

### Annex C. Call Off Agreement

<b>MoU between the FSA and APHA: CALL OFF AGREEMENT FORM</b>		
<b>This Form is to be used by the FSA when requesting that work be undertaken within the terms of the MOU. The Parties agree that each completed and approved Form will form part of and be interpreted in accordance with the terms and conditions of that MOU.</b>		
<b>Project Title: Trichinella Testing of Wild Feral Boar</b>	<b>APHA Reference:</b>	APHAOG0236
	<b>Purchase Order Number:</b>	PO-10000054
	<b>Date:</b>	01 <sup>st</sup> December 2024
<b>FSA – Project Representative:</b>	<b>Tel:</b>	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
	<b>E-mail:</b>	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
<b>APHA - Project Representative:</b>  <div style="background-color: black; width: 100px; height: 1.2em;"></div>	<b>Tel:</b>	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
	<b>E-mail:</b>	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
<b>Project Number:</b>	C319706	
<b>Project Start Date:</b>	01 <sup>st</sup> December 2024	
<b>Project Completion Date:</b>	30 <sup>th</sup> November 2029	
<b>Project Summary</b> The Agency requires the Supplier to provide a fully managed, high quality service for the provision of Trichinella testing services as defined in relevant European and UK legislation and further described in the Legal Framework for Trichinella (Appendix B of the Specification) and Standard Operating Procedures (SOPs) (Appendix C of the Specification) for the period 1 December, 2024 to 30 November, 2029.  The Supplier shall be responsible for maintaining a database of feral wild boar hunters and sourcing and distributing trichinella testing kits to the hunters.  It will be the responsibility of the Supplier to meet the requirements of the Performance Management Framework as described at Appendix E of the		

Specification to deliver performance of the Contract in accordance with UK and EU Law within this area and the Agency will assess the Suppliers performance throughout the life of the contract.
<b>Specification/ Scope of Work:</b> See attached Annex A.

<b>Special Terms:</b> To include any terms or conditions not covered in the overarching MoU or any terms amended for the purposes of this Call Off Agreement	
<b>Deliverables:</b>	As detailed in Annex A (Specification) and Tender Application Form.
<b>Progress Reporting (frequency &amp; details):</b>	As detailed in Annex A (Specification) and Tender Application Form.
<b>Key Personnel:</b>	██████████
<b>Foreground IPR – Ownership</b>	N/A
<b>Price</b>	As detailed in Annex A (Specification), Tender Application Form and Pricing Matrix.
<b>Payments &amp; Invoicing</b>	Invoices are produced on a monthly basis in arrears for services delivered in the preceding calendar month in accordance with the Agency's requirements.
<b>We confirm receipt of this Form seeking approval for the above project to proceed. We agree to provide the goods and/or services requested according to the terms and conditions set out in the MoU between APHA and the FSA.</b>	

**Signed by FSA Work Order Representative:**

[Redacted Signature]

**Signed by APHA Work Order Representative:**

[Redacted Signature]

## ANNEX A: SPECIFICATION

<b>Specification Reference</b>
C301421
<b>Specification Title</b>
Provision of a fully managed service for monitoring Trichinella in feral wild boar in England & Wales
<b>Contract Duration</b>
1 December 2024 to 30 November 2029

This specification, which forms part of the Invitation to Tender (ITT), comprises of three individual sections: -

- A. SPECIFICATION:** An outline of the requirement
- B. PROCUREMENT TIMETABLE:** An estimated timetable for the procurement of the proposed requirement
- C. TENDER REQUIREMENTS AND EVALUATION CRITERIA:** Provides guidance to applicants on the information that should be included within tenders and on the evaluation criteria and weightings used by appraisers when assessing and scoring tenders

Tenders for FSA funded projects must be submitted through the health-family single e-Commercial System (Atamis), using the following link: <https://health-family.force.com/s/Welcome>. Failure to do so may result in the tender response not being processed by the system or the response being automatically disqualified during the evaluation stage of the tender process.

# **THE SPECIFICATION, INCLUDING PROJECT TIMETABLE AND EVALUATION OF TENDERS**

## **GENERAL INTRODUCTION**

The Food Standards Agency (FSA) is a non-ministerial government department governed by a Board appointed to act in the public interest, with the task of protecting consumers in relation to food. It is a UK-wide body with offices in London, Cardiff, Belfast and York. The Agency is committed to openness, transparency and equality of treatment to all suppliers.

The FSA is the Central Competent Authority for the delivery of Official Controls on food in the UK and has a key role in safeguarding public health and animal welfare. Its role includes the provision of verification through sampling, inspection, analysis and audits at locations throughout the UK.

## **A. THE SPECIFICATION**

### **Background**

The Agency requires the Supplier to provide a fully managed, high quality service for the provision of Trichinella testing services as defined in relevant European and UK legislation and further described in the Legal Framework for Trichinella (Appendix B) and Standard Operating Procedures (SOPs) (Appendix C) for the period 1 December, 2024 to 30 November, 2029.

The Supplier shall be responsible for maintaining a database of feral wild boar hunters and sourcing and distributing trichinella testing kits to the hunters.

It will be the responsibility of the Supplier to meet the requirements of the Performance Management Framework as described at Appendix E to deliver performance of the Contract in accordance with UK and EU Law within this area and the Agency will assess the Suppliers performance throughout the life of the contract.

### **The Specification**

The Supplier must ensure:

- Samples from feral wild boars should be trimmed to 10 – 11.5g and pooled to a maximum of 100g per test
- Staff are trained and competent in testing for trichinella using the digestion method as detailed in Appendix C
- There are sufficient trained members of staff to deal with the volumes shown in Appendix A and have a contingency plan should these volumes increase
- Facilities are provided for receipt and storage of samples at all times
- Attendance by a Supplier's Representative at quarterly review meetings and other interim meetings as required by the Agency. These meetings may take place via

videoconference/teleconference where appropriate and at the discretion of the Agency.

- The Supplier must successfully participate in the UK NRL Proficiency Testing Quality Assurance programme
- Invoices are consolidated and produced on a monthly basis in arrears for services delivered in the preceding calendar month

## **SERVICE DELIVERY - SAMPLE ANALYSIS**

The Agency requires the Supplier to provide a service to analyse samples as follows:

- Routinely analyse trichinella samples in accordance with the statutory trichinella testing programme as agreed with the Agency.
- Analyse all samples within 24hrs of receipt. Samples received before 12 noon should be analysed on the same day and results communicated within 2 working days as outlined in Appendix D.
- Analyse samples using the appropriate UK NRL Standard Operating Procedures (SOPs) – Appendix C. The Supplier must be able to demonstrate compliance against these standards. Where alternative methods are proposed the Supplier must supply evidence that these have been validated. Such evidence will include the Supplier SOPs, data demonstrating performance characteristics and where possible data from participation in ring trials.

### **Legislative Change:**

The Supplier shall bear the cost of ensuring that the Ordered Services shall comply with all applicable statutes, enactments, orders, regulations or other similar instruments and any amendments thereto, except where any such amendment could not reasonably have been foreseen by the Supplier at the date hereof.

Where such reasonably unforeseeable amendments are necessary, the Agency and the Supplier shall use all reasonable endeavours to agree upon reasonable adjustments to the Charges as may be necessary to compensate the Supplier for such additional costs as are both reasonably and necessarily incurred by the Supplier in accommodating such amendments.

## **Appendix A - Indicative Guide to Trichinella sampling volumes**

Sample Required For	Number of Feral Wild Boar Samples per annum
Trichinella in England and Wales	500

Please note that feral wild boars are required to be tested for trichinella before the carcasses can be health marked and released. The volume and frequency of samples are dependent on the number of feral wild boar that have been sent for testing by Approved Game Hunters.

Pricing: The price quoted should be the *cost per sample tested* which should include a contingency for any administration costs associated with maintaining the wild boar hunters database and costs associated with procuring and dispatching the testing kits to the hunters.

Samples from Approved Game Hunters will be delivered by Royal Mail.

## Appendix B - Legal Framework-Trichinella

Regulation (EC) No. 2015/1375 and SANCO 2537/2005 covers all aspects of trichinella testing.

[https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L\\_.2015.212.01.0007.01.ENG&toc=OJ:L:2015:212:TOC](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2015.212.01.0007.01.ENG&toc=OJ:L:2015:212:TOC)



SANCO  
2537-2005.pdf

The Supplier is expected to adhere to the UK NRL SOP for Trichinella Testing (Appendix C). The Supplier must advise the Agency of any changes to the SOP throughout the duration of this Contract.

## Appendix C - Standard Operating Procedures

### Reference Method of Detection for Trichinosis

#### Magnetic stirrer method for pooled sample digestion

1. Apparatus and reagents
  - (a) Knife or scissors and tweezers for cutting specimens,

- (b) Trays marked off into 5 squares, each of which can hold samples of approximately 10 g of meat, or other tools giving equivalent guarantees as regards the traceability of the samples,
- (c) A blender with a sharp chopping blade. In the case of tongue (after removal of the superficial layer, which cannot be digested), a meat mincer is necessary and the sample size will need to be increased considerably,
- (d) Magnetic stirrers with thermostatically controlled heating plate and teflon-coated stirring rods approximately 5 cm long,
- (e) Conical glass separation funnels, capacity of at least 2 litres, preferably fitted with teflon safety plugs,
- (f) Stands, rings and clamps,
- (g) Sieves, mesh size 180 microns, external diameter 11 cm, with stainless steel mesh.
- (h) Funnels, internal diameter not less than 12 cm, to support the sieves,
- (i) Glass beakers, capacity 3 litres,
- (j) Glass measuring cylinders, capacity 50 to 100 ml, or centrifuge tubes,
- (k) A trichinoscope with a horizontal table or a stereo-microscope, with a substage transmitted light source of adjustable intensity,
- (l) A number of 9 cm diameter petri dishes (for use with a stereo-microscope), marked on their undersides into 10 x 10 mm square examination areas using a pointed instrument,
- (m) A larval counting basin (for use with a trichinoscope), made of 3 mm thick acrylic plates as follows:
  - (i) the bottom of the basin to be 180 x 40 mm, marked off into squares,
  - (ii) the sides to be 230 x 20 mm,
  - (iii) the end to be 40 x 20 mm. The bottom and the ends must be inserted between the sides, to form two small handles at the ends. The upper side of the bottom must be raised 7 to 9 mm from the base of the frame formed by the sides and the ends. The components must be stuck together with glue suitable for the material,
- (n) Aluminium foil,
- (o) 25% hydrochloric acid,
- (p) Pepsin, strength: 1: 10 000 NF (US National Formulary) corresponding to 1:12 500 BP (British Pharmacopoea) and to 2 000 FIP (Fédération Internationale de Pharmacie),
- (q) Tap water heated to 46 to 48°C,
- (r) A balance accurate to at least 0.1 g,
- (s) Metal trays, capacity 10 to 15 litres, to collect the remaining digestive juice,
- (t) Pipettes of different sizes (1, 10 and 25 ml) and pipette holders,
- (u) A thermometer accurate to 0.5°C within the range 1 to 100°C,



(v) Siphon for tap water.

2. Collecting of specimens and quantity to be digested

- (a) In the case feral wild boar, a larger sample weighing at least 10 g is to be taken from a pillar of the diaphragm at the transition to the sinewy part.

In the absence of diaphragm pillars, a specimen of twice the size 20 g is to be taken from the rib part or the breastbone part of the diaphragm, or from the jaw muscle, tongue or abdominal muscles.

The weight of meat specimens relates to a sample of meat that is free of all fat and fascia. Special attention must be paid when collecting muscle samples from the tongue in order to avoid contamination with the superficial layer of the tongue, which is indigestible and can prevent reading of the sediment.

3. Procedure

I. Complete pools (100 g of samples at a time)

- (a)  $16 \pm 0.5$  ml of hydrochloric acid is added to a 3 litre beaker containing 2.0 litre of tap water, preheated to  $46^{\circ}$  to  $48^{\circ}\text{C}$ ; a stirring rod is placed in the beaker, the beaker is placed on the preheated plate and the stirring is started.
- (b)  $10 \pm 0.2$  g of pepsin is added.
- (c) 100 g of samples collected in accordance with point 2 is chopped in the blender.
- (d) The chopped meat is transferred to the 3 litre beaker containing the water, pepsin and hydrochloric acid.
- (e) The mincing insert of the blender is immersed repeatedly in the digestion fluid in the beaker and the blender bowl is rinsed with a small quantity of digestion fluid to remove any meat still adhering.
- (f) The beaker is covered with aluminium foil.
- (g) The magnetic stirrer must be adjusted so that it maintains a constant temperature of  $44^{\circ}$  to  $46^{\circ}\text{C}$  throughout the operation. During stirring, the digestion fluid must rotate at a sufficiently high speed to create a deep whirl without splashing.
- (h) The digestion fluid is stirred until the meat particles disappear (approximately 30 minutes). The stirrer is then switched off and the digestion fluid is poured through the sieve into the sedimentation funnel. Longer digestion times may be necessary (not exceeding 60 minutes) in the processing of certain types of meat (tongue, game meat, etc.).
- (i) The digestion process is considered satisfactory if not more than 5% of the starting sample weight remains on the sieve.
- (j) The digestion fluid is allowed to stand in the funnel for 30 minutes.
- (k) After 30 minutes, a 40 ml sample of digestion fluid is quickly run off into the measuring cylinder or centrifuge tube.

- (l) The digestion fluids and other liquid waste are kept in a tray until reading of the results is completed.
- (m) The 40 ml sample is allowed to stand for 10 minutes. 30 ml of supernatant is then carefully withdrawn by suction to remove the upper layers and leave a volume of not more than 10 ml.
- (n) The remaining 10 ml sample of sediment is poured into a larval counting basin or petri dish.
- (o) The cylinder or centrifuge tube is rinsed with not more than 10 ml of tap water, which has to be added to the sample in the larval counting basin or petri dish. Subsequently, the sample is examined by trichinoscope or stereo-microscope at a 15 to 20 x magnification. Visualisation using other techniques is allowed, provided examination of positive control samples has been shown to give an equal or better result than traditional visualisation methods. In all cases of suspect areas or parasite-like shapes, higher magnifications of 60 to 100 x must be used.
- (p) Digests are to be examined as soon as they are ready. Under no circumstances should examination be postponed until the following day.

Where the digests are not examined within 30 minutes of preparation, they must be clarified as follows. The final sample of about 40 ml is poured into a measuring cylinder and allowed to stand for 10 minutes. 30 ml of the supernatant fluid is then removed, leaving a volume of 10 ml. This volume is made up to 40 ml with tap water. After a further settling period of 10 minutes, 30 ml of the supernatant fluid is withdrawn by suction, leaving a volume of no more than 10 ml for examination in a petri dish or larval counting basin. The measuring cylinder is washed with no more than 10 ml of tap water and these washings are added to the sample in the petri dish or the larval counting basin for examination.

If the sediment is found to be unclear on examination, the sample is poured into a measuring cylinder and made up to 40 ml with tap water and then the above procedure is followed. The procedure can be repeated 2 to 4 times until the fluid is clear enough for a reliable reading.

## II. Pools of less than 100 g

Where needed, up to 15 g can be added to a total pool of 100 g and examined together with these samples in accordance with 3 I. More than 15 g must be examined as a complete pool. For pools of up to 50 g, the digestion fluid and the ingredients may be reduced to 1 litre of water, 8 ml of hydrochloric acid and 5 g of pepsin.

## III. Positive or doubtful results

Where examination of a collective sample produces a positive or uncertain result, a further 20 g sample is taken from each pig in accordance with 2 (a). The 20 g samples from five pigs are pooled and examined using the method described above. In this way samples from 20 groups of five pigs will be examined. Additional 50g samples will be collected from wild boar and horses as required.

When *Trichinella* is detected in a pooled sample from five pigs, further 20 g samples are collected from the individual pigs in the group and each is examined separately using the method described above.

When *Trichinella* is detected in a pooled sample from feral wild boar a further 50 g sample should be collected from the individual feral wild boar and each is examined separately using the method described above.

Parasite samples are to be kept in 90% ethyl alcohol for conservation and identification at species level at the Community or National Reference Laboratory.

After parasite collection, positive fluids (digestive juice, supernatant fluid, washings, etc.) are to be decontaminated by heating to at least 60°C

## **Appendix D - Laboratory Reporting Procedures for *Trichinella***

The laboratory will:

1. Notify the FSA immediately, by telephone, followed up by email, of any difficulty or failure to deliver the required service.
2. Notify the FSA after 2 failed attempts to send the results to the establishment
3. Notify the FSA if sample size or quality is not as agreed in the Manual for Official Controls
4. Notify the FSA and Defra within 2 hours of assessment of any non-negative samples and agree with the FSA any necessary follow up action.
5. Notify the FSA and Approved Game Hunters of official control results within 2 working days from receipt of the samples.
6. Provide a monthly report in excel via email to the FSA of:
  - The number of samples received
  - The number of samples pooled into each digestion
  - Assayability of the samples
  - Test results
  - Information regarding the number of samples that will be invoiced.
  - Monthly sample quality issues
  - Quarterly narrative summary

## **Appendix E – Key Performance Indicators (KPI's):**

Key Performance Indicators to be achieved are:

<b>KPI Service Levels</b>	<b>Green</b>	<b>Amber</b>	<b>Red</b>
For 100% of samples received by 12noon the results are sent within 2 working days	On Time	By 9pm	>9pm

Consolidated invoice is received within 21 days of the month end	On Time	1 Week late	>1 week Late
Performance data is received within 21 days of the month end	On Time	1 Week Late	>1 Week Late

The delivery of performance definitions:

- Compliance – fully meets the KPI's as shown in this Appendix
- Service Failure – where the Supplier continually fails to deliver any part of the service in accordance with the service levels above
- Critical Service Failure – Where the Supplier's level of performance and failure to deliver any part of the service irrevocably impairs the Agency's ability to deliver Official Controls will result in the immediate termination of the contract.

## Performance Management

It will be the responsibility of the Supplier to meet the requirements of the Performance Management Framework as described above to deliver performance in accordance with UK and EU Law within this area and the Agency will assess the Suppliers performance throughout the life of the contract.

The Agency intends to establish service credit regime, as described below, should the Supplier fail to meet the KPI's shown above.

The use of service credits is governed by the following principles:

### Service Credit Regime

Performance will be measured monthly. In the event the supplier fails to meet the required standard and is awarded a red in 2 consecutive months, the supplier will raise a credit for 2% of the total invoice values for those months.

The Agency will be responsible for ensuring the Supplier is made aware of any incidences or concerns over service provision at the time.

The Supplier must ensure:

- The sample size for wild boars is 10-11.5g
- Facilities are provided for receipt and storage of samples at all times.
- Attendance by a Supplier's Representative at monthly, quarterly, annual contract review meetings and other interim meetings as required by the Agency. These meetings may take place via videoconference/teleconference where appropriate and at the discretion of the Agency.
- Participation in UK NRL working group meetings and the Proficiency Testing Quality Assurance scheme

- Accurate records of activities carried out and cost records including details of all schedules, results and follow up samples for a period of 5 years from the end of the Agreement.
- All policies, procedures and protocols are available for verification at any time by the Agency.
- Invoices are produced on a monthly basis in arrears for services delivered in the preceding calendar month in accordance with the Agency's requirements
- Trichinella testing kits are available to the hunters.
- The Supplier shall maintain a database of all registered wild boar hunters.

## B. PROCUREMENT TIMETABLE

Table 1 details an **estimated** project timetable for the project. The Food Standards Agency (FSA) reserves the right to make changes to the Procurement Timetable at its discretion.

EXPECTED DATE	INVITATION TO (ITT) TENDER
06.09.2024	Invitation to Tender (ITT) issued by the Agency
06.09.2024	ITT Clarification period opens
19.09.2024 5pm	ITT Clarification period closes
23.09.2024	FSA response to clarifications
09.10.2024 12noon	Closing date for submission of ITT responses
09.10.2024 – 14.10.2024	Evaluation of ITT responses
15.10.2024	Moderation
16.10.2024	Tenderers notified of outcome
17.10.2024 – 28.10.2024	Standstill Period
29.10.2024	Contract Awarded and Signed
30.10.2024 – 30.11.2024	Transition
01.12.2024	Contract Start Date

\* If a Tenderer wishes to raise any points of clarification over the procurement process, the actual project objectives or any other query these must be raised through the health family single e-Commercial system (Atamis) by the date specified.

\*\* Queries will not be answered after this date.

\*\*\* Submissions must be uploaded onto the health-family single e-Commercial system (Atamis) before the closing date and time.

§ These stages are optional

### Further Information

For any technical queries or issues regarding the use of the health-family single eCommercial System, (Atamis) please contact the Helpdesk:

Please contact our helpdesk:

Phone: 0800 9956035

E-mail: support-health@atamis.co.uk

For any points of clarification regarding this specification or procurement procedures, please submit through the Health Family eCommercial System (Atamis).

### Closing Date

Tenders should be submitted on the FSA e-Commercial system **by the date specified on the system using the tender application forms provided.**

When a Supplier clicks Submit the system will check they have completed all the Required (including Pass/Fail) Requirements, then mark all Responses as Complete and display a submission confirmation message to the supplier.

**Tenders received after this time will not be considered or evaluated. Please allow sufficient time to upload your tender and all supporting evidence before the closing date.**

## C. EVALUATION OF TENDERS

The Tenderers Application consists of the:

- Technical envelope (70% of overall value),
- Commercial envelope (30% of overall value),

The overall Evaluation Weighting is summarised as follows:

### Technical Evaluation – 70%

Criteria	Question	Weighting	Word Count
Delivery of the Requirements	Please describe how you will deliver all elements of the specification, including (but not limited to): <ul style="list-style-type: none"><li>• Sample analysis</li><li>• Trichinella testing</li><li>• Adherence to Standard Operating Procedures</li><li>• Collaboration with wild boar hunters</li></ul>	20%	2,500 words
Organisational Knowledge and Expertise	Please detail your organisational and staff knowledge and expertise in delivering a service of this level, including (but not limited to): <ul style="list-style-type: none"><li>• Experience of trichinella testing</li><li>• Knowledge and experience of Official Controls and Standard Operating Procedures</li><li>• Any relevant case studies</li><li>• Facilities proposed to deliver the service</li></ul>	20%	2,500 words
Performance and Reporting	Please provide details of how you propose to deliver the service in line with the KPIs and report to the FSA, including (but not limited to): <ul style="list-style-type: none"><li>• Manage performance</li><li>• Identify and rectify any underperformance</li><li>• Reporting on sampling</li><li>• Reporting on performance</li><li>• Communication with the FSA</li></ul>	10%	1,800 words

Quality Assurance and Transition	<p>Please describe the Quality Assurance systems that you have in place to deliver this requirement and provide evidence to support this.</p> <p>Please detail how will you ensure continuity of service delivery through the transition period, including working with FSA and other suppliers and consideration of risks and mitigations.</p> <p>Please upload a transition timeline in addition to your response.</p>	10%	1,800 words 1 attachment
Social Value	<p>The Food Standards Agency is committed to improving sustainability in the management of operations and looks to its suppliers to help achieve this goal. We are focusing on MAC 4.1 from Theme 3: Fighting Climate Change from the Social Value Model <a href="#">Social-Value-Model-Edn-1.1-3-Dec-20.pdf</a> (<a href="#">publishing.service.gov.uk</a>)</p> <p>MAC 4.1 Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions</p> <p>Describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Model Award Criteria.</p> <p>Please include: ● your 'Method Statement', stating how you will achieve this and how your commitment meets the Award Criteria, and ● a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals.</p> <p>You should include but not be limited to:</p> <ul style="list-style-type: none"> <li>○ timed action plan</li> <li>○ use of metrics</li> <li>○ tools/processes used to gather data</li> <li>○ reporting</li> <li>○ feedback and improvement</li> <li>○ transparency</li> </ul>	10%	1,200 words 1 attachment



## Commercial Evaluation – 30%

Pricing	Evaluation of Relative Price	30%	Completion of Pricing Matrix
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### ***The Technical Envelope***

The Technical envelope is split in to **7** sections for evaluation. Guidance on how to complete each section is provided within the actual application form.

A numerical appraisal scoring system will be used to assess the information given in the Technical envelope of the tender. Appraisers will allocate a score of 0, 30, 60, 80 or 100 to each part of the Technical envelope, depending on the quality and relevance of evidence provided. The scores will then be subjected to the weightings given in Table 2.

All technical criteria will be evaluated as follows:

SCORE	DESCRIPTION FOR SCORE OF EACH CRITERIA
100	Tender fully meets or exceeds the criteria set
80	Tender would require minor modification but almost fully meets the criteria with only a few gaps in the evidence remaining
60	Tender would require some modification but addresses most of the criteria, but may not be detailed enough and/or has several gaps remaining
30	Tender would require significant modification due to significant gaps
0	Tender does not meet the specification

The FSA reserves the right to eliminate a Tenderer from the process, due to serious concerns over their ability to deliver the service, if the following occurs:

- The Tenderer is judged to have a score of 0 in response to any individual question in the technical envelope.
- The Tenderer is judged to have a score of 30 in at least 2 different questions in the technical envelope.
- The Tenderer does not reach a minimum overall score of 60% in the technical evaluation.

### ***The Commercial Envelope***

The Commercial envelope is split in to 1 section. Guidance on how to complete each section is provided within the actual application form. Please ensure that your costs are fixed for the full contract term of 5 years, are on a per sample basis and exclude VAT.

#### **Requirement for the commercial envelope**

Please complete the Pricing Matrix provided.

#### **Evaluation of the commercial envelope**

**Commercial criteria will be evaluated as follows:**

Total charges: 100%

The supplier with the lowest total charges will be awarded the maximum price score of 100.

All other suppliers will get a price score relative to the lowest total charges tendered.

The calculation we will use to calculate your score is as follows:

$$\text{Price score} = \text{lowest total charges} / \text{supplier's total charges} \times 100.$$

Your score will then be multiplied by the weighting we have applied to this aspect of the commercial evaluation (30%) to provide a weighted score for total charges.

Supplier price score

Your price score will be multiplied by the weighting we have applied to the price aspect of the evaluation 30% to calculate your weighted price score.

The calculation we will use to calculate your weighted price score is as follows:

$$\text{Weighted price score} = \text{supplier price score} \times 30\%$$

## APHA TENDER APPLICATION FORM

<b>TENDER SUMMARY</b>			
<b>TENDER REFERENCE</b>		<b>C301421 – TRICHINELLA TESTING OF WILD BOAR</b>	
<b>PROPOSED START DATE</b>		01/12/2024	<b>PROPOSED END DATE</b>
			30/11/2029
<b>Please complete this entire document as your submission for the Technical Envelope and upload it to the Atamis e-procurement system.</b>			
<b>A: PAST PERFORMANCE</b>			
<b>Experience and Contract Examples</b>			
Please note this section is not scored.			
<p>Please provide details of up to three contracts undertaken by your (and where a Consortium, any member's) organisation from either or both the public or private sector which are relevant to the Authority's requirements.</p> <ul style="list-style-type: none"> <li>Customer Organisation Name</li> <li>Customer Contact Name, Phone Number and Email</li> <li>Contract Start date, Completion Date and Contract Value</li> <li>Brief Description of Contract (150 words max) including evidence as to your technical capability in this market (The customer contact should be prepared to speak to the purchasing organisation to confirm the accuracy of the information provided below if we wish to contact them).</li> </ul>			
<b>IF YOU CANNOT PROVIDE AT LEAST 1 EXAMPLE, PLEASE BRIEFLY EXPLAIN WHY (100 WORDS MAX).</b>			
		<b>DETAILS</b>	
<b>CONTRACT 1</b>			
<b>CONTRACT 2</b>			
<b>CONTRACT 3</b>			

## TECHNICAL ENVELOPE RESPONSES

### 1: Delivery of the Requirements (20%)

Please describe how you will deliver all elements of the specification, including (but not limited to):

- Sample analysis
- Trichinella testing
- Adherence to Standard Operating Procedures
- Collaboration with wild boar hunters

Please write your response to this question in the box below, using **no more than 2,500 words**.

### 2: Organisational Knowledge and Expertise (20%)

Please detail your organisational and staff knowledge and expertise in delivering a service of this level, including (but not limited to):

- Experience of trichinella testing
- Knowledge and experience of Official Controls and Standard Operating Procedures
- Any relevant case studies
- Facilities proposed to deliver the service.

Please write your response to this question in the box below, using **no more than 2,500 words**.

### 3: Performance and Reporting (10%)

Please provide details of how you propose to deliver the service in line with the KPIs and report to the FSA, including (but not limited to):

- Manage performance
- Identify and rectify any underperformance
- Reporting on sampling
- Reporting on performance
- Communication with the FSA

Please write your response to this question in the box below, using **no more than 1,800 words**.

### 4: Quality Assurance and Transition (10%)

Please describe the Quality Assurance systems that you have in place to deliver this requirement and provide evidence to support this.

Please detail how will you ensure continuity of service delivery through the transition period, including working with FSA and other suppliers and consideration of risks and mitigations. Please upload a transition timeline in addition to your response.

Please write your response to this question in the box below, using **no more than 1,800 words**.

## 5: Social Value (10%)

The Food Standards Agency is committed to improving sustainability in the management of operations and looks to its suppliers to help achieve this goal. We are focusing on MAC 4.1 from Theme 3: Fighting Climate Change from the Social Value Model [Social-Value-Model-Edn-1.1-3-Dec-20.pdf \(publishing.service.gov.uk\)](#)

MAC 4.1 Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions

Describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Model Award Criteria.

Please include: ● your 'Method Statement', stating how you will achieve this and how your commitment meets the Award Criteria, and ● a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals.

You should include but not be limited to: ○ timed action plan ○ use of metrics ○ tools/processes used to gather data ○ reporting ○ feedback and improvement ○ transparency

Please write your response to this question in the box below, using **no more than 1,200 words**.

**APHA PRICING MATRIX**



## ANNEX B: SCHEDULE OF PROCESSING, PERSONAL DATA AND DATA SUBJECTS

1. The Processor shall comply with any further written instructions with respect to processing by the Controller.
2. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	<i>The Parties acknowledge that for the purposes of the Data Protection Legislation, the controller is the Food Standards Agency and the processor is Animal and Plant Health Agency The names, addresses, email addresses and phone numbers of the Wild Boar Hunters in England &amp; Wales will be used to send reports to confirm the sample test results and compliance with official controls</i>
Subject matter of the processing	<i>The data is used solely to identify the Wild Boar Hunters in England &amp; Wales to ensure test results reach the correct individuals only</i>
Duration of the processing	<i>The data will be held for the contract period</i>
Nature and purposes of the processing	<i>The nature and purpose of processing the data is as outlined above and to ensure the delivery of official controls to protect the public health</i>
Type of Personal Data being processed	<i>The names, addresses, email addresses and phone numbers of the Wild Boar Hunters in England &amp; Wales</i>
Categories of Subject Data	<i>Wild Boar Hunters in England and Wales only</i>
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	<i>The data will be held for the duration of the contract then deleted electronically</i>