



Department
for Environment
Food & Rural Affairs

www.gov.uk/defra

Invitation to Tender (ITT)

(Open Procedure – PCR2015)

Tender for RDPE Countryside Productivity Scheme Project to tackle Sheep Scab

Project Reference: 28734

October 2020

Important Notice

All references in this ITT to the Authority include, where appropriate and unless the context otherwise requires, references to the Authority's predecessors and successor(s).

The Information has been prepared to assist interested parties in deciding whether or not to submit a Response in relation to the procurement. It does not purport to be all-inclusive or to contain all of the information that a Tenderer may require. Any descriptions of existing and proposed contractual arrangements are of a general nature only. Where the Information describes any contractual arrangements which are not yet in force, those arrangements are subject to change. Any reference to a contract or other document is qualified in full by reference to the entire terms of the contract or document to which reference is made.

The issue of this ITT in no way commits the Authority to award the contract to any person or party. The Authority reserves the right to terminate the competition, to award a contract without prior notice, to change the basis, the procedures and the timescales set out or referred to in this ITT, or to reject any or all Responses and to terminate discussions with any or all Tenderers at any time. Nothing in this ITT should be interpreted as a commitment by the Authority to award a Contract to a Tenderer.

The Authority does not make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the Information. All such persons or entities expressly disclaim any and all liability (other than in respect of fraudulent misrepresentation) based on or relating to any such information or representations or warranties (express or implied) contained in, or errors or omissions from, this document or based on or relating to the recipient's use, or the use by any of its subsidiaries or the respective representatives of any of them, in the course of its or their evaluation of the service or any other decision. In the absence of express written warranties or representations as referred to below, the Information shall not form the basis of any agreements or arrangements entered into in connection with this procurement.

The Information has been provided in good faith and all reasonable endeavours have been made, and will be made, to inform you of the requirements of the Authority. However, the Information does not purport to be comprehensive or to have been independently verified. You should form your own conclusions about the methods and resources needed to meet these requirements. In particular, neither the Authority nor any of its advisers accept responsibility for representations, writings, negotiations or understandings in connection with this procurement made by the Authority (whether directly or by its agents or representatives), except in respect of any fraudulent misrepresentation made by it. Tenderers are expected to carry out their own checks for verification.

The only information which will have any legal effect and / or upon which any person may rely will be such information (if any) as has been specifically and expressly represented and / or warranted in the Contract or other relevant agreements entered into at the same time as the Contract is entered into or becomes unconditional.

Subject always to the provisions of the preceding paragraph, Tenderers considering entering a contractual relationship with the Authority should make their own investigations and enquiries as to the Authority's requirements beforehand. The subject matter of this ITT shall only have any contractual effect when it is incorporated into the expressed terms of an executed contract.

The issue of this ITT is not to be construed as a commitment by the Authority to enter into a contract as a result of this procurement process. Any expenditure, work or effort

undertaken prior to the execution of a Contract is accordingly a matter solely for the commercial judgement of the Tenderer. The Authority reserves the right to withdraw from the procurement at any time or to re-invite Responses on the same or any alternative basis.

Nothing in this ITT shall constitute legal, financial or tax advice. This ITT is not a recommendation by the Authority, nor any other person, to bid for, enter into or agree to enter into any contract in connection with this procurement, nor to acquire shares in the capital of any company that is to carry out any part of the service or in any parent company of that company. In considering any investment in the shares of any company or in bidding for the award of the service, each Tenderer, potential contractor, funder and investor should make its own independent assessment and seek its own professional financial, taxation, insurance and legal advice and conduct its own investigations into the opportunity of being awarded a contract in relation to this procurement and of the legal, financial, taxation and other consequences of entering into contractual arrangements in connection with this the procurement.

This ITT and the Information is confidential.

This ITT is subject to copyright. Neither this ITT, nor the Information, nor any other information supplied in connection with it, may, except with the prior written consent of the Authority, be published, reproduced, copied, distributed or disclosed to any person, nor used for any purpose other than consideration by each Tenderer of whether or not to submit a Response.

The Authority reserves the right at any time to issue further supplementary instructions and updates and amendments to the instructions and Information contained in this ITT as it shall in its absolute discretion think fit.

The Authority will not be responsible for the costs or expenses of any Tenderer in relation to any matter referred to in this ITT howsoever incurred, including the evaluation of the service opportunity, the award, or any proposal for the award of the contract or negotiation of the associated contractual agreements.

Each Tenderer's acceptance of delivery of this ITT constitutes its agreement to and acceptance of the terms set out in this Important Notice.

Table of Contents

Section	Contents	Action
1	Tender Particulars	For Information
2	Evaluation Model	For Information
3	Specification of Requirements	For Information

Annex	Contents	Action
1	Claims and Administration Process	For Information
2	Data Collection and Format Requirements – Participants	For Information
3	Publicity Requirements	For Information
4	Draft Example Template Report of Advice Visit	For Information
5	Eligibility Criteria for participants in the Sheep Scab project	For Information
6	Sheep Scab - Resistance	For Information

Appendix	Contents	Action
A	Form of Tender	Print, Sign, Scan and Upload to Bravo
B	Commercially Sensitive Information	For Completion (if required)
C	Use of Third Parties	For Completion (if required)
D	Defra Travel and Subsistence Policy	For Information
E	Authority's Conditions of Contract	For Information
F	Armed Forces Corporate Covenant	For information
G	Summary of Staff Time Involved	For Completion (upload to Bravo)
H	Commercial Workbook	For Completion (upload to Bravo)
I	Project Delivery – Output Matrix	For Completion (upload to Bravo)
J	Sheep Scab Project Output Matrix – Price Structure	For Completion (upload to Bravo)
K	Draft Privacy Notice	For Information

SECTION 1: TENDER PARTICULARS

GLOSSARY

Unless the context otherwise requires, the following words and expressions used within this Invitation to Tender shall have the following meanings (to be interpreted in the singular or plural as the context requires):

TERM	MEANING
“Advice”	means guidance or recommendations which are specific to a particular situation. This may be delivered 1 to 1, or 1 to Many so long as all recipients of advice on a particular farm are directly involved in the management of livestock on the farm.
“AHDB”	means the Agricultural and Horticultural Development Board
“APHA”	means the Animal and Plant Health Agency.
“Auditor”	means any person, including an officer of the Rural Payments Agency, a Certifying Body, the European Commission or the European Court of Auditors responsible for performing compliance and fairness checks on contracted projects under the Countryside Productivity scheme who may exercise a power of entry as an authorised person under regulation 10 of the Common Agricultural Policy (Control and Enforcement, Cross-Compliance, Scrutiny of Transactions and Appeals) Regulations 2014 (SI 2014/3263).
“Authority”	means the Secretary of State for Environment, Food and Rural Affairs, Seacole Building, 2 Marsham Street, London, SW1P 4DF, acting through the Rural Payments Agency, whose principal address is at North Gate House, 21-23 Valpy Street, Reading, RG1 1AF.
“Bravo”	means the e-Tendering system used by the Authority for conducting this procurement, which can be found at http://defra.bravosolution.co.uk .
“Claim Review Meeting”	means a review meeting held either by telephone or face to face to discuss the contents of the Claim Review Report (see 6a of the Specification).
“CPD”	means Continued Professional Development
“Contract”	means the contract (set out in Appendix E) to be entered into by the Authority and the successful Tenderer.
“Contractor”	means the Tenderer who is awarded the Contract following the tender process detailed in the ITT.
“Conflict of Interest”	means the actual or potential conflict of interest on the part of the Tenderer in connection with the ITT or the Contract.
“Countryside Productivity” or “the Scheme”	means Countryside Productivity, a scheme which is run by the Rural Payments Agency on behalf of the Managing Authority to implement measures under Title III of Regulation (EU) No 1305/2013 to achieve the priorities for rural development set out in that regulation.
“CPH”	means County Parish Holding Number
“DPA 2018”	means the Data Protection Act 2018
“Delivery Plan”	means a document that identifies the main stages, tasks, key dates and milestones which must be met to deliver the requirements of the Tender

“EAFRD”	means the European Agricultural Fund for Rural Development, which finances rural development in shared management with the United Kingdom as a Member State of the European Union.
“EIR”	means the Environmental Information Regulations 2004 (SI 2004/3391) and any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such regulations.
“EU”	means the European Union.
“FOIA”	means the Freedom of Information Act 2000 and any subordinate legislation made under that Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such legislation.
“GDPR”	means the General Data Protection Regulation
“Intellectual Property Rights”	means patents, utility models, inventions, trademarks, service marks, logos, design rights (whether registerable or otherwise), applications for any of the foregoing, copyright, database rights, domain names, plant variety rights, Know-How, trade or business names, moral rights and other similar rights or obligations whether registerable or not in any country (including but not limited to the United Kingdom) and the right to sue for passing off.
“ITT”	means this invitation to tender document and all related documents published by the Authority and made available to Tenderers. Documents are listed in Appendix A ‘FORM OF TENDER’.
“Lot”	means a discrete sub-division of the Authority’s Requirements as described in the specification of requirements.
“Managing Authority”	means the Department for Environment, Food and Rural Affairs (Defra), which has overall responsibility for the RDPE pursuant to Article 65(2) (a) of Regulation (EU) No 1305/2013.
“Nominated Officer”	means the officer nominated by the Authority as the contract manager for the Contract.
“SHAWG”	means Sheep Health and Welfare Group
“Pricing Schedule”	means the form accessed via Bravo in which Tenderers are required to submit their pricing information as part of a Tender.
“Sheep Scab”	means the condition caused by the mite <i>Psoroptes ovis</i>
“SVS”	means Sheep Veterinary Society
“QA / QC”	means the Quality Assurance / Quality Control Services.
“Regulations”	means the Public Contracts Regulations 2015 (SI 2015/102).
“Regulatory Body”	means a government department and regulatory, statutory and other entities, committees, ombudsmen and bodies, which, whether under statute, rules, regulations, codes of practice or otherwise are entitled to regulate, investigate or influence the matters dealt with in the Contract or any other affairs of the Authority.
“Response”	means the information submitted in response to this ITT via the online response forms on Bravo including the Tenderer’s formal Tender.
“RCVS”	means the Royal College of Veterinary Surgeons.
“Appropriate Regulations”	means: Regulation (EU) No. 1305/2013; Regulation (EU) No. 809/2014; Regulation (EU) No. 807/2014

	Regulation (EU) No. 907/2014; Regulation (EU) No. 1303/2013; Regulation (EU) No. 808/2014; Regulation (EU) No. 1306/2013; Regulation (EU) 640/2014; Common Agricultural Policy (Control and Enforcement, Cross-Compliance, Scrutiny of Transactions and Appeals) Regulations 2014 (SI 2014/3263).
“Rural Development Programme for England” or “RDPE”	means the Rural Development Programme for England (2014-2020), which is jointly funded by the EAFRD and the Managing Authority.
“Rural Payments Agency” or “RPA”	means the Executive Agency of Defra. The Rural Payments Agency, which is accredited as a paying agency in accordance with Article 65(2) (b) of Regulation (EU) No 1305/13.
“Specification of Requirements”	means the Authority’s requirements set out in Section 2 of this ITT.
“SQP”	Suitably Qualified Person
“Tender”	means the document submitted by a Tenderer to the Authority in response to the Authority’s invitation to submit formal offers to supply services which meet the Specification of Requirements.
“Tenderer”	means anyone responding to this ITT and, where the context requires, includes a potential tenderer who has sought a copy of the ITT from the Authority but has not submitted a Tender.
“Timetable”	means the procurement timetable set out in Part 2 of this Section 1.
“UK”	means the United Kingdom.

References to a “Section” and to an “Appendix” are references to a section and to an appendix in the ITT.

A reference to the law means any relevant law, statute, subordinate legislation within the meaning of section 21(1) of the Interpretation Act 1978, bye-law, enforceable right within the meaning of section 2 of the European Communities Act 1972, regulation, order, mandatory guidance or code of practice and any specific reference to any law includes a reference to that law as amended, extended, consolidated or re-enacted from time to time.

PART 1: GENERAL

- 1.1 The Authority is looking to appoint up to a maximum of three (3) suppliers to deliver a Sheep Scab Project to improve farm productivity in England by organising regionally coordinated delivery of Advice to enable farmers to achieve a reduction in the level of Sheep Scab in sheep.
- 1.2 The Contract is divided into three (3) regional lots:
 - **Lot 1 North West**
 - **Lot 2 Midlands**

- **Lot 3 South West**

- 1.3 The duration of each Contract will be 2 years plus a 3 month reporting period. Further details are provided at 3.62 and in the Specification of Requirements.
- 1.2 This procurement is being carried out in accordance with the Open Procedure as set out in the Regulations.
- 1.3 The Authority is using Bravo for this procurement which means the ITT and the forms for submitting a Response are only available in electronic form. It can be accessed via your web browser <http://defra.bravosolution.co.uk>.
- 1.4 Tenderers are required to submit their Response in accordance with the instructions set out in Bravo and the ITT.
- 1.5 The information contained in the ITT is designed to ensure that all Responses are given equal and fair consideration. It is important that Tenderers provide all the information asked for in the format and order specified so that the Authority can make an informed decision.
- 1.6 Tenderers should read the ITT carefully before submitting a Response. It sets out:
 - the Timetable and process for the procurement;
 - sufficient information to allow Tenderers to submit a compliant Response;
 - information regarding the award criteria and evaluation criteria which will be used to assess Responses; and
 - the administrative arrangements for the receipt of Responses.
- 1.7 Tenderers are responsible for ensuring that they understand the requirements for this procurement. If any information is unclear or if a Tenderer considers that insufficient information has been provided, it should raise a query via the clarification process described in clause 3.14.
- 1.8 Tenderers are responsible for ensuring that they have submitted a complete and accurate Response and that prices quoted are arithmetically correct for the units stated.
- 1.9 Failure to comply with the instructions set out in the ITT or the provision of false, inaccurate or misleading information, may result in the Tenderer's exclusion from this procurement.
- 1.10 If there is any conflict between the information set out in the ITT and the information displayed in Bravo, the information set out in the ITT shall take precedence over the information displayed in Bravo.
- 1.11 The copyright in the ITT is vested in the Crown and may not be reproduced, copied or stored in any medium without the prior written consent of the Authority. The ITT, and any document issued as a supplement to it, are and shall remain the property of the Crown and must be returned upon demand.

PART 2: PROPOSED TIMETABLE AND ADMINISTRATIVE ARRANGEMENTS

2.1 The Timetable below is subject to change by the Authority and Tenderers will be informed accordingly.

Publish ITT	Date	09 October 2020
Deadline for clarification questions from Tenderers	Date	06 November 2020
	Time	12:00
Deadline for Tenders	Date	13 November 2020
	Time	12:00
Evaluation of Tenders	Start	16 November 2020
	End	27 November 2020
Contract award notification	Date	30 November 2020
Mandatory standstill period	Start	01 December 2020
	End	10 December 2020
Contract award	Date	11 December 2020
Contract start date	Date	04 January 2021
Inception Meeting	Date	w/c 11 January 2021
Service Commencement Date	Date	01 February 2020
Duration of Contract(s)		2 years + 3 month reporting period

PART 3: COMPLETION OF RESPONSE

3.1 By submitting a Response, Tenderers agree:

- to be bound by the terms of the ITT; and
- that if the Authority accepts the Tender in writing, the Tenderer will execute the Contract in the form set out in Appendix B or in such amended form as may be agreed in writing by the Authority.

3.2 The Authority may terminate or amend the procurement or the ITT at any time. Any such termination or amendment will be notified in writing to all Tenderers. In order to give Tenderers reasonable time in which to take an amendment into account in preparing their Responses, the Authority may, at its discretion, extend the deadline for the submission of Responses and/or any other stages of the procurement.

3.3 **Unless otherwise stated in the ITT or in writing by the Authority, all communications from Tenderers (including Tenderers' sub-contractors, consortium members, consultants and advisers) during the procurement must be made using Bravo. The Authority will not respond to communications made by other means and Tenderers should not rely on communications from the Authority unless they are made through Bravo.**

Submission of Responses

- 3.4 Tenderers must complete all parts of the response form in Bravo in accordance with the instructions therein.
- 3.5 Tenderers should print off the Form of Tender which must be signed by an authorised signatory. The signed Form of Tender must be uploaded and submitted via Bravo as part of a Response in accordance with the instructions in Bravo.
- 3.6 The Response and any documents accompanying it must be in English.
- 3.7 Prices must be submitted in £ Sterling, exclusive of VAT.
- 3.8 Responses will be checked for completeness and compliance with the requirements of the ITT and only compliant Responses will be evaluated.
- 3.9 Tenderers must be explicit and comprehensive in their Response as this will be the single source of information used to score and rank Responses. The Authority will take into account only information which is specifically asked for in the ITT.
- 3.10 Where a length of response is stipulated, for example, a word count limit, only the information within the set limit will be evaluated.
- 3.11 Failure to provide the information required or supply documents referred to in the Response within the deadline for Responses may result in rejection of the Response.
- 3.12 Tenderers should avoid reference to general marketing or promotional information/material (except where this is specifically required by the relevant question). General marketing or promotional brochures may not be accepted where these are not deemed to be specifically relevant to the question.
- 3.13 Different persons may be responsible for evaluating different responses to questions in a Response. Therefore, Tenderers should not cross-refer to answers given elsewhere in a Response but should answer each question so that it acts as a stand-alone response. This may mean Tenderers need to repeat certain information in responses to different questions if this is required by those questions.

Clarifications sought by Tenderers

- 3.14 Any request for clarification regarding the ITT should be submitted at the earliest opportunity via Bravo and in any event no later than the deadline for clarifications set out in the Timetable. The Authority shall be under no obligation to respond to queries raised after the clarification deadline.
- 3.15 The Authority will respond to all reasonable clarifications as soon as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all Tenderers on Bravo other than in exceptional circumstances.
- 3.16 If a Tenderer believes that a request for clarification is commercially sensitive or that publishing the same together with the Authority's response as set out above would reveal confidential information, disclosure of which would be

detrimental to the Tenderer, it should clearly state this when submitting the clarification request. However, if the Authority considers either that:

- the clarification and response is not commercially sensitive; and/or
- all Tenderers may benefit from its disclosure

the Authority will notify the Tenderer of this (via Bravo), and the Tenderer will have an opportunity to withdraw the request for clarification. If the request for clarification is not withdrawn within 48 hours of the Authority's notification, Authority may publish the clarification request and its response to all Tenderers and the Authority shall not be liable to the Tenderer for any consequences of such publication.

- 3.17 The Authority may not respond to a request for clarification or publish such a request where the Authority considers that the response may prejudice the Authority's commercial interests. In such circumstances, the Authority will inform the Tenderer of its view.

Changes to Responses

- 3.18 Tenderers may modify their Responses prior to the deadline for Responses. No Responses may be modified after the deadline for Responses.
- 3.19 Tenderers may withdraw their Responses at any time by submitting a notice via Bravo. Unless withdrawn, Tenders shall remain valid and open to acceptance by the Authority for 120 days from the deadline for Responses.

Receipt of Responses

- 3.20 Responses must be uploaded onto Bravo no later than the time and date set out in the Timetable as the deadline for Responses. The Authority will not consider Responses received after the deadline. The Authority may, however, at its own discretion, extend the deadline and in such circumstances the Authority will notify all Tenderers of the change.
- 3.21 If a Tenderer experiences problems when uploading its Response, it should contact the Bravo helpdesk for assistance and also inform the Authority.

Acceptance of Tenders

- 3.22 By issuing the ITT, communicating with a Tenderer or a Tenderer's representative or agents or any other communication in respect of this procurement, the Authority shall not be bound to accept any tender or award the Contract.

Costs of Responding

- 3.23 Tenderers shall bear all their own costs and expenses incurred in the preparation and submission of their Responses, site visits and presentations and the Authority will in no case be responsible or liable for those costs, regardless of the outcome of the procurement in relation to individual Responses, even if the procurement is terminated or amended by the Authority.

Clarifications sought by the Authority

- 3.24 The Authority reserves the right (but is not obliged) to seek clarification of any aspect of a Response and/or provide additional information during the evaluation phase in order to carry out a fair evaluation. Failure to respond in a timely manner and/or to provide an adequate response to such a request may result in the Response being rejected.
- 3.25 Tenderers must give the names of two people in their organisation who can answer the Authority's clarification questions. The Authority will not contact any other persons. Tenderers must notify the Authority promptly of any changes.

Confidentiality of the ITT and related documents

- 3.26 The contents of the ITT and of any other documents or information published or provided by the Authority in respect of this procurement are provided on condition that they remain the property of the Authority, are kept confidential (save in so far as they are already in the public domain) and that the Tenderer shall take all necessary precautions to ensure that they remain confidential and are not disclosed, save as described below.
- 3.27 Tenderers may disclose information relating to the procurement to their advisers and sub-contractors if:
- disclosure is for the purpose of enabling a Response to be submitted and the recipient of the information undertakes in writing to keep it confidential on the same terms as the Tenderer;
 - the Authority gives prior consent in writing to the disclosure;
 - the disclosure is made for the purpose of obtaining legal advice in relation to the procurement; or
 - the Tenderer is legally required to disclose the information.
- 3.28 Tenderers shall not undertake any publicity activities in relation to the ITT without the prior written agreement of the Authority, including agreement on the format and content of any publicity. For example, no statements may be made to the media regarding the nature of any Response, its contents or any proposals relating to it without the prior written consent of the Authority.
- 3.29 All Central Government Departments, their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice.
- 3.30 For these purposes, the Authority may disclose within Government any of the Tenderer's documents and information (including any that the Tenderer considers to be confidential and/or commercially sensitive) provided in its Response. The information will not be disclosed outside Government during the procurement. Tenderers consent to these terms as part of the procurement.

Confidentiality: References and third party evaluators:

- 3.31 When providing details of contracts as part of a Response, Tenderers agree to waive any contractual or other confidentiality rights and obligations associated with these contracts.
- 3.32 The Authority reserves the right to contact any named customer contact given as a reference or otherwise referred to as part of a Response. The named customer contact does not owe the Authority any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.
- 3.33 Subject to clauses 3.34, 3.35 to 3.39 below, the Authority will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the Regulations.
- 3.34 The Authority may use third parties in the course of its evaluation of Responses. The Authority may disclose information contained therein to such third parties for the purposes of the Authority's evaluation of Responses in accordance with the ITT. Tenderers acknowledge that this right shall be in addition to the provisions of clauses 3.29, 3.30 and 3.35 to 3.39.
- 3.35 In accordance with the obligations placed on public authorities by the FOIA and the EIR, which provide a public right of access to information held by public bodies, the Authority may be required to disclose information submitted to it by a Tenderer.
- 3.36 If a Tenderer considers any information which it supplies to the Authority to be commercially sensitive or of a confidential nature, it should complete the schedule of Commercially Sensitive Information set out in Bravo and:
- clearly identify any information provided as confidential or commercially sensitive;
 - explain the potential implications of disclosure of such information; and
 - provide an estimate of the period of time during which the Tenderer believes that such information will remain confidential or commercially sensitive.
- 3.37 If a Tenderer identifies information as being confidential and/or commercially sensitive, the Authority will endeavour to maintain the confidentiality of that information, and will, where practicable, consult with the Tenderer before information relating to that Tenderer is disclosed pursuant to a request for information under FOIA and/or EIR to establish whether an exemption from disclosure may apply.
- 3.38 However, even where information is identified by a Tenderer as being confidential or commercially sensitive, Tenderers acknowledge that there may be circumstances in which the Authority may be required to disclose such information in accordance with the FOIA or the EIR (in addition to any other transparency obligations as set out in clauses 3.29 and 3.30). In particular, the Authority is required to form an independent judgment concerning whether the information is exempt from disclosure under the FOIA or the EIR including whether the public interest favours disclosure or not. Accordingly, the Authority does not guarantee that any information marked "confidential" or

“commercially sensitive” will not be disclosed and accepts no liability for any loss or prejudice caused by the disclosure of information.

- 3.39 If a Tenderer receives a request for information relating to this procurement under the FOIA or the EIR during the procurement, this should be immediately passed on to the Authority and the Tenderer should not respond to the request without first consulting the Authority.

Disclaimers

- 3.40 Whilst the information in the ITT and any supporting information referred to herein or provided to Tenderers by the Authority have been prepared in good faith the Authority does not warrant that this information is comprehensive or that it has been independently verified.
- 3.41 Neither the Authority nor its respective advisors, directors, officers, members, partners, employees, other staff or agents:
- makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the ITT or of any other written or oral communication transmitted (or otherwise made available) to any Tenderer;
 - accepts any liability for the information contained in the ITT or in any other written or oral communication (including any communications via Bravo) transmitted (or otherwise made available) to any Tenderer, or for the fairness, accuracy or completeness of that information; or
 - shall be liable for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any party considering entering into contractual relationships with the Authority following receipt of the ITT should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

- 3.42 Neither the issue of the ITT nor any of the information presented in it should be regarded as a commitment or representation on the part of the Authority to enter into a contractual arrangement. Nothing in the ITT or in any other communication made between the Authority and any other party should be interpreted as constituting a contract, agreement or representation between the Authority and any other party (save for a formal award of contract made in writing) or as constituting a contract, agreement or representation that a contract shall be offered.

Canvassing

- 3.43 Any Tenderer which directly or indirectly canvasses any officer, member, employee, or agent of the Authority or its members or any other relevant body or any of its officers or members concerning the Contract or this procurement or which directly or indirectly obtains or attempts to obtain information from

any such officer, member, employee or agent concerning any other Tenderer or Response will be excluded from this procurement and its Response rejected.

- 3.44 The Tenderer shall not make contact with any employee, agent or consultant of the Authority which is in any way connected with this procurement during this procurement, unless instructed otherwise by the Authority.

Conflicts of Interest

- 3.45 The concept of a conflict of interest includes any situation where relevant staff members of the Authority, involved in this procurement have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure and/or affect the integrity of the contract award.
- 3.46 Where the Tenderer is aware of any circumstances giving rise to a conflict of interest or has any indication that a conflict of interest exists or may arise you should inform the Authority of this as soon as possible (whether before or after they have submitted a Response). Tenderers should remain alert to the possibility of conflicts of interest arising at all stages of the procurement and should update the Authority if any new circumstances or information arises, or there are any changes to information already provided to the Authority. Failure to do so, and/or to properly manage any conflicts of interest may result in a Response being rejected.
- 3.47 Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the Tenderer.

Changes to a Tenderer's Circumstances

- 3.48 The Authority may:
- reject a Response if there is a subsequent change of identity, control, financial standing or other factor which may affect the Authority's evaluation of the Response;
 - revisit information contained in a Response at any time to take account of subsequent changes to a Tenderer's circumstances; or
 - at any point during the procurement require a Tenderer to certify there has been no material change to information submitted in its Response and in the absence of such certificate, reject the Response.

Sub-Contracting

- 3.49 Where the Tenderer proposes to use one or more sub-contractors to deliver some or all of the contract requirements, all information requested in the Response should be given in respect of the prime contractor and a separate Appendix should be used to provide details of the proposed bidding model that includes:
- members of the supply chain;

- the percentage of work being delivered by each sub-contractor; and
 - the key contract deliverables each sub-contractor will be responsible for.
- 3.50 The Authority recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Tenderers should be aware that where information provided to the Authority indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Tenderer to proceed with the procurement process or to provide the supplies and/or services required. If the proposed supply chain changes at any time after submission of its Response, the Tenderer should inform the Authority immediately via Bravo. The Authority reserves the right to deselect the Tenderer prior to any award of contract, based on an assessment of the updated information.

Consortia

- 3.51 If the Tenderer completing the Response is doing so as part of a proposed consortium, the following information must be provided;
- names of all consortium members;
 - the lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and
 - if the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.
- 3.52 Please note that the Authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by the authority as being necessary for the satisfactory performance of the contract.
- 3.53 All members of the consortium will be required to provide the information required in the Response as part of a single composite response to the Authority i.e. each member of the consortium is required to complete the form.
- 3.54 If the Tenderer proposes to create a separate legal entity the Tenderer should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate appendix. If the Tenderer does not propose to create a separate corporate entity it should set out in a separate annexe full details of its alternative arrangements.
- 3.55 Tenderers should note, however, that the Authority may require a successful consortium to form a separate corporate entity in accordance with regulation 19(6) of the Regulations.
- 3.56 The Authority recognises that arrangements in relation to a consortium bid may be subject to future change. Tenderers should therefore respond on the basis of the arrangements as currently envisaged. Tenderers are reminded

that the Authority must be immediately notified via Bravo of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. The Authority may deselect the Tenderer prior to any award of contract, based on an assessment of the updated information.

Pricing

- 3.57 As stated above, Prices must be submitted in £ Sterling, exclusive of VAT.
- 3.58 The Contract is to be awarded as a fixed price which will be paid according to the deliverables stated in the Specification of Requirements set out in Section 3.
- 3.59 The Pricing Schedule sets out the minimum level of pricing information required for the Tender.

Notification of Award and Standstill

- 3.60 The Authority will notify successful and unsuccessful Tenderers in accordance with the Regulations. A ten day standstill period will take effect in accordance with regulation 87 of the Regulations before the Authority enters into the Contract.
- 3.61 Following a decision to award the Contract, the Authority will provide reasons for its decision in an award notification letter to all unsuccessful Tenderers.

Lots

- 3.62 This procurement is divided into three lots, which are set out in detail in the Specification of Requirements. Tenders may be made for one or more lots.

Lot 1 North West – to cover project activity in Sheep Scab hotspots present in Cumbria, Lancashire, North Yorkshire, and Northumberland.

Lot 2 Midlands – to cover project activity in Sheep Scab hotspots present in Shropshire and Herefordshire.

Lot 3 South West - to cover project activity in Sheep Scab hotspots present Cornwall and Devon.

- 3.63 Tenderers must make clear which lots they are bidding for. Each lot will be evaluated separately in accordance with the details set out in the evaluation model (Section 2).
- 3.64 The Authority intends to award a Contract to the most economically advantageous Tender (in accordance with the evaluation model) for each lot.
- 3.65 There are no limits to the number of lots in which any one Tenderer can be awarded a Contract and if a Tenderer is successful in more than one lot, the Authority may enter into a single Contract for all lots awarded to the Tenderer.

PART 4: GOVERNMENT POLICY IN RELATION TO TRANSPARENCY

- 4.1 Tenderers should be aware that the Government has set out the need for greater transparency in public sector procurement and that if they are awarded a Contract, the tender documents and Contract will be published on the Contracts Finder website: www.gov.uk/contracts-finder.
- 4.2 In some circumstances, limited redactions may be made to some contracts before they are published.

PART 5: ARMED FORCES COVENANT

- 5.1 The Armed Forces Covenant is a public sector pledge from Government, businesses, charities and organisations to demonstrate their support for the armed forces community. The Covenant was brought in under the Armed Forces Act 2011 to recognise that the whole nation has a moral obligation to redress the disadvantages the armed forces community face in comparison to other citizens, and recognise sacrifices made.
- 5.2 The Covenant's 2 principles are that:
 - the armed forces community should not face disadvantages when compared to other citizens in the provision of public and commercial services; and
 - special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

The Authority encourages all Tenderers, and their suppliers, to sign the Corporate Covenant, declaring their support for the Armed Forces community by displaying the values and behaviours set out therein.

- 5.3 Guidance on the various ways you can demonstrate your support through the Armed Forces Corporate Covenant is provided in Appendix F
- 5.4 If you wish to register your support you can provide a point of contact for your company on this issue to the Armed Forces Covenant Team at the address below, so that the MOD can alert you to any events or initiatives in which you may wish to participate. The Covenant Team can also provide any information you require in addition to that included on the website.

Email address: covenant-mailbox@mod.uk
Address: Armed Forces Covenant Team
Zone D, 6th Floor, Ministry of Defence,
Main Building, Whitehall, London, SW1A 2HB

- 5.5 Paragraphs 5.1 – 5.4 above are not a condition of working with the Authority now or in the future, nor will this issue form any part of the tender evaluation, contract award procedure or any resulting contract. However, the Authority very much hopes you will want to provide your support.

SECTION 2 EVALUATION MODEL

Evaluation of Responses will comprise the stages set out in the table below. More information on the specific evaluation criteria for specific sections of a Response are detailed in the relevant question as set out on Bravo.

Stage	Section Reference	Evaluation Criteria	Question Scoring/Weighting (%)
Stage 1	Form of Tender	This stage is not scored but if you do not upload a complete, signed and dated Form of Tender in accordance with the instructions in Bravo, your response will be rejected as non-compliant.	Pass/Fail
Stage 2	Selection Stage	This stage is designed to select those Tenderers who are suitable to deliver the Authority's requirements and will be evaluated in accordance with the criteria set out in the Qualification Envelope in Bravo . Failure to meet the stated selection criteria will result in a Response being rejected at this stage and no further assessment of the remainder of the Response (including the Tender) pursuant to the remaining stages below will be undertaken by the Authority.	Pass/Fail
Stage 3	Tender: Quality Requirements	<p>This stage consists of an evaluation of Tenders in accordance with the criteria set out for each question in the response form in Bravo.</p> <p>If the Tenderer scores a Fail in any of questions E01 to E04 then it may be eliminated from the procurement.</p> <p>If a score of 20 or less is awarded to responses to questions E05 to E09, the Authority may reject the Tender.</p>	<p>Scored and some pass/fail (60% of the overall score):</p> <ul style="list-style-type: none"> • E01 Health & Safety (pass/fail) • E02 Biosecurity Policy (pass/fail) • E03 Sustainability (pass/fail) • E04 Equality & Diversity (pass/fail) • E05 Project Delivery (worth up to 35% of the technical score) • E06 Team Structure and Expertise (worth up to 15% of the technical score)

			<ul style="list-style-type: none"> • E07 Project Management (worth up to 25% of the technical score) • E08 Quality Assurance, Quality Control & Data Reporting (worth up to 15% of the technical score) • E09 Policy Context & Interactions with Other Stakeholders (worth up to 10% of the technical score)
Stage 4	Pricing Schedule	Prices will be evaluated in accordance with criteria set out in the Pricing Schedule.	Scored (40% of the overall score)
Stage 5	Final Score and Award	<p>Responses which pass stage 1 and 2 will proceed to evaluation of Tenders in accordance with stages 3 to 4.</p> <p>The final score is calculated as follows:</p> <p>60% is made up of the total of Stage 3 40% is made up from Stage 4</p> <p>The most economically advantageous tender assessed from the point of view of the Authority will be the Tender with the highest final score.</p>	

PART 1: SELECTION STAGE (STAGE 2)

1.1 The selection stage has been designed to assess the suitability of a Tenderer to deliver the Authority’s contract requirement(s). Tenderers who are unsuccessful at this stage of the procurement process will not have the remaining sections of their Response evaluated pursuant to the award stage of the process outline in Part 2 below.

Financial standing (pass/fail)

1.2 The Authority will review the economic information provided in Section 5 of the response form to evaluate a Tenderer’s economic and financial standing. The Authority’s evaluation will be based on all the information reviewed and will not be determined by a single indicator.

1.3 If, based on its assessment of the information provided in a Response, the Authority decides that a Tenderer does not meet the Authority’s required level of economic standing, the Authority may:

- ask for additional information, including information relating to your parent company, if applicable; and/or

- require a parent company guarantee or a performance bond.
- 1.4 The Authority may reject a Tenderer which is unable to offer a commitment to provide a parent company guarantee or performance bond.
- 1.5 In addition to the information provided in a Response, the Authority may, at its discretion, consult Dun & Bradstreet reports and other credit rating or equivalent reports depending on where a Tenderer is located.
- 1.6 The Authority's assessment of economic and financial standing will consider financial strength and risk of business failure.
- 1.7 **Financial strength** is based on tangible net worth and is rated on a scale of 5A (strongest) to H (weakest) obtained from Dun & Bradstreet. There are also classifications for negative net worth and net worth undetermined (insufficient information). Financial strength will be assessed relative to the estimated annual contract value.
- 1.8 The Authority will also consider annual turnover. For this procurement, the Authority expects the Supplier to have an annual turnover for **each** of its last two financial years of at least £100,000 GBP.
- 1.9 In the case of a joint venture or a consortium bid, the annual turnover is calculated by combining the turnover of the relevant organisations in each of the last two financial years. In addition, the annual turnover of at least one of those organisations is expected to be £50,000 GBP.
- 1.10 **Risk of Business Failure** is rated on a scale of 1 (minimal) to 4 (significant) obtained from Dun & Bradstreet. There is also a classification of insufficient information. The Authority regards a score of 4 as indicating inadequate economic and financial standing for this procurement.
- 1.11 The Authority will also calculate and evaluate your:
- **operating performance:** growth or reductions in sales, gross profit, operating profit, profit before tax and earnings before interest, tax, depreciation, amortisation, exceptional items and profit/loss on sale of businesses;
 - **liquidity:** net current assets, movements in cash flow from operations, working capital and quick ratios, and average collection and payments periods; and
 - **financial structure:** gearing ratios and interest cover.

Technical and Professional Ability (pass/fail)

- 1.12 Responses will be rejected as having failed this requirement where:
- a Tenderer fails to provide one or more examples or where none of the examples provided are of relevance to the Authority's Statement of Requirements in Section 3; and

- no substantive explanation is provided in the response form.

PART 2: TENDER EVALUATION: AWARD STAGE (STAGES 3 TO 5)

- 2.1 Tenders will be evaluated on the evaluation criteria set out in Bravo to determine which Tender is the most overall economically advantageous in each lot. The Authority will award the Contract to the Tenderer which submits the most overall economically advantageous tender which will be the highest scoring Response after the weightings in paragraph 1.3 are applied, in each lot.
- 2.2 Each question will be scored separately, and no reference will be made between the questions.
- 2.3 To ensure that the relative importance of both sets of criteria is correctly reflected in the overall score, a weighting system will be applied to the evaluation:
- The total quality scores (Stage 3 above) awarded will form 60% of the final score;
 - The score awarded for price (Stage 4 above) will form 40% of the final score.
- 2.4 Each scoring question in the quality evaluation is given a weighting to indicate the relative importance of that question in the overall quality score. Weightings for quality scores are provided with the evaluation criteria and are detailed on Bravo for each question in the response form. The evaluation criteria for price are set out in the Pricing Schedule.
- 2.5 Evaluation of Responses will be undertaken by a panel appointed by the Authority. Each panel member will first undertake an independent evaluation of the Responses applying the relevant evaluation criteria for each question. Then, a moderation meeting will be held at which the evaluation panel will reach a consensus on the marking of each question.
- 2.6 All of the scored technical questions will be evaluated using the following scoring criteria:
- For a score of 100: Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a best in class thorough understanding of the requirement and provides details of how the requirement will be met in full providing additional added value.
 - For a score of 70: Good - Response is relevant and good. The response demonstrates a good understanding and provides details on how the requirements will be fulfilled.
 - For a score of 50: Acceptable - Response is relevant and acceptable. The response provides sufficient evidence to fulfil basic requirements.
 - For a score of 20: Poor - Response is partially relevant and/or poor. The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled.

- For a score of 0: Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement
- 2.7 If a score of 20 or less is awarded to responses to questions E05 to E09, the Authority may reject the Tender.
- 2.8 Tenderers must enter a total a fixed price into Bravo. The total price submitted shall be for the whole Contract period, exclusive of VAT.
- 2.9 Tenderers must also provide a price breakdown by completing Appendix H – Commercial Workbook and uploading this to Bravo, where indicated. This is for information only and will not be scored as part of the commercial evaluation.
- 2.10 Tenderers must also complete and upload to Bravo where indicated Appendix G – Summary of Staff Time Involved, Appendix I – Project Delivery Output Matrix and Appendix J - Project Output Matrix – Pricing Structure. This is for information only and will not be scored as part of the commercial evaluation.
- 2.11 All information submitted as part of the commercial response will be used to form the pricing schedule of the Contract.
- 2.12 It is a requirement of Regulation 1305/2013, Article 15 (8) and Annex II and the Specification of Requirements that the cost of delivering the Advice element of this project (including farm visits) may not exceed €1500 (including VAT) per business per animal species per disease. Any bid in which the price stated for the Advice element exceeds €1500 (including VAT) calculated using the most recent exchange rate set by the European Central Bank (ECB) prior to the first day of the month in which bids are evaluated, will be deemed non-compliant and will be rejected.
- 2.13 The cost of providing Advice (vet familiarisation, Sheep Scab testing costs, farm visit 1, and farm visit 2 (deliverables 5a, 5c, 5d, 5e) to each farm business (by reference to its County Parish Holding number) may not exceed €1,500. Cluster meetings do not count toward the €1,500 limit on Advice given. Any bid in which the price stated for the Advice element exceeds €1,500 for an individual business (by reference to its County Parish Holding number), will be deemed non-compliant and will be rejected.
- 2.14 Travel and subsistence costs must be included as part of the total fixed price with a breakdown provided within the relevant tab of Appendix H – Commercial Workbook. All travel and subsistence costs must be in line with the Authority’s Travel and Subsistence Policy, detailed in Appendix D.
- 2.15 The price evaluation will be scored as follows:
- The maximum marks available for this part of the Tender will be 40% and will be awarded to the Tenderer which submits the lowest price.
- The remaining Tenderers will receive marks on a pro rata basis from the lowest to the highest price.
- The total price submitted by Tenderers for the whole Contract period ONLY as stated in the Commercial Workbook will be used for this evaluation.

The calculation used is the following for this example, 40% has been used as the Commercial Weighting:

$$\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 40 \% \text{ (Maximum available marks)}$$

For example, if three Tenders are received and Tenderer A has quoted £3,000 as their total price, Tenderer B has quoted £5,000 and Tenderer C has quoted £6,000 then the calculation will be as follows:

$$\text{Tenderer A Score} = \frac{\text{£3000}}{\text{£3000}} \times 40 \% \text{ (Maximum available marks)} = 40 \%$$

$$\text{Tenderer B Score} = \frac{\text{£3000}}{\text{£5000}} \times 40 \% \text{ (Maximum available marks)} = 24\%$$

$$\text{Tenderer C Score} = \frac{\text{£3000}}{\text{£6000}} \times 40 \% \text{ (Maximum available marks)} = 20\%$$

Site visits

2.16 The Authority will not undertake a site visit.

Interviews/Presentations

2.17 The Authority will not require an interview or presentation.

SECTION 3: SPECIFICATION OF REQUIREMENTS

1. Introduction

- 1.1. The Authority, acting on behalf of the RPA, invites proposals to deliver a Sheep Scab Project to meet the requirements described in this document.
- 1.2. Tenderers should note that this is a 2 year plus 3 month contract with a requirement to meet the targets for delivery of the intermediate and final deadlines set out in this ITT and the Delivery Plan submitted by the Tenderer as part of their Response and agreed by both parties in the Contract.

2. Policy Context

- 2.1. The Authority's strategic objectives include "For Britain to be one of the world's leading food nations, renowned for excellence in every aspect of the food" ('Creating a great place for living' (Authority's strategy to 2020).
- 2.2. The 2014-20 RDPE provides funding for projects that will improve the environment; increase the productivity of farming and forestry; and to grow the rural economy.
- 2.3. The Sheep Scab Project is one part of Countryside Productivity (CP), a £141 million RDPE Scheme aiming to increase the productivity of farming and forestry in England.
- 2.4. The Sheep Scab Project aims to improve farm productivity in England by improving the management of commercial livestock, resulting in a reduction in the level of Sheep Scab in sheep. A common factor in reducing/preventing Sheep Scab on farms, is a focus on biosecurity and preventative health planning improvements, and industry collaboration; these three areas will be at the core of this project.
- 2.5. The target is for at least 100 farms per region to be covered by the project. The sheep should all be in the known scab hotspots of Cornwall, Devon, Shropshire, Herefordshire, North Yorkshire, Northumberland, Lancashire and Cumbria. The relevant sheep keepers participate in all stages as described in Work Package 1 (see Section 5 below).
- 2.6. The project will aim to achieve productivity improvements in the English sheep flock by reducing the spread of the Sheep Scab, and the number and severity of disease outbreaks, by:
 - Providing Advice and information to farmers to help them understand the Sheep Scab status of their flocks and take the necessary actions to minimise the spread of the disease.
 - Supporting farmers in Sheep Scab hotspot areas to build resilience through the provision of 1:1 and 'one to many' Advice on how to improve their on-farm biosecurity and reduce the risks of incursion of the disease from sheep movements and other risk pathways.

3. Overview of Requirements

3.1. The purpose of the project is to improve farm productivity by improving the management of commercial livestock in England. The project will integrate Sheep Scab disease testing with biosecurity Advice, and skills and knowledge transfer activity to achieve a reduction in the level of Sheep Scab in sheep.

3.2 The Contractor shall:

3.2.1 Ensure that, where required, appropriate contractual relationships are established to ensure that the project can be delivered, for example by working with sub-contractors or delivery partners. The Contractor shall create or work with existing clusters (local groups) of farmers ensuring geographical coverage which reflects the distribution of target livestock across England.

3.2.2 Ensure that all vets and advisers working on this project provide nationally consistent Advice. The Contractor will be expected to put together vet familiarisation material and this will need to be agreed with the Authority. It is recommended that the Contractor works with, for example, Sheep Veterinary Society or similar organisations to ensure information is up to date.

3.2.3 Ensure that the required number of on farm Advice visits is carried out by qualified veterinary surgeons and SQP advisors and that these visits are of consistently high quality and in accordance with the requirements described in this ITT.

3.2.4 Ensure that Vets delivering on behalf of the Contractor can provide evidence of the following:

- Registration to practice in the UK;
- Inclusion in the register of the Royal College of Veterinary Surgeons;
- Details of the work and training they have completed over the past two years;
- Experience in delivering Advice on farms over a period of at least two years;
- Experience in working in a large animal practice, including providing veterinary services to sheep farmers, over a period of at least two years.

3.2.5 Ensure that Advisors delivering on behalf of the Contractor can provide evidence of the following:

- That they are a certified SQP;

- Details of the work and training they have completed over the past two years;
 - Experience in delivering Advice on farms over a period of at least two years;
 - Experience providing veterinary services to sheep farmers, over a period of at least two years.
- 3.2.6 Be responsible for the project management, co-ordination and reporting requirements as specified in this ITT. The skills and knowledge transfer element will be funded from under Regulation (EU) No. 1305/2013 Article 14 '*Knowledge Transfer and Information Actions*', Advice will be funded under Article 15 '*Advisory services, farm management and farm relief services*' and the Contractor will be responsible for compliance with the Appropriate Regulations. These include ensuring that the value of Advice provided pursuant to the Contract does not exceed €1,500 per site/farm (by reference to its County Parish Holding number).
- 3.2.7 Identify and enrol sheep farmers who are eligible participants under the RDPE and included in the target market - the target market consists of commercial livestock farmers who are located in England and are registered keepers stated at Section 2.5 above. In order to be eligible to participate in this project the farmer must a) meet the eligibility criteria set out at Annex 6 and b) agree that Sheep Scab disease status data (or results of a Sheep Scab test, if appropriate) can be shared as described in Deliverable 5c Sheep Scab 3. The provision of Advice as part of this project is subject to a limit of €1,500 per site/farm (by reference to its CPH number).
- 3.2.8 The €1,500 allowance will be determined at the level of the CPH. One business may well have multiple CPHs if it has more than one site/farm. The skills and knowledge transfer and Advice elements, and testing will be funded at 100% of the total cost.
- 3.2.9 Group the farmers participating in the project into clusters, which will be organised by a qualified Vet or Adviser (see Sections 3.2.4 and 3.2.4 above). The Contractor will be required to put in place appropriate contractual measures to demonstrate the ability to cover requirements and to ensure the project can sign up at least the target number of farms by working with a range of veterinary practices and advisors including those that are independent of, or have no previous relationship with, the Contractor. **In each cluster area (i.e. a common) to get full control 100% of active sheep farmers will need to be involved. So whilst a Vet or Adviser will organise the clusters, farmer ownership and drive is essential.**
- 3.2.10 Establish and record epidemiological details, testing and treatment information and test results of participating flocks **specifically in relation to Sheep Scab.**

The amount of support any individual site/farm (by reference to CPH number) can receive for diagnostic testing (lab fees, not vet time) is capped at €600.

- 3.2.11 Ensure that the farmers participating in the project receive, sign and return the form confirming agreement to the terms of the Privacy Notice (Draft Privacy Notice, Appendix K). By providing this confirmation, participants agree to their Sheep Scab disease status or Sheep Scab test results data being shared with the Authority, RPA, APHA and other project participants in their immediate cluster. The Privacy Notice, which will set out the information and data that will be processed and shared as part of this project, will be contained in a Schedule to the Contract and it is a requirement of the Contract, that the Contractor ensures that all farmers participating in the project sign an agreement to participate.
- 3.2.12 Set up and manage two group learning sessions for each cluster, one session at the beginning and one at the end of the process. The Contractor must capture the data and outputs as set out in Annex 2.
- 3.2.13 Ensure **all** delivery is compliant with the Appropriate Regulations and the RDPE.
- 3.2.13.1 **It is a requirement of the RDPE that the Contractor must pay their subcontractors, and the payment, must have left the Contractor's bank account, before an invoice is submitted to the RPA for the cost of any services. This means that the Contractor will have to fund the upfront costs of service delivery and be able to evidence that any invoices from sub-contractor(s) and or other suppliers for services supplied have been paid and the funds have left their bank account prior to submitting an invoice to the RPA.**
- 3.2.13.2 Payment of all subcontractors' invoices by the Contractor must be made no later than thirty days from the date on which an invoice is regarded as valid and undisputed.
- 3.2.14 No list of laboratories which provide Sheep Scab testing is detailed in this ITT. Tenderers should supply this and any bids must include details of the laboratories the Contractor intends to use and the basis on which those laboratories have been selected.
- 3.2.15 Liaise with industry partners including, but not limited to, AHDB Beef & Lamb, National Sheep Association, the Sheep Health and Welfare Group (SHAWG), Ruminant Health and Welfare Group, and Sustainable Control of Parasites in Sheep, SQP sector bodies to market the project to the target market. This is likely to involve attendance at stakeholder meetings and regular liaison by telephone.
- 3.2.16 Assure the quality and ensure the security of all data collected and maintain a full audit trail to be inspected by an Auditor. Checks shall usually be undertaken

by the RPA although other bodies may conduct inspections. Organisations that must be granted access to data include: European Court of Auditors, European Commission, National Audit Office, the RPA or any organisation authorised by them to do so. The Contractor must demonstrate that, as a minimum, the requirements of the [Cyber Essentials scheme](#) will be satisfied.

3.2.16.1 Inspections will seek to confirm:

- that the expenses incurred and payments made by the Contractor in the course of delivering activity under the Contract are supported by accounting documents or evidence and can be directly attributed to that delivery
- that the nature and timing of expenditure corresponds to the work actually delivered (and that expenditure has been incurred and defrayed before claims have been submitted)
- that the activity delivered is in accordance with the Specification of Requirements (including the KPIs) and the Contract; and
- that the activity has been implemented in accordance with European Union rules.

This will include, for example, checks:

- of timesheets and invoices from third party suppliers, and bank statements/payment ledger screen prints confirming that these invoices have been paid;
- that EU and Authority branding have been used appropriately throughout delivery; and
- on a proportion of participants by contacting them to verify:
 - (1) that the activity has taken place as stated in the claim; and
 - (2) the beneficiary is eligible.

3.2.17 Ensure that the Claims and administration process set out in Annex 1 is completed in a timely and accurate manner. More detail about this will be provided at the inception meeting.

3.2.18 Ensure that the correct procedures are followed regarding the acknowledgment of RDPE funding in any Publicity (see Annex 3).

3.2.19 Ensure that the requirements in relation to targeting are met. The requirement in terms of the number of livestock covered is as follows:

- ensure that a minimum of 100 sheep farms (per lot) in the Contractor's target area within England participate in all stages as described in work package 1. The aim is that they have taken the recommended actions as a result.
- The target market consists of commercial sheep farmers who are located in the known scab hotspots of Cumbria, Lancashire, Cornwall, Devon, Shropshire, Herefordshire, North Yorkshire, and Northumberland and are registered keepers of the above sheep.

- 3.2.20 Establish an effective working relationship with the Nominated Officer and ensure that any changes to the agreed delivery plan are agreed by both parties and confirmed in writing prior to implementation.

4. Key Requirements

- 4.1 The Contractor will be required to achieve work delivery outcomes (Section 5 below) against work delivery milestones which are to set out in their tendered delivery plan. The delivery milestones submitted in the tender will be included as a schedule to the Contract.

Outcome – Sheep Scab project

- 4.2 Each participant is required to complete the training sessions, establish the Sheep Scab health status of their flock and participate in the Advice sessions. The Authority will pay per each unique CPH number that completes each of the deliverables (5b to 5f as described below). It is up to the Contractor to decide how many unique CPHs they will need to work with to deliver the target number of sheep and state this in Appendices I and J.
- 4.3 The Contractor will be required to provide a full list of those participating in the project and confirm their eligibility to take part prior to any activity taking place.
- 4.4 The Contractor will be required to confirm the flock number (the 6 digit UK ear tag prefix) of each participating flock along with the details required by Annex 3.
- 4.5 The Contractor will carry out quality assurance and evaluation work to ensure that the services supplied are of a consistently high standard and encourages participants to take action.

5. Work Package 1: Sheep Scab Project Delivery

5.1. Deliverable 5a Sheep Scab 1

Project set up and enrolling participants

- 5.1.1 To identify and establish a working relationship, either as a sub-contractor or delivery partner with veterinary surgeons (Vets).
- 5.1.2 Vets must be registered to practice in the UK, be listed on the [RCVS register](#), have at least 2 years' experience of delivering on farm Advice, and have been working with sheep for 2 years or more.
- 5.1.3 Advisers must be SQPs, have at least 2 years' experience of delivering on farm Advice, and have been working with sheep for 2 years or more.
- 5.1.4 To ensure the selected Vets and Advisors are up to date and have a consistent knowledge of Sheep Scab. All Vets and Advisors are to have taken a specific Sheep Scab CPD module. This activity must be at least 95% complete within the first year of the project.

- 5.1.5 Identify and enrol sufficient numbers of participants so that at least 100 farms per lot are covered by the project, and that they are in the target hotspot areas.

5.2 Deliverable 5b Sheep Scab 2

Setting up clusters, and initial cluster meetings

- 5.2.1 Form cluster groups of project participants. Clusters are groups of sheep keepers, vet or SQP led, that will be formed to benefit from training provided by the vet with administrative support provided by the Contractor. It is envisaged that shared grazing and geography would act as a natural groupings for clusters. These clusters must be in the hotspot areas as mentioned.
- 5.2.2 Arrange introductory meetings for each cluster. Each of these meetings will be attended by farmers eligible to benefit from this project (see Annex 5) who have some kind of link to unite them in a cluster. This may be that they all use the same vet (who has been/ will be trained under Deliverable 5a Sheep Scab 1). These can be physical or virtual meetings.
- 5.2.3 The purpose of the meeting will be to cascade the information to the farmers attending the meeting, and to engage the farmers in the project.
- 5.3.4 Participants will be asked to agree that their Sheep Scab epidemiological info, including the results of any new testing, can be made available as described in Deliverable 5c Sheep Scab 3 to other participants in their immediate cluster.

5.3 Deliverable 5c Sheep Scab 3

Establishing Sheep Scab status and making Sheep Scab disease status data available

- 5.3.1 The testing of sheep on participating holdings will take place as part of the project. The Contractor will need to demonstrate that the tests are carried out and the results are displayed in a way that is consistent with industry recommended best practice – see Annex 2.
- 5.3.2 Participants will be asked to agree that their Sheep Scab disease status, based on the results of the testing, can be made available to:
- a. The Contractor managing the project.
 - b. Vets and Advisors participating in the project who will use the data to inform the delivery of situationally specific Advice and management actions to farmers enrolled in the project.
 - c. Farmers enrolled and participating in the project so that they can see the Sheep Scab disease status of participating farms in their local cluster only.
 - d. The Authority, RPA, APHA who will use the data to inform policies which work to improve and safeguard animal health and welfare. For any parties other than the above, the data will be anonymised, ensuring that

participants and their farms cannot be identified from it, including in relation to location data and from geographical features.

5.4 Deliverable 5d Sheep Scab 4 Farm Visit 1

Provision of Advice

- 5.4.1 The Contractor will arrange for each participating farmer to be visited by an advisor or vet, this is likely to be the Advisor or Vet who led that particular cluster meeting.
- 5.4.2 The Advisor or Vet will be required to relay the consistent messages and carry out the Advice visit. This visit will include a biosecurity audit and situationally-specific Advice on disease management, treatment and prevention, as appropriate. See Annex 4.
- 5.4.3 The nature of the Advice will be informed by the Sheep Scab status of the holding, farm type and management practices, Sheep Scab disease control measures, and the Sheep Scab status of neighbouring holdings (whether known already through project testing results). The Vet time spent obtaining samples from livestock, and laboratory costs are eligible for 100% funding.
- 5.4.4 For Sheep Scab positive flocks, Advice will be provided on management of the disease, and prevention of internal and external spread. For both Sheep Scab positive and negative flocks, Advice will be provided on biosecurity improvements that would prevent infection and/or spread to neighbouring flocks. An example template for the biosecurity audit and the measures for action that could result is attached at Annex 4, but other biosecurity audits may be used.
- 5.4.5 Depending on flock size, the estimated time for delivery of the Advice and biosecurity assessment is estimated to be around 2 – 3 hours per farm participating.
- 5.4.6 A report/action plan of this initial visit will need to be submitted to the RPA. Example templates are provided at Annex 4 – however the contractor should design their own to fit into information management systems that they will use.

5.5 Deliverable 5e Sheep Scab 5 Farm Visit 2

Follow-up visits to assess progress in implementing Advice

- 5.5.1 Following the Vet visit and provision of Advice (Deliverable 5d Sheep Scab 4), a follow up visit will be arranged and undertaken to assess progress on implementing the recommended Sheep Scab control and biosecurity measures, recording why any of the recommended measures have not been implemented, and to offer further Advice. A short action plan will be provided by the Vet to the farmer. This second visit will take place at least 6 months after the initial visit and before the end of the project.

5.6 Deliverable 5f Sheep Scab 6

Follow-up cluster meetings

- 5.6.1 Following the individual Advice visits, the Contractor will arrange meetings to bring together all of the members of each cluster that have participated in deliverables Sheep Scab 5c, 5d and 5e. A Vet will disseminate cluster-specific results and discuss general strategies and actions that can be undertaken by everyone in the cluster including treatment options if Scab is present. This will be followed by a discussion on the next steps and Advice on individual actions. A report of this meeting to be provided to the RPA.

5.7 Deliverable 5g Sheep Scab 7

Follow-up meeting to assess quality and content of Advice

- 5.7.1 The Contractor will contact each farmer participant no later than 3 months after the visit to assess the quality and content of Advice given by the vet sub-contractor and collect any feedback.
- 5.7.2 The Contractor will contact each of the vets heading up the clusters to obtain and record information about cluster performance, longevity, and individual member activity in relation to their action plans. It is expected that this will take place 3 months after the final Advice visit in a cluster.

6. Work Package 2: Quality Assurance, Quality Control and Data Reporting

Project Progress Reporting

6.1 Reporting: Claim Review Reports – Deliverable 6a

- 6.1.1 The Contractor shall provide Claim Review Reports with each claim, throughout the duration of the Contract to be sent to the Nominated Officer one week prior to the Claim Review Meeting.
- a. The Claim review Report shall provide details of activity delivered (deliverables 5a, 5b, 5c, 5d, 5e, 5f & 5g) and the quality assurance and quality control activities associated with that activity. The reports shall be cross-referenced to invoices, providing a breakdown of all costs incurred during the associated period.
 - b. The format of the reports will be agreed at the inception meeting.
 - c. A minimum of 2 claims or maximum of 3 claims shall be made in any six month period throughout the life of the Contract.

6.2 Reporting: Annual Reports - Deliverable 6b

- 6.2.1 The Contractor shall provide an annual report collating and reflecting on the Claim Review Reports to the Authority on the first anniversary of the start date of the Contract and then for each year thereafter until the end of the Contract. An electronic copy of the annual report shall be provided in both Microsoft Word and pdf file formats.

6.2.2 In addition to reporting against the number of livestock covered as part of the payment by results, the following areas need to be reported against in the annual report:

- a. Flock sizes that participated.
- b. Diagnostic results for Sheep Scab (using anonymised data as described in Deliverable 5c Sheep Scab 3).
- c. Final vet/cluster reports to show the levels of Sheep Scab at the end of the project.
- d. Farmer and vet “dropout rate” at each stage of the project.
- e. How many actions did the vets recommend in farmer Advice reports and how many of these were implemented by the farmers.
- f. Where treatment was advised how many farmers carried this out.

6.3 Reporting: Final Report – Deliverable 6c

6.3.1 The final report should consolidate the annual reports. In addition to reporting against the number of livestock covered as part of the payment by results, the following areas need to be reported against in the final report:

- a. Flock sizes that participated.
- b. On common land did all sheep farmers on that common participate, on non-common land were contiguous flocks identified?
- c. Diagnostic results for Sheep Scab (using anonymised data as described in Deliverable 5c Sheep Scab 3).
- d. Final vet/cluster reports to show the levels of Sheep Scab at the end of the project.
- e. Farmer and vet “dropout rate” at each stage of the project.
- f. How many actions did the vets recommend in farmer Advice reports and how many of these were implemented by the farmers.
- g. Which types of actions recommended in vet reports were not carried out and why?
- h. How many clusters plan to continue in some form beyond the RDPE funding.
- i. Farmer’s assessment of the Service. It is expected that 95% of participants will be satisfied or fully satisfied with Advice. This success will be measured as receiving a score of three or more using a scale rated out of four, four being the highest. The Contractor should provide a suggested scoring matrix based on the following:

–For a score of 4: Excellent service providing comprehensive, relevant Advice. (Fully satisfied)

–For a score of 3: Acceptable Service with relevant Advice. (Satisfied)

–For a score of 2: Poor – Service and Advice was partially relevant and/or poor.

–For a score of 1: Unacceptable service that failed to meet customer’s needs.

6.4 Reporting: Sheep Scab Disease Testing Results – Deliverable 6d

6.4.1 The Contractor shall provide Sheep Scab Disease Testing Report at each Claim Review Meeting to the Authority containing the following information:

- a) County Parish Holding number (CPH)
- b) Flock number
- c) Type of test
- d) Date of test
- e) Laboratory which carried out the test
- f) Result

6.4.2 The Contractor must ensure that the data collected and described at Deliverable 5c Sheep Scab 3 is used only for the purposes of the Project. A timetable of key deliverables for reporting is summarised in Table 1.

Table 1: Key Reporting Deliverables and Timescales

Deliverables/outputs	Deliverable Number	Frequency –	Timescales	Recipient
Claim Review Report	6a	With each claim	A minimum of 2 claims or maximum of 3 claims shall be made in any six month period	The Authority
Annual Reports	6b	Once a year	The first report must be received no later than the anniversary of the date that the Contract is signed and then annually thereafter	The Authority
Final Report	6c	Once	Draft report no later than 2 months before end of Contract. Final version by 2 weeks before end of Contract	The Authority
Reports of Disease testing Results (updated database and analysis)	6d	With each Claim Review Report	A minimum of 2 claims or maximum of 3 claims shall be made in any six month period	The Authority

- 6.5 The Contractor must use quality management systems to assure the quality of their own and the work of any sub-contractors' or other delivery partners' work.
- 6.6. The Contractor will be responsible for the project management, co-ordination and reporting requirements as specified in this tender and for ensuring that delivery is compliant with the regulatory requirements.
- 6.7. The Contractor will ensure that any data collected (as detailed in Deliverable 5c Sheep Scab 3) or data set developed from this project, is treated in accordance with the requirements set out in Appendix K and interpreted in a clear and accessible electronic format for use by the Authority (should the Authority request sight of this information at any point during the project).
- 6.7 The Contractor will validate all data prior to submitting it to the Authority.
- 6.8. Contractor is to keep the following accounts and records of all quotations and invoices received from Subcontractors, suppliers, utilities, local authorities, etc.
- 6.9. The Contractor shall accept audit of the Services by the Authority, RPA, European Commission, European Court of Auditors and the National Audit Office or any organisation mandated by any of these bodies. These audits may be conducted on a regular basis with the following aims:
- to review and verify information available in records developed through the monitoring programme; and
 - to identify specific issues of non-compliance and to give recommendations to meet them.
- 6.10. The Contractor should be aware that submitting any invoice containing ineligible expenditure will result in a financial charge to the contractor and a corresponding reduction in the amount paid in accordance with Article 63 of Regulation (EU) No. 809/2014. The claim payment will be calculated on the basis of what is found to be eligible within the claim. In the event of an irregularity in the claim, which is not deemed to be an obvious error on the Contractor's part, the RPA will have the right to make a deduction from the sum due to the Contractor and to remove the ineligible expenditure from the claim.
- 6.11. If a check finds that the value of the costs included in the Contractor's claim exceeds the amount that is actually eligible for inclusion in the claim by more than 10%, then unless the Contractor can demonstrate that they are not at fault, a 2 stage reduction is applied to calculate the amount that is paid for that claim.
- **Stage 1** - the claim is reduced to the total value found to be eligible.
 - **Stage 2** - penalty is imposed such that the final amount from stage 1 is further reduced by a figure equal to the difference between the total claimed and the amount found to be eligible.

- 6.12. In practice this results in a reduction to the claim payment of twice the amount that was found to be ineligible. The total amount that can be deducted in this way is capped at the value of the contract (less VAT).

7. Programme of Work and Milestones

- 7.1. Tenderers are invited to propose a work programme designed to meet the above objectives, requirements and timetable. Tenders should include a time schedule for the work that identifies the main stages, tasks and key milestones – these will then be used to monitor progress. Any changes to the work programme must be approved by the authority in writing prior to implementation.

8. Performance Management Framework (PMF) (Including Service Levels and Key Performance Indicators)

- 8.1 The following will be included as a Schedule to the Authority's Conditions of Contract at the point of signature;
- the Contractor's approved Project Delivery Output Matrix (Appendix I) and the Detailed Gantt Chart required for Evaluation Question E04 Project Management.
- 8.2 As part of the Authority's continuous drive to improve the performance of all contractors, this PMF will be used to monitor, measure and control all aspects of the Contractor's performance of Contract responsibilities.
- 8.3 The PMF purpose 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.
- 8.4 The Authority may define any reasonable performance management indicators for the Contractor under the following categories:
- I. Contract Management
 - II. Delivery and support
 - III. Quality of Service
 - IV. Continuous Improvement
- 8.5 The above categories are consistent within all Contract awards allowing the Authority to monitor Contractor's performance at both individual Contract level and at enterprise level with the individual Contractor.

9. Management of the PMF

- 9.1 The Contractor shall produce a Performance Management report with each claim made, detailing performance against KPIs. This shall be provided to the Authority by email along with the other requirements detailed in Annex 1.
- 9.2 The Contractor shall maintain their own management reports, including a Risk and Issues Log.
- 9.3 Any performance issues highlighted in the Performance Management reports will be addressed by the Contractor, who may be required at the request of the

Authority to provide an improvement plan (“Remediation Plan”) to address all issues highlighted within a week of the Authority’s request.

- 9.4 The Authority shall hold quarterly Claim Review Meetings with the Contractor to review the Contractor’s Performance Management reports, operational delivery of the Contract and implementation of any Remediation Plans, as required.
- 9.5 In the fourth quarter of each year of the Contract (on the anniversary of the Contract Start Date) the Authority shall hold an overarching Annual Review Meeting with the Contractor. The Annual Review will be to review performance over the past year and look ahead to the next year, including strategic and financial issues. The risk, issues and actions register will also be reviewed.
- 9.6 Meetings will be held at the most mutually convenient location, usually face-to-face, but with teleconference facilities available.
- 9.7 Key Performance Indicators (KPIs) are essential in order to align Contractor’s performance with the requirements of the Authority and to do so in a fair and practical way. KPIs have to be realistic and achievable; they also have to be met. Failing to meet the KPIs would indicate otherwise that the service is failing to deliver. As a result, recourse might be to terminate and seek alternative supply.

Project 28734 Sheep Scab

Key Performance indicators – see below

Metric	KPI	What is required to make this measurable	KPI Measurement	KPI Rating (1-3) scale		
				1	2	3
Contract Management	<p><i>p Scab</i></p> <p>KPI 1 – Claim reporting/invoicing to agreed timescales</p> <p>WP 3 Deliverables numbered 6a, 6b,6c and 6d</p>	<p>Claim Review Reports, Sheep Scab Disease Testing Result Reports and invoicing are produced to the timescales and quality as outlined in the deliverables.</p>	<p>Invoices delivered on time and are correct, quote correct PO, contract number, the Authority Contact, and qualitative description of the work being done.</p> <p>Invoices and associated reports shall be clearly linked and clearly itemised.</p> <p>Performance management reports should minimise burden on the Authority. Claim Review Reports shall be clearly and explicitly linked to invoices to help financial tracking.</p>	<p>Below expectations <100%</p>	<p>NA</p>	<p>Meets Expectations 100%</p>
Contract Management	<p>KPI 2 –Risk Assessment</p>	<p>Detailed and up to date project risk register in place. The Risk Register will be agreed at the inception meeting based upon the Tender response to E04</p>	<p>An agreed Risk Register 1 month from the inception meeting and kept up to date throughout the life of the Contract. Evidence at each Claim Review Meeting</p> <p>Evidence shall be provided that risks are pro-actively managed.</p>	<p>Below expectations <100%</p>	<p>NA</p>	<p>Meets expectations 100%</p>
Contract Management	<p>KPI 3 – performance against table of outputs</p>	<p>WP 1</p> <p>Deliverables 5a,5b,5c,5d,5e, 5f and 5g are being achieved and to the agreed timetable</p>	<p>The deliverables and timescales submitted in the tender are being achieved on time and to the agreed standard</p>	<p>Below expectations <100%</p>	<p>NA</p>	<p>Meets expectations 100%</p>

Delivery and support	KPI 4 – Annual reports	High Quality annual reports delivered on time and to a high quality.	Reports are delivered on time and need little input/corrections from the Authority in order to finalise for publication.	Below expectations <100%	NA	Meets expectations 100%
Delivery and support	KPI 5 – Health & Safety and Biosecurity	Health & safety and/or Biosecurity is appropriately managed throughout the life of the Contract	H&S and/or Biosecurity policy & procedures are in place & shared with Delivery Partners and/or Sub-Contractors H&S and/or Biosecurity policy & procedures are adhered to and all training and certifications are maintained (including Delivery Partners and/or Sub-Contractors). H&S and/or Biosecurity issues relating to the Contract are communicated to the Authority within 1 working day. Any identified H&S issues and/or Biosecurity relating to the Contract have an appropriate action plan and are resolved within agreed timescales.	Below expectations <100%	NA	Meets expectations 100%
Quality of service	KPI 6– Data capture and delivery	Data capture and delivery in line with requirements of Annex 2.	Data capture meets requirements stated in ITT	<95%	95%	>95%
Quality of service	KPI 7– QA/QC Compliance	Robust QA/QC procedures are implemented and maintained	QA/QC activities should be reported to the Authority in meeting all aspects of the contract in line with the requirements of the specification. Evidence is provided that they are carried out throughout delivery	Below expectations <100%	Meets expectations	Exceeds expectations 100%

		throughout delivery.	whilst minimising burden to the Authority, are regularly reviewed and amendments implemented.			
Quality of service	KPI 8 - 95% of participants satisfied or fully satisfied with Advice (receive a score of 3 or more using a scale of 1-4 where 4 is high)	Contractor to put system in place to capture participant satisfaction / feedback	Fully completed, signed participant evaluations collected and retained in a format to be agreed with the Authority	<95%	95%	>95%
Continuous Improvement	KPI 9 – Continuous Improvements and added value (Deliverables: All)	Contractor provides recommendations for Service improvements to improve Quality and add value.	Suggestions which may or may not be accepted by the Authority which will lead to improved quality and added value to the Service offered by the Contractor	None submitted or recommendations are below expectations	NA	Recommendations submitted and exceed expectations

Annex 1: Claims and Administration Process

As an integral part of their delivery responsibilities, the Contractor is required to supply relevant contract outputs on a regular basis (a minimum of 2 claims per six months and a maximum of 3 claims per six months), to accompany their invoice for each Claim Review Meeting. These outputs should be on the standard templates provided and include (but are not limited to):

- Claim form;
- Management report – including details of progress against milestones, performance against KPIs/output targets, details of forthcoming activity, issues/risks and actions to be taken if delivery is falling below expectations;
- EU data requirements table – which is required to meet EU requirements;
- Provision of information about participants (see Annex 2).

In addition, the Contractor is required to keep the following information for all activities. This information must be made available for inspection upon request. In addition, the Contractor will be asked to submit further detailed information for some of their claims which will, be selected at random:

- Participant registers – which are required to meet EU and State Aid requirements;
- Feedback forms; including an evaluation form completed by the participant confirming the level of satisfaction with the activity and if they intend to put their learning or Advice received into practice
- One-to-one visit reports; and
- Event agendas and, if requested, presentations/handouts.
- Evidence of carrying out eligibility checks
- Completed Evaluation Forms
- Other records.

The Contractor shall keep timesheets and payroll records for those employees involved in training, and where relevant sub-contractor records and evidence of payment to sub-contractors to evidence the level of work being undertaken. These can take the form of normal employment records, kept for standard tax purposes. **(Tenderers intending to sub-contract need to be aware that sub-contractors have to be paid for work done before a claim is made for any training delivered by the sub-contractor.)**

The Contractor should note that failure to provide accurate documentation may lead to penalties being charged.

Annex 2: Data Collection and Format Requirements

Participant Information

The Contractor will be responsible for collating the following data for all the trainees attending the one to many training events, these are the initial cluster training/introductory event(s) and the final group session:

- Individual – Name, address post code, contact details including an email address, land line and mobile telephone number, Employment status, age,
- Business name (as per Rural Payments / BPS)
- Farm/Holding – County Parish Holding number (CPH)
- Employer – Name, address, postcode, size of the business, SIC codes
- Sheep farm type – Breeder, Finisher, pedigree breeder, ram breeder
- Type of Assistance – Type of training/learning, number of hours/period
- Reporting – Attendance register, learning hours provided
- Dates – plus start and finish times of the activity attended
- Training Venue – postcode of primary activity location
- Name or number in order to identify which cluster the participant is a member of

Beneficiary data will need to be loaded on to a claim form, this will be a spreadsheet format (Microsoft Excel or equivalent) and an electronic template will be provided.

There will be a requirement to report the evaluation of the each of the training event(s) within the agreed timelines. The Contractor and the Authority will need to agree how:

- The training event(s) will be evaluated
- The chosen method will measure the impact of the training for the trainees

Test Results.

For the Sheep Scab test results the contractor(s) must provide the following additional data to the Authority in a format compatible with Microsoft Excel

- County Parish Holding number (CPH)
- Flock Number
- Management group ID
- Individual sheep ID for those tested
- Test type
- Date of test
- Laboratory which carried out the test
- Result (ELISA levels)

Evaluation data

- Flock sizes that participated
- Final vet/cluster reports to show the success/ failure at the end of the project
- Farmer and vet “dropout rate” at each stage of the project.
- How many actions did the vets recommend in farmer Advice reports and how many of these were implemented by the farmers.

- Which types of actions recommended in vet reports were not carried out and why.
- How many clusters plan to continue in some form beyond the RDPE funding.

Annex 3: Publicity Requirements

The publicity requirements will be explained in detail at the inception meeting, however an indication of the requirements is below

- All publications (booklets, leaflets, letters, posters, websites, databases, etc.) relating to the RDPE funded project must have clear indication on the title page of the EU, and Defra support
- RDPE grant support must also be acknowledged in any press releases relating to the project
- An example of the acknowledgement to be displayed in publications and on publicity material is provided below:
- This project has been supported through the Rural Development Programme for England, which is jointly funded by Defra and the European Union
- Websites must acknowledge support received from the EU and Defra on the homepage. There must be a web link to the EU Commission's rural development page: <http://ec.europa.eu/agriculture/rurdev>

Annex 4: Draft Example Template – Report of Advice Visit

This is an example template. The Contractor should design their own to fit into information management systems that they will use.

All Advice visits must be recorded and completed by the vet and signed by the recipient of the Advice. The Contractor must also sign the Advice report to confirm that the appropriate eligibility and quality assurance checks have been carried out. The information in the template below should be contained within the Advice report but the format (paper or electronic) can be developed by the supplier

Vet Visit Report - Sheep Scab

Farmer's Name	
Vet name	
Others present	
Farm name and address	
Location of sheep (if different to above)	
Cluster name	
Flock no.	
CPH	
First visit date	
Second visit date	
Report date	

1. Summary Recommendations

To be completed after second visit. Recommendations should be listed prioritising those which will achieve the greatest biosecurity gain, considering the financial implications.

Recommendation 1.

Recommendation 2.

Recommendation 3.

Etc.

2. Farm Summary

To be completed after first visit. A brief description of the farm in terms of its location, relevant stock numbers and type, farming and business practices and progress towards Sheep Scab and biosecurity best practice. For example recent treatments (which animals treated what with and when), animals bought in, rams, contractors used, shared equipment, fencing, dipping facilities, contiguous sheep holdings, other treatments that effect Scab treatments

3. Diagnostics results

Date and type of test	Management group	Sheep ID	Result

4. Detailed Assessment of Current Situation and Possible Improvements

Please add a commentary based on the diagnostic results, currently level of biosecurity, business practices etc.

5. Full Recommendations

Priority	Recommendation	Reason/benefit	cost	Resources/input needed	Target date for completion

6. Implications of NOT Undertaking Recommendations

Please add a commentary about the impacts on the farm business and on Animal welfare if the recommendations are not carried out.

7. What and Who Can Help?

Insert details of any further sources of information, Advice, support or contacts that you discussed during the visit to help implement the recommendations, such as publications, websites, organisations etc.

Please sign below to confirm this report accurately represents the Advice Visit and recommendations

	Name	Signature	Date
Vet			
Farmer			

Annex 5: Eligibility Criteria for Participants in the Sheep Scab Project

Please note that these eligibility criteria must be met in all cases, however the Contractor is required to undertake further work to ensure that the required target market is reached.

Skills and Knowledge Transfer elements – i.e. the initial cluster start up meeting and the cluster review meeting

The participant must be a farmer as described in Article. 4 of the Direct Payments Regulation (Regulation (EU) No. 1307/2013) and a keeper of Sheep with the flock and keeper registered to a holding in England.

Advice - In order to participate in the Advice elements of the project i.e. the one to one on farm Advice sessions provided by a qualified vet, the farmer must:

- Meet the criteria specified above
- Undertake the Sheep Scab disease testing as recommended by the vet
- Consent to the sharing of Sheep Scab test results/Sheep Scab disease status (as described in Deliverable 5c Sheep Scab 3)
- Declare the value of any RDPE funded Advice received since 1st January 2014. If the farm (business) has received any funding under the Sheep Scab Project since 1/1/2014 the value of this Advice will be deducted from the 1500 euro available and may prohibit them from full participation.

The value in pounds sterling of the cost for the provision of Advice (and all other claims under this contract) will be calculated using the most recent exchange rate set by the European Central Bank (ECB) prior to the first day of the month in which the payment claim is paid. It remains the responsibility of the contractor to ensure that it is not claiming for amounts greater than those eligible for payment under the Rural Development Regulations and in particular Article 15 and Annex II of Regulation (EU) No. 1305/2013.

Annex 6: Sheep Scab - Resistance

Background

Sheep scab due to the *Psoroptes ovis* mite is an important cause of health and welfare problems in the national flock and has a significant cost to the sheep farming industry of the UK.

In 2017 APHA scanning surveillance identified cases where sheep affected by sheep scab mites (*Psoroptes ovis*) had not responded to treatments with an injectable product containing the active ingredient of the macrocyclic lactone (ML) moxidectin.

Mites were collected from four flocks and a collaboration between APHA and the University of Bristol was established with the University undertaking research and *in vitro* tests comparing mites from these farms with a known fully susceptible strain held at Moredun Research Institute to determine if the mites had developed resistance to the injectable product used. The results of this study were published in the Veterinary Record - First evidence of resistance to macrocyclic lactones, in *Psoroptes ovis* sheep scab mites in the UK (Doherty and others 2018). University of Bristol, APHA and the Moredun Research institute investigated further cases of apparent treatment failure and subsequently resistance to other injectable MLs was demonstrated - Multiple resistance to macrocyclic lactones in the sheep scab mite *Psoroptes ovis* (Sturges-Osborne and others 2019).

This raises major concerns

1. Increasing failure of treatment and control of sheep scab due to the presence of ML resistant mites.
2. Increasing incidents and spread of sheep scab.
3. Continuing use of preventive treatments (MLs) for sheep scab whether successful or not, leading to increased resistance of gut worms to these products.

Diagnosis

Itchy sheep may be infested with the chewing louse, *Bovicola ovis* or the sheep scab mite *Psoroptes ovis* or BOTH at the same time. Therefore in cases of itching sheep with wool loss it is important to get an accurate diagnosis (Mitchell and Carson 2019) .

There are two available methods, the skin scrape and a relatively new *Psoroptes ovis* ELISA test.

Following infection with scab (*P. ovis*) mites it can take a number of weeks before affected sheep start to scratch and rub. This allows time for the mites to spread to other sheep.

In some cases it may be difficult to find mites on skin scrapings and some flocks show little or no clinical signs of sheep scab, particularly if it has been established in the flock for some time and it is in these situations that this ELISA test can be useful. The *Psoroptes ovis* ELISA test can detect antibodies to scab mites in serum from 2 weeks after infestation, so can be useful to indicate exposure before the development of clinical signs or in other situations where mite numbers are

low. It also is best where 12 animals (including the itchy animals) are tested from a suspected infected group

However veterinary interpretation of ELISA results is essential as it needs to take account of treatment history and assess risk factors. A paper describing the use of the ELISA test has been published (Hamer and others 2019).

Treatment

There are only two types of treatment available for sheep scab in the UK, the injectable macrocyclic lactones (MLs) and diazinon organophosphate (OP) dips and it has become very important to recognise that resistance in *P. ovis* mites in the UK to injectable treatments is now present/ confirmed and possibly increasing.

Since scab is not the only cause of itchy sheep it is important to get the diagnosis confirmed to allow treatment with the right product. Pour on synthetic pyrethroids will not kill sheep scab mites and injections of 3ML wormers (e.g. Ivomec, Dectomax, Cydectin) will not kill lice.

Dipping with an OP dip however will kill both sheep scab mites and lice. Many farms may not have dipping facilities but there are an increasing number of contractors who can provide a mobile dipping service.

Injectable 3ML products can be used for prevention and/or treatment, but each product varies, some require two injections to be administered to effectively treat sheep scab. It is imperative that the manufacturer's instructions are read before use. In addition withdrawal periods are subject to change and it is the user's responsibility to ensure withdrawal periods are adhered to.

If resistance is present in mites on the farm, and the mite is eradicated by correct alternative treatment, any resistant mites remaining in the environment in tags of wool for example would not survive for a long period (a maximum of approximately 17 days). This is in contrast to the situation in gastro-intestinal worm resistance where resistant worms will survive in the environment for years.

Summary

- Take sheep scab seriously and encourage flock owners to do so.
- When investigating suspect cases, take skin scrapes and blood samples from the group to help in the diagnosis
- Optimise skin scrape sampling by inspecting the group of animals and select the most pruritic animals. Look for discoloured or wet fleece. The mites will normally be located around the moist edge of the lesion
- Blood sample a minimum of 12 animals of the affected group, including the pruritic animals, ideally identifying the animals sampled to allow retesting if necessary.
- Recommend testing rather than routine prophylactic sheep scab treatment and only treating correctly quarantined new sheep if infestation is confirmed.

- Remember the potential for infestation without clinical signs (e.g. risks associated with common grazing) where use of the blood test will be essential. Encourage collaboration between graziers to coordinate treatments.
- Investigate possible inefficient treatment and report concerns to the VMD.
<https://www.gov.uk/report-veterinary-medicine-problem>
- Further advice on treatment options are available on the Sustainable Control of Parasites (SCOPS) pages <https://www.scops.org.uk/external-parasites/scab/>

DOHERTY, E., BURGESS, S., MITCHELL, S. & WALL, R. (2018) First evidence of resistance to macrocyclic lactones in *Psoroptes ovis* sheep scab mites in the UK. *Veterinary Record*

HAMER, K., BURGESS, S., BUSIN, V. & SARGISON, N. D. (2019) Performance of the *Psoroptes ovis* antibody enzyme-linked immunosorbent assay in the face of low-level mite infestation. *Veterinary Record* 185, 107-107

MITCHELL, S. & CARSON, A. (2019) Sheep scab – the importance of accurate diagnosis. *Veterinary Record* 185, 105-106

STURGESS-OSBORNE, C., BURGESS, S., MITCHELL, S. & WALL, R. (2019) Multiple resistance to macrocyclic lactones in the sheep scab mite *Psoroptes ovis*. *Vet Parasitol* 272, 79-82

APPENDIX A
FORM OF TENDER
(Print, Sign, Scan and Upload to Bravo)

To be returned and uploaded in Bravo by 20th November 2020 12 noon GMT.

Tender for RDPE Countryside Productivity Scheme Project to tackle Sheep Scab

Tender Reference: 28734

-
1. We have examined the invitation to tender and its appendices set out below (**the ITT**) and hereby offer to provide the goods and/or services specified in the ITT and in accordance with the attached documents to the Authority commencing for the period specified in the ITT.
- Tender Particulars (Section 1)
 - Evaluation Model (Section 2)
 - Specification of Requirements (Section 3)
 - Claims and Administration Process (Annex 1)
 - Data collection and format requirements – participants (Annex 2)
 - Publicity requirements (Annex 3)
 - Report of Advice visit (Annex 4)
 - Eligibility criteria for participants (Annex 5)
 - Sheep Scab Resistance (Annex 6)
 - Form of Tender (Appendix A)
 - Commercially Sensitive information (Appendix B)
 - Use of Third Parties (Appendix C)
 - Defra Travel and Subsistence Policy (Appendix D)
 - Authority's Conditions of Contract (Appendix E)
 - Armed Forces Corporate Covenant (Appendix F)
 - Summary of Staff time involved (Appendix G)
 - Commercial Workbook (Appendix H)
 - Project Delivery Output Matrix (Appendix I)
 - Project Output Matrix – Price Structure (Appendix J)
 - Draft Privacy Notice (Appendix K)
2. If this tender is accepted, we will execute the Contract and any other documents required by the Authority within ten 10 days of being asked to do so.
3. We agree that:
- a. before executing the Contract substantially in the form set out in the ITT, the formal acceptance of this tender in writing by this Authority or such parts as may be specified, together with the documents attached shall comprise a binding contract between the Authority and us;
 - b. we are legally bound to comply with the confidentiality provisions set out in the ITT;

- c. any other terms or conditions or any general reservation which may be provided in any correspondence sent by the Authority in connection with this procurement shall not form part of this tender without the prior written consent of the Authority;
 - d. this tender shall remain valid for one hundred and twenty (120) days from the closing date for tenders specified in the ITT; and
 - e. the Authority may disclose our information and documents (submitted to the Authority during the procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.
4. We confirm that:
- a. we have no actual or potential conflict of interest in connection with the ITT or the Contract; or
 - b. if we do have an actual or potential conflict of interest in connection with the ITT or Contract we have disclosed it in full to the Authority.
5. We undertake and it shall be a condition of the Contract that:
- a. the amount of our tender has not been calculated by agreement or arrangement with any person other than the Authority and that the amount of our tender has not been communicated to any person until after the closing date for the submission of tenders and in any event not without the consent of the Authority;
 - b. we have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of the Authority or other contracting authority in connection with the award of the Contract and that no person employed by us has done or will do any such act; and
 - c. we have not made arrangements with any other party about whether or not they may submit a tender except for the purposes of forming a joint venture.
6. I warrant that I am authorised to sign this tender and confirm that we have complied with all the requirements of the ITT.

Signed _____

Date _____

In the capacity of _____

Authorised to sign
Tender for and on
behalf of _____

Postal Address

Post Code _____

Telephone No. _____
Facsimile No. _____
Email Address _____

APPENDIX B

COMMERCIALLY SENSITIVE INFORMATION

(If applicable to reproduce a similar table to that example below and then upload to Bravo)

TENDERER'S COMMERCIALY SENSITIVE INFORMATION	POTENTIAL IMPLICATION OF DISCLOSURE	DURATION OF COMMERCIALY SENSITIVE INFORMATION

APPENDIX C

USE OF THIRD PARTIES

(If applicable, Tenderer to reproduce a similar table to that example below and then upload to Bravo)

Named Partners and/or Sub-Contractor(s)	% of work being delivered by total time spend	% of work being delivered by total Contract Price	Deliverables that Organisation will be responsible for

1. Please provide an organogram showing Tenderer’s governance structure.
2. If the Tenderer proposes to create a separate legal entity, such as a Special Purpose Vehicle (SPV), the Tenderer should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in this Appendix.

APPENDIX D

TRAVEL AND SUBSISTENCE POLICY

*(For information)***Travel and Subsistence**

All Travel and Subsistence should be in line with Defra's Travel and Subsistence Policy. Claims should always be supported by valid receipts for audit purposes and must not exceed any of the stated rates below. Should the stated rate be exceeded, Defra reserve the right to reimburse only up to the stated rate.

Rail Travel

All Journeys – Standard class rail unless a clear business case demonstrating value for money can be presented. This includes international rail journeys by Eurostar and other international and overseas rail operators.

Mileage Allowance

Mileage Allowance	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Private cars and vans – no public transport rate*	45p	25p
Private cars and vans – public transport rate	25p	25p
Private motor cycles	24p	24p
Passenger supplement	5p	5p
Equipment supplement**	3p	3p
Bicycle	20p	20p

*NB the 'no public transport rate' for car and van travel can only be claimed where the use of a private vehicle for the journey is essential e.g. on grounds of disability or where there is no practical public transport alternative. If the use of the vehicle is not essential the 'public transport rate' should be claimed.

** Under HMRC rules this expense is taxable.

UK Subsistence

Location	Rate
London (Bed and Breakfast)	£115
UK Other (Bed and Breakfast)	£75

APPENDIX E
AUTHORITY'S CONDITIONS OF CONTRACT

The Authority's Conditions of Contract are available to download from the attachments area of the Authority's e-tendering system.

APPENDIX F

ARMED FORCES CORPORATE COVENANT

Section 1: Principles of the Armed Forces Covenant

We Company XYZ will endeavour in our business dealings to uphold the key principles of the Armed Forces Covenant, which are:

- no member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen;
- in some circumstances special treatment may be appropriate especially for the injured or bereaved.

Section 2: Demonstrating our Commitment

Company XYZ recognises the value serving personnel, reservists, veterans and military families bring to our business. We (Company XYZ) will seek to uphold the principles of the Armed Forces Covenant, by:

- promoting the fact that we are an armed forces-friendly organisation;
- seeking to support the employment of veterans young and old and working with the Career Transition Partnership (CTP), in order to establish a tailored employment pathway for Service Leavers;
- striving to support the employment of Service spouses and partners;
- endeavouring to offer a degree of flexibility in granting leave for Service spouses and partners before, during and after a partner's deployment;
- seeking to support our employees who choose to be members of the Reserve forces, including by accommodating their training and deployment where possible;
- offering support to our local cadet units, either in our local community or in local schools, where possible;
- aiming to actively participate in Armed Forces Day;
- offering a discount to members of the Armed Forces Community;
- any additional commitments XYZ could make (based on local circumstances).

[You are encouraged to sign up to as many of the above as appropriate to your business. Please amend to provide details of how you intend to meet each commitment.]

We will publicise these commitments through our literature and/or on our website, setting out how we will seek to honour them and inviting feedback from the Service community and our customers on how we are doing. [Amended as appropriate for your business.]

APPENDIX G

SHEEP SCAB PROJECT: SUMMARY OF STAFF TIME INVOLVED

Appendix G – Summary of Staff Time Involved is available to download from the attachments area of the Authority’s e-tendering system.

APPENDIX H

SHEEP SCAB PROJECT COMMERCIAL WORKBOOK

Appendix H – Commercial Workbook is available to download from the attachments area of the Authority’s e-tendering system.

APPENDIX I

SHEEP SCAB PROJECT DELIVERY – OUTPUT MATRIX

Appendix I – Output Matrix is available to download from the attachments area of the Authority’s e-tendering system.

APPENDIX J

SHEEP SCAB PROJECT OUTPUT MATRIX – PRICE STRUCTURE

Appendix J – Price Structure is available to download from the attachments area of the Authority's e-tendering system.

APPENDIX K

Sheep Scab Project – Draft

Privacy Notice

(TO BE AGREED AND FINALISED BEFORE CONTRACT AWARD)

This Privacy Notice is issued by the Rural Payments Agency (the RPA) to all participants taking part in this project. This notice summarises the kind of information that will be collected and processed about you, and your rights.

The RPA is an executive agency of the Department for Environment, Food & Rural Affairs (Defra).

About the Sheep Scab project

- Sheep Scab Project (the 'Project') aims to improve farm productivity in England by delivering project Advice and training to sheep farmers.
- The Project will run for 2 and 3 months years [insert date]. Eligible participants will be keepers of **sheep** where the flocks and keepers are registered to a holding in England.
- As the Project Contractor appointed by Defra, [The Contractor's name] will contract with qualified veterinary surgeons (vets) to carry out a required number of consistently high quality on farm Advice visits. Visits may include conducting Sheep Scab testing of livestock.
- Information about the Sheep Scab disease status of participating holdings will be accessible to the Contractor Defra, RPA, the Animal and Plant Health Agency (APHA) (an executive agency of Defra) and participating sheep farmers.
- Anonymised Sheep Scab disease status data (minus location and geographical information that might identify participants) may also be shared with industry bodies such as Sheep Veterinary Society, Animal Health and Welfare Board or Agriculture and Horticulture Development Board (AHDB) (AHDB Pork).

Who will be involved in the Project?

- [The Contractor's name] (the 'Contractor') has been appointed by Defra to manage the Project and act as joint Controller with RPA for this Project.
- Fully trained, suitably qualified veterinary surgeons (Vets) (sub-contracted by [the Contractor's name] under the terms of a formal Data Sharing Agreement (DSA)) will deliver Advice and training relating to Sheep Scab to participating sheep farmers and conduct Sheep Scab testing if required.
- Sheep farmers wishing to participate in the Project will be identified and enrolled by [the Contractor's name] as Project participants if they are eligible under the RDPE (that is commercial livestock farmers who are located in England and registered keepers of sheep).

How the project will work

- [The Contractor's name] will:
 - [This section to be completed by Contractor]

Funding for Vet Visits and Sheep Scab Disease Status Testing

- Vet visit(s) to Project participants, Sheep Scab disease testing (if required) and Advice delivered by the vet are **all fully funded through the Project at no cost to farmers participating in the Project.**

Collection of your personal data

Personal data is information about you from which you may be identified.

The processing of your data to monitor, evaluate and carry out the Project is a requirement of projects run through the Rural Development Programme for England.

During the course of the Project, the RPA and [name of the Contractor] will collect, process and share with Project stakeholders certain data about the farmers participating in this Project as described in more detail below.

The data to be shared includes limited personal data, information about the business and the Sheep Scab disease status of their livestock flock. The scope of the personal data to be shared will be described in Project data sharing agreements.

The data collected

For this Project, the following data will be collected:

- **Contact details:** name, address, post code, an email address, land line, mobile telephone number, employment status and age¹
- **Details of the business:** company name (if applicable) and the registered business address
- **Farm/Holding:** County Parish Holding number (CPH)
- **Sheep Farm type:** Breeder, Finisher (keeper of fattening sheep), Pedigree breeder, Ram breeder
- **Flock numbers**
- **Details of the Sheep Scab disease status of livestock (sheep only).**

(Note: while the Project is running, the data collected listed above should be updated if appropriate, including deletion of personal data relating to a participant farmer who exercises their right to withdraw from the Sheep Scab Project before it closes).

¹ Age and employment status is collected to satisfy EU requirements (Commission Implementing Regulation (EU) 808/2014 (Annex IV & VII refer), EU Regulations 1303/2013 (Article 50) and EU Regulation 1305/2013 (Article 75) and will not be shared in any capacity.

The RPA and [name of the Contractor] will not collect “special category data” from farmers taking part in the Project (for example special category data relates to ethnic origin, physical or mental health, religious beliefs or trade union membership).

How your personal data will be used

During the course of this Project and based on your agreement to participate [name of the Contractor] will process data about:

- you;
- your business; and
- the Sheep Scab status of your livestock holding, including diagnostic results.

Your personal data will be used as follows:

- **[The Contractor’s name] will collect your Sheep Scab disease status data** to inform the provision of biosecurity Advice delivered to individual farms, cluster learning groups (that is learning groups located within a designated local area) and to other participant farmers enrolled in the Project.
- **Defra, RPA and APHA** will use your data to monitor the Project and assess the success of the Project after it has been delivered. Your Sheep Scab disease status data may also be used to inform future policy development.
- **The RPA** will also use your data to ensure that the Project can achieve its aims and you can receive and make best use of the Advice offered to you.

Which of my personal data will be shared and with whom?

[The Contractor’s name] will share the following data with the RPA, Defra and the Animal and Plant Health Agency (APHA) (an executive agency of Defra):

- [To be completed by the Contractor]

[The Contractor’s name] will share the following data with the Vets appointed to the Project:

- [To be completed by the Contractor]

[The Contractor’s name] will share the following data with the participants enrolled on the Project:

- [To be completed by the Contractor]

Any personal data that is shared with parties other than those listed above (for example industry bodies such as Sheep Veterinary Society, Animal Health and Welfare Board or AHDB Pork), [Contractor’s name] will be first anonymised so that participants and their farms cannot be identified, including in relation to location data and from geographical features.

Will my data be used for automated decision making or profiling?

The information that you provide is not connected with automated decision making (i.e. making a decision solely by automated means without human involvement) or profiling (automated processing of personal data to evaluate certain things about an individual).

The legal basis for processing your personal data

The processing of your personal data is necessary for the performance of a task carried out in the public interest or in the official authority invested in the data controller

Agreement to participate in the Project

[This section to be completed by Contractor]

Our data protection commitments and your rights

- The RPA recognises the need to treat your data including any personal data in an appropriate and lawful manner and in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018). We have put measures in place to protect the security of your information.
- You have the right to change your mind about the processing of your personal data at any time. **As explained above, if you decide not to participate, any information will be deleted and you will take no further part in the Project.**
- The RPA needs to ensure that the personal data it holds about you is accurate and up to date during the course of the Project. Please notify the RPA if your personal details change or if you become aware of any inaccuracies in the data (including the personal data) RPA have collected. Please inform the RPA by email at ruralpayments@defra.gov.uk or in writing addressed to: Rural Payments Agency, North Gate House, 21-23 Valpy Street, Reading RG1 1AF.
- You can ask to see the data RPA hold about you. This is called a “subject access request”. If you would like to make a subject access request you may do so at any time. You can email the RPA Information Rights team at irt@rpa.gov.uk or send a written request to the Information Rights Team, Rural Payments Agency, PO Box 69, Reading RG1 3YD.
- The RPA will not charge for amending any inaccuracies that you identify and advise us of in the information we hold about you.
- Your data (including your personal data) will be kept by Defra in line with standard information policy. Your personal data will be kept by us for [7 years²] in line with our standard information retention policy. Your data will be destroyed or erased after 7 years or at an earlier point when it is no longer required.
- Your personal data will not be shared or disclosed to any other party outside those listed above without your explicit consent.

² Limitation Act 1980 and HM Treasury Internal Audit Records Management publications.

- The Defra group Data Protection Officer is responsible for checking that the RPA complies with data protection legislation. You can contact the Defra Data Protection Manager and the Defra Data Protection Officer at:

Department for Environment, Food and Rural Affairs, SW Quarter, 2nd floor,
Seacole Block, 2 Marsham Street, London SW1P 4DF
(DefraGroupDataProtectionOfficer@defra.gov.uk)

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner. You can find out about your personal data rights from the Information Commissioner's Office (ICO) at www.ico.org.uk.