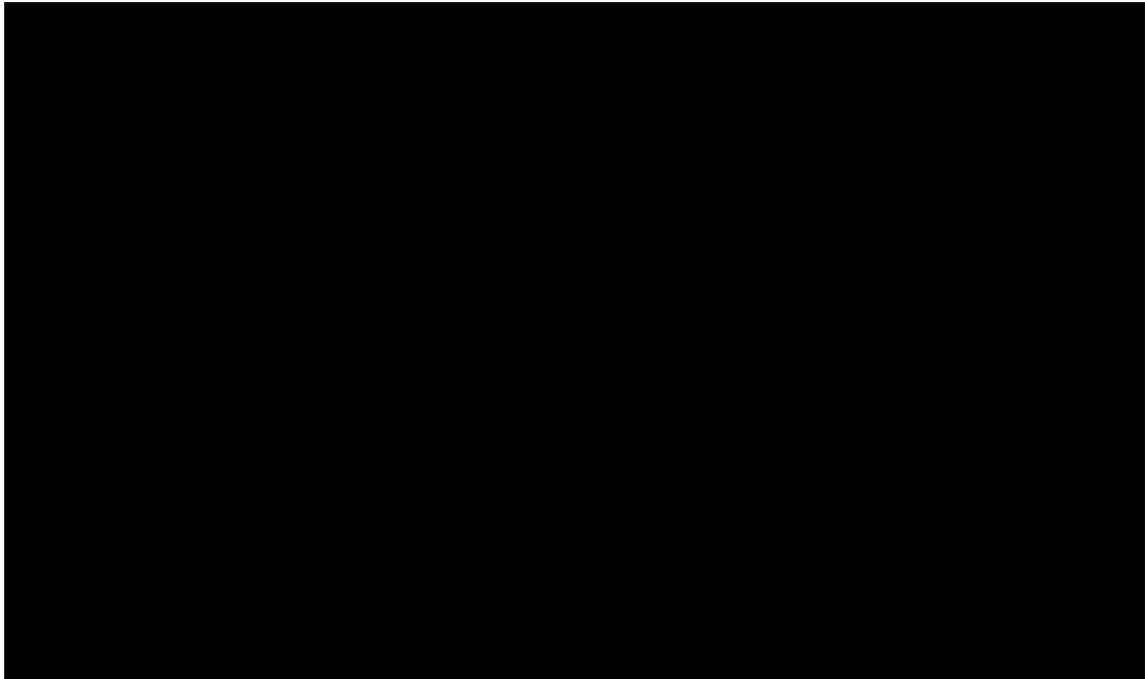
- 2.4.4 The vet shall work a five (5) day working week, Monday to Friday.
- 2.4.5 The majority of days will include travel; other days will be based solely in the office completing reports, supporting telephone enquiries (Forecast ratio 75:25). APHA vets are expected to work across a geographical area normally a county, and when required to be able to work across the Midlands Region.
- 2.4.6 The vet shall be required to use their own vehicle for daily travel and have full business use cover on their car insurance.
- 2.4.7 Occasional overnight stays at locations remote from the base office may be required.

**(2.5) Contract Monitoring Arrangements**

For the avoidance of doubt the services required are being provided under Framework Agreement 21329.

**3. PRICE AND PAYMENTS**

**(3.1) Contract Price payable by the Authority excluding VAT**



**(3.2) Invoicing and Payment**

The Contractor shall issue invoices monthly in arrears.

**6. Invoicing Requirements**

All invoices should contain or be accompanied by the following information:

Timesheets shall be submitted to [REDACTED] on a monthly basis. Invoices can be submitted once timesheets have been authorised.

Please quote the name of the vet, purchase order number (as advised) and cost centre 36220 on each invoice.

**BY CONFIRMING YOUR ACCEPTANCE OF THE AWARD OF THIS ORDER FORM BY APPROVING ELECTRONICALLY ON THE AUTHORITY'S E-SOURCING PLATFORM (BRAVO), THE CONTRACTOR AGREES TO** enter a legally binding contract with the Authority to provide to the Authority the Services specified in this Order Form, incorporating the rights and obligations in the Call-Off Contract that are set out in the Framework Agreement entered into by the Contractor and Defra on 1<sup>st</sup> October 2014.

For and on behalf of the Contractor:-

Name and Title	
Signature	
Date	

*(Second signature if required)* For and on behalf of the Authority:-

Name and Title	
Signature	
Date	

For and on behalf of the Contracting Body:-

Name and Title	
Signature	
Date	

FOR USE BY APHA FINANCE TEAM ONLY	
Category:	VAT Code
Cost Centre Code:	Objective:
Account and Sub Account Code:	Project Code:
Requisition Raised By:	Requisition Number:
Purchase Order Number:	Receipt Number: