



Department  
for Environment  
Food & Rural Affairs

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[REDACTED]  
The Royal Veterinary College  
Royal College Street  
London  
NW1 0TU

**Our ref:** 35429  
**Date:** 18/03/2022

Dear Sir / Madam.

**Award of contract for the supply of Enhancing Preparedness and Detection of One Health threats in Vulnerable Communities and Interfaces**

Following your proposal for the supply of 'Enhancing Preparedness and Detection of One Health Threats in Vulnerable Communities and Interfaces' to the Animal and Plant Health Agency (APHA), we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between APHA as the Customer and The Royal Veterinary College as the Supplier for the provision of the Services. Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract set out in Annex 1 to this Award Letter (the "**Conditions**"). In the event of any conflict between this Award Letter and the Conditions, this Award Letter shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay the conclusion of the Agreement.

For the purposes of the Agreement, the Customer and the Supplier agree as follows:

- 1) The Services shall be performed at the Supplier's premises.
- 2) The charges for the Services shall be as set out in Annex 2.
- 3) The specification of the Services to be supplied is as set out in Annex 3.
- 4) The Term shall commence on 21/03/2022 and the Expiry Date shall be 08/07/2022.
- 5) The address for notices of the Parties are:

**Customer**

Animal Plant Health Agency  
APHA Biotech Campus  
Sand Hutton  
York, North Yorks  
YO41 1LZ

**Supplier**

Royal Veterinary College  
Hawkshead Lane  
North Mymms  
Hertfordshire  
AL9 7TA

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- 6) The following persons are Key Personnel for the purposes of the Agreement:

**Name****Title**

[REDACTED]

[REDACTED]

- 7) The Customer may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Customer, or is of a type otherwise advised by the Customer (each such conviction a “**Relevant Conviction**”), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Services.

**Payment**

All invoices must be sent, quoting a valid purchase order number (PO Number), to: [accounts-payable.aph@gov.sscl.com](mailto:accounts-payable.aph@gov.sscl.com) or *Shared Services Connected Limited, PO Box 790, Phoenix House, Celtic Springs Business Park, Newport, Gwent, NP10 8FZ*. Within [10] working days of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Customer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to [accounts-payable.aph@gov.sscl.com](mailto:accounts-payable.aph@gov.sscl.com) or by telephone 0845 603 7262 between 09:00-17:00 Monday to Friday.

**Liaison**

For general liaison your contact will continue to be [REDACTED] or, in their absence, [contractmanagement@apha.gov.uk](mailto:contractmanagement@apha.gov.uk).

We thank you for your co-operation to date and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the Services. Please confirm your acceptance of the award of this contract by signing through the Bravo e-sourcing system. No other form of acknowledgement will be accepted. Please remember to quote the reference number above in any future communications relating to this contract.

Yours faithfully,

[REDACTED]  
[REDACTED]  
[REDACTED]  
  
[REDACTED]  
[REDACTED]

## **Annex 1**

### **Terms and Conditions of Contract for Services**

#### **1 Interpretation**

1.1 In these terms and conditions:

- “Agreement” means the contract between (i) the Customer acting as part of the Crown and (ii) the Supplier constituted by the Supplier’s countersignature of the Award Letter and includes the Award Letter and Annexes;
- “Award Letter” means the letter from the Customer to the Supplier printed above these terms and conditions;
- “Central Government Body” means a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics:
- (a) Government Department;
  - (b) Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal);
  - (c) Non-Ministerial Department; or
  - (d) Executive Agency;
- “Charges” means the charges for the Services as specified in the Award Letter;
- “Confidential Information” means all information, whether written or oral (however recorded), provided by the disclosing Party to the receiving Party and which (i) is known by the receiving Party to be confidential; (ii) is marked as or stated to be confidential; or (iii) ought reasonably to be considered by the receiving Party to be confidential. Confidential Information shall not include any information which (a) was already in the possession of the receiving Party prior to its disclosure by the disclosing Party; (b) has entered the public domain through no fault of the receiving Party; (c) has been developed independently by the receiving Party without reference to or use of the Confidential Information; or (d) has been received by the disclosing Party from a third party without breach by that third party of any confidentiality undertaking owed to the Disclosing Party;
- “Customer” means the person named as Customer in the Award Letter;

“DPA”	means the Data Protection Act 1998;
“Expiry Date”	means the date for expiry of the Agreement as set out in the Award Letter;
“FOIA”	means the Freedom of Information Act 2000;
“Information”	has the meaning given under section 84 of the FOIA;
“Key Personnel”	means any persons specified as such in the Award Letter or otherwise notified as such by the Customer to the Supplier in writing;
“Party”	means the Supplier or the Customer (as appropriate) and “Parties” shall mean both of them;
“Personal Data”	means personal data (as defined in the DPA) which is processed by the Supplier or any Staff on behalf of the Customer pursuant to or in connection with this Agreement;
“Purchase Order Number”	means the Customer’s unique number relating to the supply of the Services;
“Request for Information”	has the meaning set out in the FOIA or the Environmental Information Regulations 2004 as relevant (where the meaning set out for the term “request” shall apply);
“Services”	means the services to be supplied by the Supplier to the Customer under the Agreement;
“Specification”	means the specification for the Services (including as to quantity, description and quality) as specified in the Award Letter;
“Staff”	means all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any sub-contractor of the Supplier engaged in the performance of the Supplier’s obligations under the Agreement;
“Staff Vetting Procedures”	means vetting procedures that accord with good industry practice or, where requested by the Customer, the Customer’s procedures for the vetting of personnel as provided to the Supplier from time to time;
“Supplier”	means the person named as Supplier in the Award Letter;
“Term”	means the period from the start date of the Agreement set out in the Award Letter to the Expiry Date as such period may be extended in accordance with clause <b>Error! Reference source not found.</b> or

terminated in accordance with the terms and conditions of the Agreement;

“VAT” means value added tax in accordance with the provisions of the Value Added Tax Act 1994; and

“Working Day” means a day (other than a Saturday or Sunday) on which banks are open for business in the City of London.

1.2 In these terms and conditions, unless the context otherwise requires:

- 1.2.1 references to numbered clauses are references to the relevant clause in these terms and conditions;
- 1.2.2 any obligation on any Party not to do or omit to do anything shall include an obligation not to allow that thing to be done or omitted to be done;
- 1.2.3 the headings to the clauses of these terms and conditions are for information only and do not affect the interpretation of the Agreement;
- 1.2.4 any reference to an enactment includes reference to that enactment as amended or replaced from time to time and to any subordinate legislation or byelaw made under that enactment; and
- 1.2.5 the word ‘including’ shall be understood as meaning ‘including without limitation’.

## **2 Basis of Agreement**

- 2.1 The Award Letter constitutes an offer by the Customer to purchase the Services subject to and in accordance with the terms and conditions of the Agreement.
- 2.2 The offer comprised in the Award Letter shall be deemed to be accepted by the Supplier on receipt by the Customer of a notification of acceptance from the Supplier via the Customer’s Bravo e-Tendering platform within 14 working days of the offer from the Customer.

## **3 Supply of Services**

- 3.1 In consideration of the Customer’s agreement to pay the Charges, the Supplier shall supply the Services to the Customer for the Term subject to and in accordance with the terms and conditions of the Agreement.
- 3.2 In supplying the Services, the Supplier shall:
  - 3.2.1 co-operate with the Customer in all matters relating to the Services and comply with all the Customer’s instructions;
  - 3.2.2 perform the Services with all reasonable care, skill and diligence in accordance with good industry practice in the Supplier’s industry, profession or trade;
  - 3.2.3 use Staff who are suitably skilled and experienced to perform tasks assigned to them, and in sufficient number to ensure that the Supplier’s obligations are fulfilled in accordance with the Agreement;
  - 3.2.4 ensure that the Services shall conform with all descriptions and specifications set out in the Specification;
  - 3.2.5 comply with all applicable laws; and
  - 3.2.6 provide all equipment, tools and vehicles and other items as are required to

provide the Services.

- 3.3 The Customer may by written notice to the Supplier at any time request a variation to the scope of the Services. In the event that the Supplier agrees to any variation to the scope of the Services, the Charges shall be subject to fair and reasonable adjustment to be agreed in writing between the Customer and the Supplier.
- 3.4 The Supplier hereby excludes all warranties, express or implied, with regard to the quality or fitness for purposes of the Services and of any deliverables arising therefrom, other than those expressly set out in this Agreement, to the fullest extent permitted by law. Any deliverables provided by the Supplier to the Customer under this Agreement are provided on a strictly “as is” basis.

#### **4 Term**

- 4.1 The Agreement shall take effect on the date specified in Award Letter and shall expire on the Expiry Date, unless it is otherwise extended in accordance with clause Error! Reference source not found. or terminated in accordance with the terms and conditions of the Agreement.
- 4.2 The Parties may extend the Agreement for a period of up to 6 months by mutual agreement. The decision to extend and variation to the Agreement shall be made via the Customer’s e-tendering portal not less than 10 Working Days prior to the Expiry Date of the Agreement. The terms and conditions of the Agreement shall apply throughout any such extended period.

#### **5 Charges, Payment and Recovery of Sums Due**

- 5.1 The Charges for the Services shall be as set out in the Award Letter and shall be the full and exclusive remuneration of the Supplier in respect of the supply of the Services. Unless otherwise agreed in writing by the Customer, the Charges shall include every cost and expense of the Supplier directly or indirectly incurred in connection with the performance of the Services.
- 5.2 All amounts stated are exclusive of VAT which shall be charged at the prevailing rate. The Customer shall, following the receipt of a valid VAT invoice, pay to the Supplier a sum equal to the VAT chargeable in respect of the Services.
- 5.3 The Supplier shall invoice the Customer as specified in the Agreement. Each invoice shall include such supporting information required by the Customer to verify the accuracy of the invoice, including the relevant Purchase Order Number and a breakdown of the Services supplied in the invoice period.
- 5.4 In consideration of the supply of the Services by the Supplier, the Customer shall pay the Supplier the invoiced amounts no later than 30 days after verifying that the invoice is valid and undisputed and includes a valid Purchase Order Number. The Customer may, without prejudice to any other rights and remedies under the Agreement, withhold or reduce payments in the event of unsatisfactory performance subject to the rectification provisions of Clause 16.2.2.
- 5.5 If the Customer fails to consider and verify an invoice in a timely fashion the invoice shall be regarded as valid and undisputed for the purpose of paragraph 5.4 after thirty (30) working days have passed.
- 5.6 If there is a dispute between the Parties as to the amount invoiced, the Customer shall pay the undisputed amount. The Supplier shall not suspend the supply of the Services unless the Supplier is entitled to terminate the Agreement for a failure to pay

undisputed sums in accordance with clause 16.4. Any disputed amounts shall be resolved through the dispute resolution procedure detailed in clause 19.

- 5.7 If a payment of an undisputed amount is not made by the Customer by the due date, then the Customer shall pay the Supplier interest at the interest rate specified in the Late Payment of Commercial Debts (Interest) Act 1998.
- 5.8 Where the Supplier enters into a sub-contract, the Supplier shall include in that sub-contract:
- 5.8.1 provisions having the same effects as clauses 5.3 to 5.7 of this Agreement; and
  - 5.8.2 a provision requiring the counterparty to that sub-contract to include in any sub-contract which it awards provisions having the same effect as 5.3 to 5.8 of this Agreement.
  - 5.8.3 In this clause 5.8, “sub-contract” means a contract between two or more suppliers, at any stage of remoteness from the Authority in a subcontracting chain, made wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of this Agreement.
- 5.9 If any sum of money is recoverable from or payable by the Supplier under the Agreement (including any sum which the Supplier is liable to pay to the Customer in respect of any breach of the Agreement), the Parties shall discuss in good faith how such sum may best be paid by the Supplier to the Customer, and what the timescale should be for such payment. If the Parties are unable to agree an appropriate payment arrangement within a reasonable period (which shall be no less than 30 days) the recoverable sum may be deducted unilaterally by the Customer from any sum then due, or which may come due, to the Supplier under the Agreement or under any other agreement or contract with the Customer, and the Supplier shall not be entitled to assert any credit, set-off or counterclaim against the Customer in order to justify withholding payment of any such amount in whole or in part.

## **6 Premises and equipment**

- 6.1 If necessary, the Customer shall provide the Supplier with reasonable access at reasonable times to its premises for the purpose of supplying the Services. All equipment, tools and vehicles brought onto the Customer’s premises by the Supplier or the Staff shall be at the Supplier’s risk.
- 6.2 If the Supplier supplies all or any of the Services at or from the Customer’s premises, on completion of the Services or termination or expiry of the Agreement (whichever is the earlier) the Supplier shall vacate the Customer’s premises, remove the Supplier’s plant, equipment and unused materials and all rubbish arising out of the provision of the Services and leave the Customer’s premises in a clean, safe and tidy condition. The Supplier shall be solely responsible for making good any damage to the Customer’s premises or any objects contained on the Customer’s premises which is caused by the Supplier or any Staff, other than fair wear and tear.
- 6.3 If the Supplier supplies all or any of the Services at or from its premises or the premises of a third party, the Customer may, during normal business hours and on reasonable notice, inspect and examine the manner in which the relevant Services are supplied at or from the relevant premises.
- 6.4 The Customer shall be responsible for maintaining the security of its premises in accordance with its standard security requirements. While on the Customer’s



premises the Supplier shall, and shall procure that all Staff shall, comply with all the Customer's security requirements.

- 6.5 Where all or any of the Services are supplied from the Supplier's premises, the Supplier shall, at its own cost, comply with all security requirements specified by the Customer in writing.
- 6.6 Without prejudice to clause 3.2.6, any equipment provided by the Customer for the purposes of the Agreement shall remain the property of the Customer and shall be used by the Supplier and the Staff only for the purpose of carrying out the Agreement. Such equipment shall be returned promptly to the Customer on expiry or termination of the Agreement.
- 6.7 The Supplier shall reimburse the Customer for any loss or damage to the equipment (other than deterioration resulting from normal and proper use) caused by the Supplier or any Staff. Equipment supplied by the Customer shall be deemed to be in a good condition when received by the Supplier or relevant Staff unless the Customer is notified otherwise in writing within 5 Working Days.

## **7 Staff and Key Personnel**

- 7.1 If the Customer reasonably believes that any of the Staff are unsuitable to undertake work in respect of the Agreement, it may, by giving written notice to the Supplier:
  - 7.1.1 refuse admission to the relevant person(s) to the Customer's premises;
  - 7.1.2 direct the Supplier to end the involvement in the provision of the Services of the relevant person(s); and/or
  - 7.1.3 require that the Supplier replace any person removed under this clause with another suitably qualified person and procure that any security pass issued by the Customer to the person removed is surrendered,and the Supplier shall comply with any such notice.
- 7.2 The Supplier shall:
  - 7.2.1 ensure that all Staff are vetted in accordance with the Staff Vetting Procedures;
  - 7.2.2 if requested, provide the Customer with a list of the names and addresses (and any other relevant information) of all persons who may require admission to the Customer's premises in connection with the Agreement; and
  - 7.2.3 procure that all Staff comply with any rules, regulations and requirements reasonably specified by the Customer.
- 7.3 Any Key Personnel shall not be released from supplying the Services without the agreement of the Customer, except by reason of long-term sickness, maternity leave, paternity leave, termination of employment or other extenuating circumstances.
- 7.4 Any replacements to the Key Personnel shall be subject to the prior written agreement of the Customer (not to be unreasonably withheld). Such replacements shall be of at least equal status or of equivalent experience and skills to the Key Personnel being replaced and be suitable for the responsibilities of that person in relation to the Services.

## **8 Assignment and sub-contracting**

- 8.1 Neither Party may, without the written consent of the other Party, assign, sub-contract, novate or in any way dispose of the benefit and/ or the burden of the Agreement or any part of the Agreement. The other Party may, in the granting of

such consent, provide for additional terms and conditions relating to such assignment, sub-contract, novation or disposal. The assigning Party shall be responsible for the acts and omissions of its sub-contractors as though those acts and omissions were its own.

- 8.2 Where the Customer has consented to the placing of sub-contracts by the Supplier, the Supplier shall, at the request of the Customer, send copies of each sub-contract, to the Customer as soon as is reasonably practicable.
- 8.3 The Customer may assign, novate, or otherwise dispose of its rights and obligations under the Agreement without the consent of the Supplier provided that such assignment, novation or disposal shall not increase the burden of the Supplier's obligations under the Agreement.

## **9 Intellectual Property Rights**

- 9.1 All intellectual property rights in any materials provided by the Customer to the Supplier for the purposes of this Agreement shall remain the property of the Customer but the Customer hereby grants the Supplier a royalty-free, non-exclusive and non-transferable licence to use such materials as required until termination or expiry of the Agreement for the sole purpose of enabling the Supplier to perform its obligations under the Agreement.
- 9.2 All intellectual property rights in any materials created or developed by the Supplier pursuant to the Agreement or arising as a result of the provision of the Services shall vest in the Supplier. If, and to the extent, that any intellectual property rights in such materials vest in the Customer by operation of law, the Customer hereby assigns to the Supplier by way of a present assignment of future rights that shall take place immediately on the coming into existence of any such intellectual property rights all its intellectual property rights in such materials (with full title guarantee and free from all third party rights).
- 9.3 The Supplier hereby grants the Customer:
  - 9.3.1 a perpetual, royalty-free, irrevocable, non-exclusive licence (with a right to sub-license) to use all intellectual property rights in the materials created or developed by the Supplier in the course of the Supplier's performance of the Services, and any intellectual property rights arising as a result of such provision of the Services; and
  - 9.3.2 a perpetual, royalty-free, irrevocable and non-exclusive licence (with a right to sub-license) to use:
    - (a) any intellectual property rights vested in or licensed to the Supplier on the date of the Agreement; and
    - (b) any intellectual property rights created during the Term but which are neither created or developed pursuant to the Agreement nor arise as a result of the provision of the Services,

including any modifications to or derivative versions of any such intellectual property rights, which the Customer reasonably requires in order to exercise its rights and take the benefit of the Agreement including the Services provided.
- 9.4 The Supplier shall indemnify, and keep indemnified, the Customer in full against all costs, expenses, damages and losses (whether direct or indirect), including any interest, penalties, and reasonable legal and other professional fees awarded against or incurred or paid by the Customer as a result of or in connection with any claim

made against the Customer for actual or alleged infringement of a third party's intellectual property arising out of, or in connection with, the supply or use of the Services, to the extent that the claim is attributable to the acts or omission of the Supplier or any Staff.

- 9.5 The Supplier may make use of the following in its performance of the Services: "Supplier Proprietary Information" (information of a commercially sensitive nature including but not limited to the Supplier Background IP) and "Supplier Background IP" (any information, know-how, techniques, software and materials, regardless of the form or medium in which they are disclosed or stored, and any other intellectual property used in connection with the Services). In no circumstances will the licence set out in Clause 9.3 above apply to the Supplier Proprietary Information or the Supplier Background IP; provided, however, that the Customer may request, and the Supplier shall not unreasonably refuse to grant where possible, a non-exclusive license to any relevant Supplier Background IP, subject to pre-existing rights and on fair and reasonable terms.

## **10 Governance and Records**

### **10.1 The Supplier shall:**

10.1.1 attend progress meetings with the Customer at the frequency and times specified by the Customer and shall ensure that its representatives are suitably qualified to attend such meetings; and

10.1.2 submit progress reports to the Customer at the times and in the format specified by the Customer.

- 10.2 The Supplier shall keep and maintain until 6 years after the end of the Agreement, or as long a period as may be agreed between the Parties, full and accurate records of the Agreement including the Services supplied under it and all payments made by the Customer. The Supplier shall on request afford the Customer or the Customer's representatives such access to those records as may be reasonably requested by the Customer in connection with the Agreement.

## **11 Confidentiality, Transparency and Publicity**

### **11.1 Subject to clause 11.2, each Party shall:**

11.1.1 treat all Confidential Information it receives as confidential, safeguard it accordingly and not disclose it to any other person without the prior written permission of the disclosing Party; and

11.1.2 not use or exploit the disclosing Party's Confidential Information in any way except for the purposes anticipated under the Agreement.

- 11.2 Notwithstanding clause 11.1, a Party may disclose Confidential Information which it receives from the other Party:

11.2.1 where disclosure is required by applicable law or by a court of competent jurisdiction;

11.2.2 to its auditors or for the purposes of regulatory requirements;

11.2.3 on a confidential basis, to its professional advisers;

11.2.4 to the Serious Fraud Office where the Party has reasonable grounds to believe that the other Party is involved in activity that may constitute a criminal offence under the Bribery Act 2010;

11.2.5 where the receiving Party is the Supplier, to the Staff on a need to know basis to enable performance of the Supplier's obligations under the Agreement provided that the Supplier shall procure that any Staff to whom it discloses Confidential Information pursuant to this clause 11.2.5 shall observe the Supplier's confidentiality obligations under the Agreement; and

11.2.6 where the receiving Party is the Customer:

- (a) on a confidential basis to the employees, agents, consultants and contractors of the Customer;
- (b) on a confidential basis to any other Central Government Body, any successor body to a Central Government Body or any company to which the Customer transfers or proposes to transfer all or any part of its business;
- (c) to the extent that the Customer (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions; or
- (d) in accordance with clause 11.1.

and for the purposes of the foregoing, references to disclosure on a confidential basis shall mean disclosure subject to a confidentiality agreement or arrangement containing terms no less stringent than those placed on the Customer under this clause 11.

11.3 The Parties acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of the Agreement is not Confidential Information and each Party hereby gives its consent for the other Party to publish this Agreement in its entirety to the general public (but with any information that is exempt from disclosure in accordance with the FOIA redacted) including any changes to the Agreement agreed from time to time. The disclosing Party may consult with the other Party to inform its decision regarding any redactions but shall have the final decision in its absolute discretion whether any of the content of the Agreement is exempt from disclosure in accordance with the provisions of the FOIA.

11.4 Neither party shall, and each party shall take reasonable steps to ensure that its personnel shall not, make any press announcement or publicise the Agreement or any part of the Agreement in any way, except with the prior written consent of the other party.

## **12 Freedom of Information**

12.1 Each Party acknowledges that the other Party is subject to the requirements of the FOIA and the Environmental Information Regulations 2004 and shall:

12.1.1 provide all necessary assistance and cooperation as reasonably requested by the other Party (the "FOIA Discloser") to enable the FOIA Discloser to comply with its obligations under the FOIA and the Environmental Information Regulations 2004;

12.1.2 transfer to the FOIA Discloser all Requests for Information relating to this Agreement that it receives as soon as practicable and in any event within 2 Working Days of receipt;

12.1.3 provide the FOIA Discloser with a copy of all Information belonging to the

FOIA Discloser requested in the Request for Information which is in its possession or control in the form that the FOIA Discloser requires within ten (10) Working Days (or such other period as the FOIA Discloser may reasonably specify) of the FOIA Discloser's request for such Information; and

12.1.4 not respond directly to a Request for Information which is addressed to the FOIA Discloser unless authorised in writing to do so by the FOIA Discloser.

12.2 Each Party acknowledges that the FOIA Discloser may be required under the FOIA and the Environmental Information Regulations 2004 to disclose Information concerning the other Party or the Services (including commercially sensitive information) without consulting or obtaining consent from the other Party. In these circumstances the FOIA Discloser shall, in accordance with any relevant guidance issued under the FOIA, take reasonable steps, where appropriate, to give the other Party advance notice, or failing that, to draw the disclosure to the other Party's attention after any such disclosure.

12.3 Notwithstanding any other provision in the Agreement, the FOIA Discloser shall be responsible for determining in its absolute discretion whether any Information relating to the other Party or the Services is exempt from disclosure in accordance with the FOIA and/or the Environmental Information Regulations 2004.

### **13 Protection of Personal Data and Security of Data**

13.1 Both Parties shall, and shall procure that all their personnel shall, comply with any notification requirements under the DPA and both Parties shall duly observe all their obligations under the DPA which arise in connection with the Agreement.

13.2 Notwithstanding the general obligation in clause 13.1, where one Party is processing Personal Data for the other Party as a data processor (as defined by the DPA) the Party acting as a data processor shall:

13.2.1 ensure that it has in place appropriate technical and organisational measures to ensure the security of the Personal Data (and to guard against unauthorised or unlawful processing of the Personal Data and against accidental loss or destruction of, or damage to, the Personal Data), as required under the Seventh Data Protection Principle in Schedule 1 to the DPA;

13.2.2 provide the other Party with such information as the other Party may reasonably request to satisfy itself that the Party acting as a data processor is complying with its obligations under the DPA;

13.2.3 promptly notify the other Party of:

- (a) any breach of the security requirements of the Customer as referred to in clause 13.1; and
- (b) any request for personal data; and

13.2.4 ensure that it does not knowingly or negligently do or omit to do anything which places the other Party in breach of the other Party's obligations under the DPA.

13.3 When handling Customer data (whether or not Personal Data), the Supplier shall ensure the security of the data is maintained in line with the security requirements of the Customer as notified to the Supplier from time to time.

### **14 Liability**

14.1 The Supplier shall not be responsible for any injury, loss, damage, cost or expense

suffered by the Customer if and to the extent that it is caused by the negligence or wilful misconduct of the Customer or by breach by the Customer of its obligations under the Agreement.

14.2 Subject always to clauses 14.3 and 14.4:

14.2.1 the aggregate liability of the Supplier in respect of all defaults, claims, losses or damages howsoever caused, whether arising from breach of the Agreement, the supply or failure to supply of the Services, misrepresentation (whether tortious or statutory), tort (including negligence), breach of statutory duty or otherwise shall in no event exceed a sum equal to 100% of the Charges paid or payable to the Supplier; and

14.2.2 except in the case of claims arising under clauses 9.4 and 18.3, in no event shall the Supplier be liable to the Customer for any:

- (a) loss of profits;
- (b) loss of business;
- (c) loss of revenue;
- (d) loss of or damage to goodwill;
- (e) loss of savings (whether anticipated or otherwise); and/or
- (f) any indirect, special or consequential loss or damage.

14.3 Nothing in the Agreement shall be construed to limit or exclude either Party's liability for:

14.3.1 death or personal injury caused by its negligence or that of its Staff;

14.3.2 fraud or fraudulent misrepresentation by it or that of its Staff; or

14.3.3 any other matter which, by law, may not be excluded or limited.

14.4 The Supplier's liability under the indemnity in clause 9.4 and 18.3 shall be unlimited.

## **15 Force Majeure**

Neither Party shall have any liability under or be deemed to be in breach of the Agreement for any delays or failures in performance of the Agreement which result from circumstances beyond the reasonable control of the Party affected. Each Party shall promptly notify the other Party in writing when such circumstances cause a delay or failure in performance and when they cease to do so. If such circumstances continue for a continuous period of more than two months, either Party may terminate the Agreement by written notice to the other Party.

## **16 Termination**

16.1 Either Party may terminate the Agreement at any time by notice in writing to the Supplier to take effect on any date falling at least 30 days later than the date of service of the relevant notice.

16.2 Without prejudice to any other right or remedy it might have, either Party may terminate the Agreement by written notice to the other Party with immediate effect in the following manner and in the following circumstances:

16.2.1 If the other Party (without prejudice to clause 16.2), is in material breach of any obligation under the Agreement which is not capable of remedy;

16.2.2 If the other Party repeatedly breaches any of the terms and conditions of the Agreement in such a manner as to reasonably justify the opinion that its

conduct is inconsistent with it having the intention or ability to give effect to the terms and conditions of the Agreement;

- 16.2.3 If the other party is in material breach of any obligation, and that breach is not remedied within 30 days of the breaching Party receiving notice specifying the breach and requiring it to be remedied, or if at the end of that 30-day period the Customer reasonably considers that the breach is not capable of remedy. No Payments shall be made by the customer relating to the Project during the period of remedy;
  - 16.2.4 If the other Party undergoes a change of control within the meaning of section 416 of the Income and Corporation Taxes Act 1988;
  - 16.2.5 If the other party breaches any of the provisions of clauses 7.2, 11, 12, 13 and 17;
  - 16.2.6 If the other Party becomes insolvent, or if an order is made or a resolution is passed for the winding up of the other Party (other than voluntarily for the purpose of solvent amalgamation or reconstruction), or if an administrator or administrative receiver is appointed in respect of the whole or any part of the other Party's assets or business, or if the other Party makes any composition with its creditors or takes or suffers any similar or analogous action (to any of the actions detailed in this clause 16.2.6) in consequence of debt in any jurisdiction; or
  - 16.2.7 If the other Party fails to comply with legal obligations in the fields of environmental, social or labour law.
- 16.3 Each Party shall notify the other Party as soon as practicable of any change of control as referred to in clause 16.2 or any potential such change of control.
- 16.4 The Supplier may terminate the Agreement by written notice to the Customer if the Customer has not paid any undisputed amounts within 90 days of them falling due.
- 16.5 Termination or expiry of the Agreement shall be without prejudice to the rights of either Party accrued prior to termination or expiry and shall not affect the continuing rights of the Parties under this clause and clauses 2, 3.2, 6.1, 6.2, 6.6, 6.7, 7, 9, 10.2, 11, 12, 13, 14, 16.6, 17.4, 18.3, 19 and 20.7 or any other provision of the Agreement that either expressly or by implication has effect after termination.
- 16.6 Upon termination or expiry of the Agreement, the Supplier shall:
- 16.6.1 give all reasonable assistance to the Customer and any incoming supplier of the Services; and
  - 16.6.2 return all requested documents, information and data to the Customer as soon as reasonably practicable.
- 16.7 Upon expiry of the Agreement or termination of the Agreement under clause 16.1, the Customer shall pay to the Supplier any Charges (on a pro rata basis) or committed costs incurred by the Supplier in the course of providing the Services up to the effective date of termination.

## **17 Compliance**

- 17.1 The Supplier shall promptly notify the Customer of any health and safety hazards which may arise in connection with the performance of its obligations under the Agreement. The Customer shall promptly notify the Supplier of any health and safety hazards which may exist or arise at the Customer's premises and which may affect the Supplier in the performance of its obligations under the Agreement.

17.2 The Supplier shall:

17.2.1 comply with all the Customer's health and safety measures while on the Customer's premises; and

17.2.2 notify the Customer immediately in the event of any incident occurring in the performance of its obligations under the Agreement on the Customer's premises where that incident causes any personal injury or damage to property which could give rise to personal injury.

17.3 Each Party shall:

17.3.1 perform its obligations under the Agreement in accordance with all applicable equality Law and the Customer's equality and diversity policy as provided to the Supplier from time to time; and

17.3.2 take all reasonable steps to secure the observance of clause 17.2 by all Staff.

17.4 The Supplier shall supply the Services in accordance with the Customer's environmental policy as provided to the Supplier from time to time.

17.5 The Supplier shall comply with, and shall ensure that its Staff shall comply with, the provisions of:

17.5.1 the Official Secrets Acts 1911 to 1989; and

17.5.2 section 182 of the Finance Act 1989.

## **18 Prevention of Fraud and Corruption**

18.1 Neither Party shall not offer, give, or agree to give anything, to any person an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of the Agreement or for showing or refraining from showing favour or disfavour to any person in relation to the Agreement.

18.2 Each Party shall take all reasonable steps, in accordance with good industry practice, to prevent fraud by its personnel and on its own part (including on the part of its shareholders, members and directors) in connection with the Agreement and shall notify the Customer immediately if it has reason to suspect that any fraud has occurred or is occurring or is likely to occur.

18.3 If a Party or its personnel engages in conduct prohibited by clause 18.1 or commits fraud in relation to the Agreement or any other contract with the Crown (including the Customer) the Customer may:

18.3.1 terminate the Agreement and recover from the Party at fault the amount of any loss suffered by the terminating Party resulting from the termination, including the cost reasonably incurred by the Customer of making other arrangements for the supply of the Services and any additional expenditure incurred by the Customer throughout the remainder of the Agreement; or

18.3.2 recover in full from the other Party any other loss sustained by the terminating Party in consequence of any breach of this clause.

## **19 Dispute Resolution**

19.1 The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with the Agreement and such efforts shall involve the escalation of the dispute to an appropriately senior representative of each Party.



- 19.2 If the dispute cannot be resolved by the Parties within one month of being escalated as referred to in clause 19.1, the dispute may by agreement between the Parties be referred to a neutral adviser or mediator (the “**Mediator**”) chosen by agreement between the Parties. All negotiations connected with the dispute shall be conducted in confidence and without prejudice to the rights of the Parties in any further proceedings.
- 19.3 If the Parties fail to appoint a Mediator within one month, or fail to enter into a written agreement resolving the dispute within one month of the Mediator being appointed, either Party may exercise any remedy it has under applicable law.

## **20 General**

- 20.1 Each of the Parties represents and warrants to the other that it has full capacity and authority, and all necessary consents, licences and permissions to enter into and perform its obligations under the Agreement, and that the Agreement is executed by its duly authorised representative.
- 20.2 A person who is not a party to the Agreement shall have no right to enforce any of its provisions which, expressly or by implication, confer a benefit on him, without the prior written agreement of the Parties.
- 20.3 The Agreement cannot be varied except in writing signed by a duly authorised representative of both the Parties.
- 20.4 The Agreement contains the whole agreement between the Parties and supersedes and replaces any prior written or oral agreements, representations or understandings between them. The Parties confirm that they have not entered into the Agreement on the basis of any representation that is not expressly incorporated into the Agreement. Nothing in this clause shall exclude liability for fraud or fraudulent misrepresentation.
- 20.5 Any waiver or relaxation either partly, or wholly of any of the terms and conditions of the Agreement shall be valid only if it is communicated to the other Party in writing and expressly stated to be a waiver. A waiver of any right or remedy arising from a breach of contract shall not constitute a waiver of any right or remedy arising from any other breach of the Agreement.
- 20.6 The Agreement shall not constitute or imply any partnership, joint venture, agency, fiduciary relationship or other relationship between the Parties other than the contractual relationship expressly provided for in the Agreement. Neither Party shall have, nor represent that it has, any authority to make any commitments on the other Party's behalf.
- 20.7 Except as otherwise expressly provided by the Agreement, all remedies available to either Party for breach of the Agreement (whether under the Agreement, statute or common law) are cumulative and may be exercised concurrently or separately, and the exercise of one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.
- 20.8 If any provision of the Agreement is prohibited by law or judged by a court to be unlawful, void or unenforceable, the provision shall, to the extent required, be severed from the Agreement and rendered ineffective as far as possible without modifying the remaining provisions of the Agreement, and shall not in any way affect any other circumstances of or the validity or enforcement of the Agreement.

## **21 Notices**

- 21.1 Any notice to be given under the Agreement shall be in writing and may be served by

personal delivery, first class recorded or, subject to clause Error! Reference source not found., e-mail to the address of the relevant Party set out in the Award Letter, or such other address as that Party may from time to time notify to the other Party in accordance with this clause:

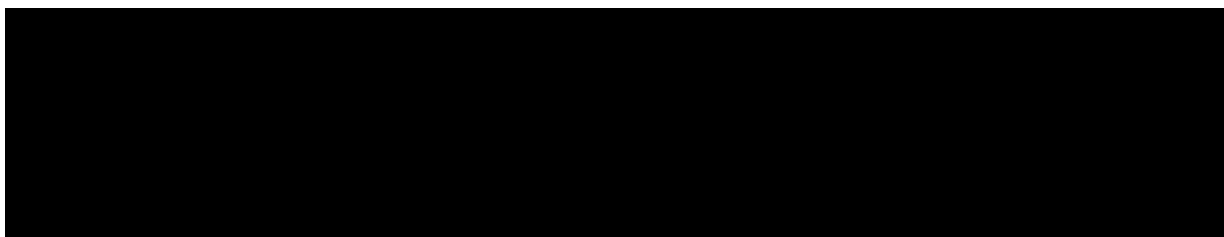
- 21.2 Notices served as above shall be deemed served on the Working Day of delivery provided delivery is before 5.00pm on a Working Day. Otherwise delivery shall be deemed to occur on the next Working Day. An email shall be deemed delivered when sent unless an error message is received.
- 21.3 Notices under clauses 15 (Force Majeure) and 16 (Termination) may be served by email only if the original notice is then sent to the recipient by personal delivery or recorded delivery in the manner set out in clause 21.2

## **22 Governing Law and Jurisdiction**

The validity, construction and performance of the Agreement, and all contractual and non-contractual matters arising out of it, shall be governed by English law and shall be subject to the exclusive jurisdiction of the English courts to which the Parties submit.

## **Annex 2 – Charges**

1. The Customer will pay to the Supplier no more than the fixed sum of £29,945.35 (exclusive of VAT).
2. No partial payments will be made, and no other costs will be payable by APHA under this Contract. All Prices are in GBP.
3. Payment shall be made upon delivery of the milestones listed in Table 1.
- 4.



## Annex 3 – Specification

This section sets out the Authority's requirements.

### 1. Overview

- 1.1 The Authority is the UK Government Department responsible for the environment, food and farming and rural affairs. The Authority's priorities are to secure a healthy natural environment; a sustainable, low-carbon economy; a thriving farming sector and a sustainable, healthy and secure food supply. Further information on the Authority can be found at:

<https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs>

- 1.2 APHA is responsible for safe-guarding animal and plant health for the benefit of people, the environment and the economy. Amongst others, APHA engages with farmers, industry groups and the public and acts as an interface between industry and government. APHA has responsibility for applying and providing expert advice to decision makers and rapidly responding to emergencies in case of outbreak of diseases. Further information on APHA can be found at:

<https://www.gov.uk/government/organisations/animal-and-plant-health-agency>

### 2. Specific Requirements

- 2.1 The Supplier shall develop an online training course on the topic of "*Enhancing preparedness and detection of One Health threats in Vulnerable Communities and Interfaces*", providing an overview of global animal health and food safety issues, risk assessment and management.
- 2.2 The Supplier shall deliver the training course to up to forty (40) users based in Ghana, Bangladesh, Ethiopia and Nigeria.
- 2.3 The course shall be delivered via the online '*RVC academy*' training platform, hosted at <https://academy.rvc.ac.uk>.
- 2.4 The course shall consist of the following three (3) modules:

Module 1: Global food safety issues and risks that threaten animal and public health  
Module 2: Introduction to Risk Assessment

### Module 3: Food Safety Management

- 2.5 The course shall run for 15 weeks starting from 21/03/2022. Participants will complete the reading and activities for each module in their own time.
- 2.6 The Contractor shall also host three live webinars with experts in the field of risk assessment, animal health and food safety, at intervals throughout the course. The webinars shall be on the topics of:
- 1) **Introduction to Global Food Safety**
  - 2) **Introduction to Risk Assessment**
  - 3) **Introduction to Quantitative Risk Assessment**
- 2.7 The course schedule shall be as set out in Table A. The detailed breakdown of the course content and example layouts are provided at Appendix A.

**Table A – Course Schedule**

Dates	Course Stage
Week 1 – w/c 21/03/2022	Release of module 1: <b>Introduction to Global Food Safety</b>
Week 5 – w/c 18/04/2022 To Week 12 – w/c 06/06/2022	Release of module 2, unit 1: <b>Introduction to Risk Analysis and Risk Assessment</b>
	Release of module 2, unit 2: <b>Risk Assessment Frameworks</b>
	Release of Module 2, Unit 3: <b>Qualitative Risk Assessment</b>
	Release of Module 2, Unit 4 <b>Quantitative Risk Assessment</b>
	Release of Module 2, Unit 5: <b>Participatory Risk Assessment</b>
Week 13 – w/c 13/06/2022	Release of module 3: <b>Food Safety Management</b>

3. **Performance Management Framework (including Key Performance Indicators and Service Credits)**
- 3.1 As part of the Authority's continuous drive to improve the performance of all Contracts, this Performance Management Framework (PMF) will be used to monitor, measure and control all aspects of the Contractor's performance of contract responsibilities.
- 3.2 The purpose of the PMF is to set out the obligations on the Contractor, to outline how the Contractor's performance will be evaluated and to detail the sanctions for

performance failure. The Contractor is responsible for the performance of any sub-contractors.

- 3.3 Key Performance Indicators (KPIs) are essential in order to align Contractor performance with the requirements of the Authority and to do so in a fair and practical way. KPIs have to be realistic, measurable and achievable; they also have to be met otherwise indicating that the service is failing to deliver. Without the use of service credits in such a situation, this service failure places strain on the relationship as delivery falls short of agreed levels.
- 3.4 The proactive approach to correcting failures and addressing their cause improves the relationship and enables a partnership rather than a confrontational style of working. Its focus is on managing and improving service.
- 3.5 The Authority shall review performance against KPI's and, if appropriate, instigate meetings and work closely with the Contractor to agree action plans. The Authority expects the Contractor to agree and implement these plans. If this does not happen, only then shall service credit principles be applied.
- 3.6 The KPIs for this Contract are set out at Table B.

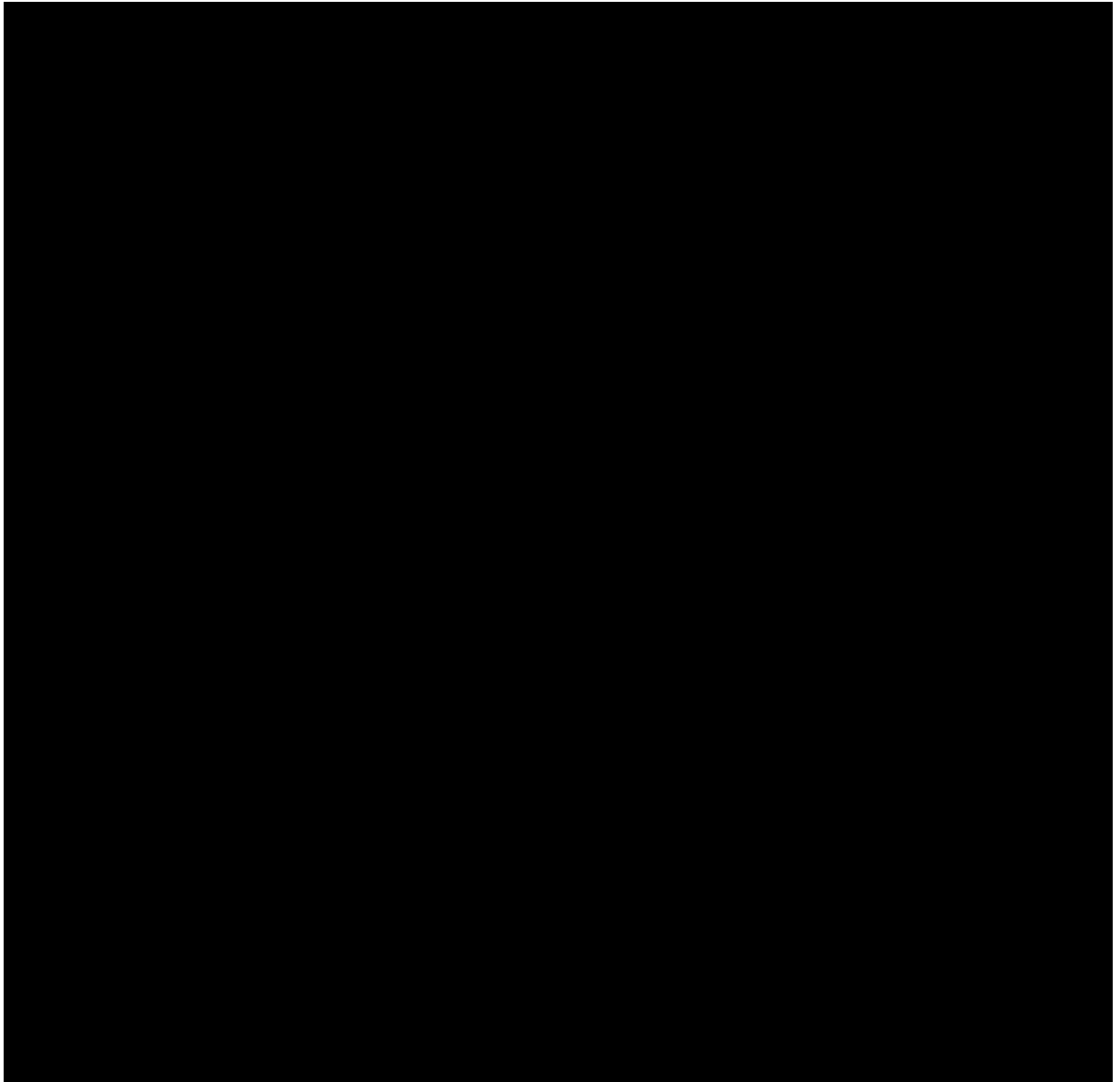
#### **4. Service Credit Principles**

- 4.1 The use of service credits is governed by the following principles:
- 4.2 Service credits sit within the wide service management approach being pursued by the Contractor and the Authority. Use of service credits does not preclude any other remedy for failure of performance available to the Authority under the terms and conditions of the contract.
- 4.3 The service credit regime shall be instigated on each occasion where there is a service failure. Failure to meet a KPI may also give rise to a remediation plan.
- KPIs with a service credit rating of 1 will have a service credit of 3% of the invoice amount for the monitoring period, applied for each KPI failure
  - KPIs with a service credit rating of 2 will have a service credit of 5% of the invoice amount for the monitoring period, applied for each KPI failure
  - The maximum annual service credit to be applied will be no more than 10% of the total annual contract value per Contractor.
- 4.4 The Authority has full and complete discretion on whether to claim all, part or none of a service credit to which it is due.

4.5 Service credits claimed shall be paid to APHA as a credit note within one (1) month following the date at which the service credits were applied.

4.6 The full, agreed service credit regime will operate from the Contract start date until the end of the contract period. The KPIs may be adjusted to ensure that they are appropriate and achievable.

4.7



## **Appendix A – Course Content**

### **MODULE 1: INTRODUCTION TO GLOBAL FOOD SAFETY**

#### **Unit 1: Global Food Safety Overview**

- Lesson 1.1 Review of Global food safety
- Lesson 1.2 Food safety and the Sustainable Develop Goals
- Lesson 1.3 National Food safety systems
- Lesson 1.4 Food safety hazards, risks and transmission
- Lesson 1.5 Food safety Indices

### **MODULE 2: RISK ASSESSMENT**

#### **Unit 2.1 Basic concepts of risk analysis and risk assessment**

- Lesson 2.1.1 What is risk analysis?
- Lesson 2.2.1 Hazard identification

#### **Unit 2.2 Risk assessment frameworks**

- Lesson 2.2.1 Risk Assessment Frameworks
- Lesson 2.2.2 Framing the Risk Question
- Lesson 2.2.3 Risk Pathways

#### **Unit 2.3 Qualitative risk assessment**

- Lesson 2.3.1 Introduction to qualitative risk assessment
- Lesson 2.3.2 Likelihoods in qualitative risk assessment

#### **Unit 2.4 Quantitative risk assessment**

- Lesson 2.4.1 Introduction to QRA modelling
- Lesson 2.4.2 Stochastic QRA and Probability distributions
- Lesson 2.4.3 Important statistical measures in QRA
  - Shiny app embedded into Moodle to let participants see how simulations work and how outputs are generated (under development: <https://mcrvc.shinyapps.io/HowSimWorks/>)
- Lesson 2.4.4 Probability distributions used in QRA modelling
  - Shiny apps embedded into Moodle to let participants see the behaviour of the distributions (e.g. Binomial: <https://mcrvc.shinyapps.io/BinomialRVCILRI/>)
- Lesson 2.4.5 Interpreting outputs from QRA models: real world examples
  - Shiny app embedded into Moodle for participants to set inputs, see results and understand how outputs change/effect of variability and uncertainty (under development: <https://mcrvc.shinyapps.io/MainExample/>)

#### **Unit 2.5 Participatory risk assessment and rapid risk appraisals**



## MODULE THREE: FOOD SAFETY MANAGEMENT

- Lesson 3.1 HACCP and industry programmes; modified HACCP for informal sector and small and medium enterprises
- Lesson 3.2 Food safety system performance
- Lesson 3.3 Traceability and recall
- Lesson 3.4 Food safety laws
- Lesson 3.5 Surveillance

### Example Module intro

The screenshot shows the 'Module 2 - Risk Assessment' introduction page. The header includes the course title and a progress indicator showing 50% completion. The main content area features the ILRI and CGIAR logos, followed by a welcome message and a section titled 'About the module' which states the course is for self-directed learning. Below this is a 'Learning Objectives' section listing several bullet points: describing components of risk analysis, steps of risk assessment frameworks, importance of hazard identification, outlining a simple risk pathway, undertaking a qualitative risk assessment, describing quantitative risk assessment (QRA) methodology, and discussing/interpreting QRA results. The page is viewed in a web browser with a Windows taskbar visible at the bottom.

### Example of a Lesson page

The screenshot displays the 'Lesson 2.1.1 What is Risk Analysis?' page. The breadcrumb trail shows the navigation path from the dashboard to this specific lesson. The page content begins with the question 'What is risk analysis?' followed by a definition: 'Risk analysis is a formal method of dealing with hazards and risks and has been defined as: a systematic process to comprehend the nature of risk and to express the risk, with the available knowledge' (citing the Society for Risk Analysis). It then states that the risk analysis process is used to answer specific questions, which are listed in a bulleted format: 'What can go wrong?', 'How likely is it to go wrong?', 'What are the consequences of it going wrong?', and 'What can be done to reduce the probability and/or consequences of it going wrong?'. A note mentions that while many organizations use risk analysis for various issues, this course focuses on its application to food safety. On the right side, there is a 'Lesson menu' sidebar with a list of links including 'What is risk analysis?', 'What is a hazard?', 'Hazard Identification', 'Activity Feedback - 1. Hazard Identification', 'Activity Feedback - 2. Hazard Identification', 'Risk - part 1', 'Risk - part 2', 'Risk and food safety management', 'Recap: Risk vs. Hazard', 'Risk Feedback', 'Assessing the risk', 'Risk management', 'Risk management steps', 'Risk management example', 'Risk management process', 'Acceptable risk - part 1', 'Acceptable risk - part 2', 'Risk communication', and 'Perceived danger'. The page is viewed in a web browser with a Windows taskbar at the bottom.

## Example shiny app embedded

← → ↻ 🏠 <https://academy.rvc.ac.uk/mod/lesson/view.php?id=2929> 50% ☆ 📄 📁 📧 📧 📧

My Courses

### Module 2 - Risk Assessment

Dashboard > My courses > Module 2 - Risk Assess > 2.2 > Shiny App test > Preview

Edit page contents

#### Shiny App test

Preview Edit Reports Grade essays

Lesson menu  
• Shiny app

Support

#### Shiny app

##### Binomial Distribution

Binomial Distribution

Concept:

Describe:

With this app you can explore:

A) the behaviour of the Binomial process in terms of expected number of successes ( $\mu$ ) by changing the number of trials ( $n$ ) and the probability of success ( $p$ ).

B) some basic estimates about the probability of observing: a number of successes "below or above  $x$ ", "exactly  $x$ " or a number of successes within two target " $x$ " values

Number of trials: 10

Probability of success: 0.5

Target x1: 2

Target x2: 3

Key estimates for bin trial 10 and  $p=0.5$

##### Binomial distribution (PMF)

##### Binomial distribution (CDF)

percentile	value
0.05	2.00
0.50	5.00
0.95	8.00