

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

ORDER FORM

FROM

Authority	Secretary of State for Environment, Food and Rural Affairs
Address	Network Procurement Room 401, Foss House 1-2 Peasholme Green York YO1 7PX
Contact Ref:	Phone: [REDACTED] Email: [REDACTED]
Order Number	21692 – The Bovine Tuberculosis Farm Level Risk Management (FLRM) pilot – Somerset Ref: 21329 VDP Framework (Lot 1 – Veterinary Personnel)
Order Date	26/02/2015

TO

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

1. SERVICES REQUIREMENTS

(1.1) Services [and deliverables] required:

- 1.1.1 The Contractor shall be required to carry out enhanced epidemiological investigations at farm level (to identify local bovine Tuberculosis (TB) risks), and determine an appropriate enhanced management approach in discussion with the farmer.
- 1.1.2 The Animal Plant Health Agency (APHA) preparation material specific to the region and each County Parish Holding (CPH) shall be available to the Contractor to study prior to the visit. From this assessment and preparation the Contractor shall respond if requested by the farmer to make the free advice visit which is being offered to all cattle farmers in the two (2) licenced Gloucestershire and Somerset badger cull areas. Please note that this Contract is for the Somerset cull area only, there is a separate Contract for the Gloucestershire cull area.
- 1.1.3 If demand is high a prioritisation (triage) system shall be considered in order to even out the work over the duration of the Contract.
- 1.1.4 If the farmer requests the visit of the Contractor, APHA shall post the relevant portfolio of information on TB prevalence and cattle movements for the individual farm and area to the Contractor. With this information, the Contractor shall then book their visit with the farmer.

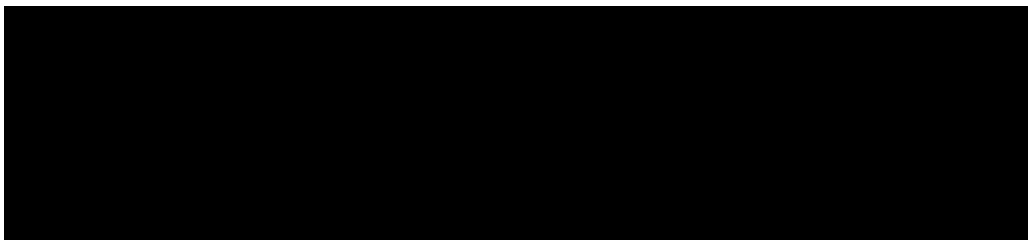
- 1.1.5 The Contractor shall deliver free advice to the farmer, on biosecurity and improving husbandry/management and supply other sources of information. Collation of feedback to specific questions using the FLRM template shall be required to establish the current level of biosecurity and farmer feedback. This feedback form shall be returned to APHA Gloucester office, within five (5) Working Days of the visit, which shall trigger payment.
- 1.1.6 There is a one (1) day allocation for each visit. This shall include preparation for the visit, the visit and write up of the visit. No further visits are funded under this project. The farmer shall be encouraged to give feedback on the initiative via an on line snap survey.
- 1.1.7 The Contract shall run for two (2) years with the option to extend for up to twelve (12) months. A total of one hundred and forty two (142) invitations shall be issued to cattle farmers within the Somerset cull area in three (3) tranches of forty-five (45) – fifty (50) invites. (An information letter setting out the project remit shall have been issued to all three hundred and forty (340) holdings in the combined cull areas of Gloucestershire and Somerset, prior to the first 2015 invitation roll out). As industry takes up this offer the Contractor shall be able to plan their visits starting from no earlier than April 2015.
- 1.1.8 A one (1) day training event, each year, shall be compulsory for all Private Veterinarians (PVS) delivering the advisory visits on behalf of the Contractor, (for APHA to deliver the remit of the initiative and the explicit requirements of the visit). The Contractor has included the cost of attending these training events in their tendered rates as defined in item 3 – Price and Payments.
- 1.1.9 The total maximum workload, dependant on uptake by farmers, is up to forty (40) FLRM advisory visits per year, for two (2) years with the option to extend for up to twelve (12) months.
- 1.1.10 The PVS shall be identified and ready to attend the training events which shall be scheduled before April 2015.
- 1.1.11 Due to the fact that personal data of farmers shall be shared with the Contractor plus history of TB prevalence outputs mapped in the area/regions, the Contractor shall be required to sign a Confidentiality clause.
- 1.1.12 The Contractor shall maintain the confidentiality of farmers personal data at all times. Any failure to maintain confidentiality shall be considered a breach of Contract and the Contract shall be terminated with immediate effect.
- 1.1.13 The Authority reserves the right to seek damages from the Contractor in the case of breaches of confidentiality and associated losses.
- 1.1.14 APHA cannot offer any guarantees on the level of take up.

(1.2) Commencement Date:

03/03/2015
(1.3) Completion Date: 02/03/2017
2. PERFORMANCE OF THE SERVICES [AND DELIVERABLES]
(2.1) Key Personnel of the Contractor to be involved in the Supply of the Services <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 120px; height: 15px;"></div>
(2.2) Performance Standards 2.2.1 The Contractor shall be measured against Framework Annex 6 Performance Management Framework (including Key Performance Indicators) under Framework Agreement 21329.
(2.3) Location(s) at which Services are to be provided: 2.3.1 The Somerset Badger Cull area
(2.4) Standards: 2.4.1 The Contractor has confirmed that all personnel put forward are Members of Fellows of the Royal College of Veterinary Surgeons. 2.4.2 The Contractor has confirmed that all personnel put forward have full, clean UK Driving Licences. 2.4.3 The Contractor has confirmed that all personnel put forward have completed the OCQ(TT) and either completed the OCQ(ES) or have grandfather rights as an existing OV. 2.4.4 The Contractor has confirmed that all personnel shall complete the additional OCQ module (currently described as TT+) when it is made available during March 2015. 2.4.5 The Contractor has confirmed that all personnel put forward have demonstrable skills in written and spoken English to enable effective communication about veterinary topics with customers and colleagues.
(2.5) Contract Monitoring Arrangements 2.5.1 For the avoidance of doubt the Services required are being provided under Framework Agreement 21329.

3. PRICE AND PAYMENTS

(3.1) Contract Price payable by the Authority excluding VAT, payment profile and method of payment (e.g. Government Procurement Card (GPC) or BACS))



(3.2) Invoicing and Payment

The Contractor shall submit an itemised monthly report detailing the visits carried out in the period – including the vet involved, the CPH of the premises visited and the date of the visit. This shall be sent to the Finance Department, APHA, Isca Building, Manley House, Kenstral Way, Exeter, Devon EX2 7LQ who shall raise a Purchase Order (PO) number and send it to the Contractor – the PO number shall be quoted on the invoice which shall be submitted monthly in arrears.

4. Invoicing Requirements

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

Following receipt of the monthly report at APHA Exeter, APHA shall then raise a PO number which shall be sent to the Contractor. The Contractor shall quote the PO number, the cost centre code of 36007 and the project code of P10165OT on all invoices. All invoices shall be submitted to SSCL in York.

BY SIGNING AND RETURNING THIS ORDER FORM THE CONTRACTOR AGREES to enter a legally binding contract with the Authority to provide to the Authority the Services specified in this Order Form, incorporating the rights and obligations in the Call-Off Contract that are set out in the Framework Agreement entered into by the Contractor and Defra on 1st October 2014.

For and on behalf of the Contractor:-

Name and Title	
Signature	
Date	

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

Name and Title	
Signature	
Date	

For and on behalf of the Contracting Body:-

Name and Title	
Signature	
Date	

FOR USE BY APHA FINANCE TEAM ONLY		
Category:		VAT Code
Cost Centre Code:	36007	Objective:
Account and Sub Account Code:		Project Code: P10165OT
Requisition Raised By:		Requisition Number:
Purchase Order Number:		Receipt Number: