

ORDER FORM

FROM

Authority	Secretary of State for Environment, Food and Rural Affairs
Address	Network Procurement Room 401, Foss House 1-2 Peasholme Green York YO1 7PX
Contact Ref:	Phone: [REDACTED] Email: [REDACTED]
Order Number	21809 – Eight (8) Vets in the Midlands Region Ref: 21329 VDP Framework (Lot 1 Veterinary Personnel)
Order Date	31/03/2015

TO

Contractor	Hall Mark
For attention of:	Name: [REDACTED] Phone: [REDACTED] E-mail: [REDACTED]
Address	Hall Mark 3 rd floor, The Mill, Upper Mills Estate Stroud Gloucestershire GL10 2BJ

1. SERVICES REQUIREMENTS
(1.1) Services [and deliverables] required:
Lot 4 – Lincoln B
1.1.1 Requirement for one (1) temporary vet to act as a Senior Veterinary Inspector working out of the Lincoln office as defined in 2.3. The appointment shall be for a period of three (3) months – commencing 1 st April 2015 and ending on 30 th June 2015. There is a possibility of extension for a period of up to two (2) months ending on the 30 th August 2015. In the event that an extension is required two (2) weeks' notice of this shall be given to the Contractor.
(1.2) Commencement Date: 1 st April 2015
(1.4) Completion Date: 30 th June 2015
2. PERFORMANCE OF THE SERVICES [AND DELIVERABLES]
(2.1) Key Personnel of the Contractor to be involved in the Supply of the Services
Lot 4 – Lincoln B
[REDACTED]
(2.2) Performance Standards

Work as directed by [REDACTED]

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

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

2.2.2 DETAILED REQUIREMENTS

2.2.2.1 Disease Investigation and Welfare

2.2.2.1.1 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, examination, history taking, post mortem examination, sampling and differential diagnosis to allow assessment of likely causes and potential consequences.

2.2.2.1.2 The vet shall carry out euthanasia of animals where necessary in accordance with appropriate policies, or to supervise this activity where others (e.g. knacker men) are involved.

2.2.2.1.3 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.

2.2.2.1.4 The vet shall contribute to the diagnosing of notifiable diseases and control disease in liaison with senior veterinary staff.

2.2.2.1.5 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 communicated.

2.2.2.2 Inspection, Approval and Audit

2.2.2.2.1 The vet shall carry out physical examinations of animals, premises, equipment and vehicles when a veterinary opinion/certification is required.

2.2.2.2.2 The vet shall carry out import controls on animals and animal products as required by European Union (EU)/United Kingdom (UK, including

investigation of possible illegal activity.

2.2.2.2.3 The vet shall undertake liaison and audit work in relation to Official Veterinarian procedures, and follow-up activity, including application of sanctions, as required.

2.2.2.3 Incident and Disease Outbreak Response

2.2.2.3.1 The vet shall contribute to and participate in Regional and National Contingency Planning.

2.2.2.3.2 The vet shall ensure that professional skills are developed and maintained to undertake any allocated role(s) during incidents and emergency activities.

2.2.2.3.3 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.

2.2.2.3.4 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.

2.2.2.4 Safety, Health and Wellbeing (SHaW)

2.2.2.4.1 The vet shall undertake essential training and display leadership by establishing and championing high health and safety standards and acting as a role model.

2.2.2.4.2 The vet shall carry out appropriate risk assessments when carrying out veterinary duties escalating risks as required.

2.2.2.4.3 The vet shall contribute to risk assessments for veterinary health and safety.

2.2.2.4.4 The vet shall implement APHA's SHaW policy and procedures as relevant to the role.

2.2.2.4.5 The vet shall support staff to fulfil their health and safety responsibilities including the identification of necessary training and their release to attend.

2.2.2.4.6 The vet shall undertake necessary assurance activities in accordance with the APHA plan for such.

2.2.2.5 Compliance and Enforcement

2.2.2.5.1 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.

2.2.2.5.2 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.

2.2.2.5.3 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.

2.2.2.5.4 The vet shall represent the Agency, engaging 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.

2.2.2.6 Local Stakeholder Engagement

2.2.2.6.1 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.

2.2.2.6.2 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.

2.2.2.7 Duty and Out-of-Hours Rotas

2.2.2.7.1 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.

2.2.2.8 Learning and Development

2.2.2.8.1 The vet shall maintain appropriate veterinary expertise by undertaking and recording Continuing Professional Development.

2.2.2.8.2 The vet shall undertake personal learning and development and contribute to organisational learning, supporting continuous improvement.

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

2.2.2.9 Projects

2.2.2.9.1 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:

Lot 4 – Lincoln B

APHA Lincoln
Ceres House
2 Searby Road

Lincoln
LN2 4DT

And surrounding area

(2.4) Standards:

2.4.1 The vet shall be assessed by APHA occupational health prior to carrying out any field work. The Contractor shall 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 shall 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 Overnight stays at locations remote from the base office may be required.

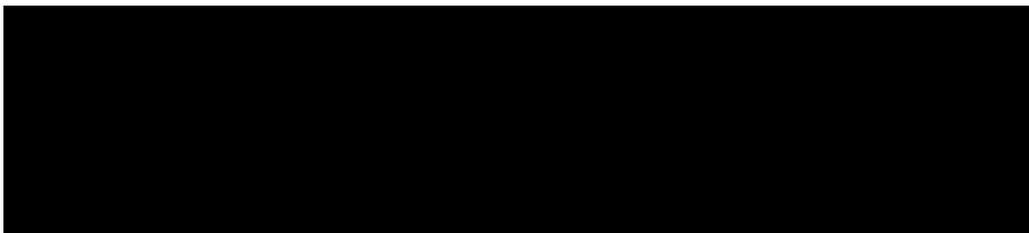
(2.5) Contract Monitoring Arrangements

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, payment profile and method of payment (e.g. Government Procurement Card (GPC) or BACS)

Lot 4 – Lincoln B



(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:

Please quote the name of the vet, purchase order number (as advised) and cost centre 36400 on each invoice.

BY SIGNING AND RETURNING THIS ORDER FORM 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 1st 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: