



Department  
for Environment  
Food & Rural Affairs

**ORDER FORM**

**FROM**

<b>Authority</b>	Defra on behalf of the Secretary of State for Environment, Food and Rural Affairs
<b>Address</b>	Animal and Plant Health Agency (APHA) Woodham Lane, New Haw, Addlestone, Surrey KT15 3NB
<b>Contact:</b>	[REDACTED]
<b>Order Number</b>	Individual Purchase Order number(s) will be provided as and when individual requirements are identified.  <i>Framework Ref: 21329 VDP Framework (Lot 5 Vaccination Services)</i> <i>Call-off Ref: Project 23940</i>
<b>Order Form Date</b>	24 <sup>th</sup> September 2018

**TO**

<b>Contractor</b>	Hallmark
<b>For attention of:</b>	<b>Dedicated e-mail address for this contract:</b> [REDACTED]  <b>Key Personnel:</b> [REDACTED]
<b>Address</b>	Hallmark. 3rd Floor, The Mill, Upper Mills Estate, Stroud, Gloucestershire. GL10 2BJ.

**1. SERVICES REQUIREMENTS OVERVIEW**

**Overview:**

- 1.1 Government across the UK has a responsibility to:
- safeguard animal health and welfare as well as public health,

- protect the economy, and
- enhance food security through research, surveillance and inspection.

1.2 In Great Britain, this function is carried out by the Animal and Plant Health Agency (APHA), an executive agency of the Department for Environment, Food and Rural Affairs (Defra), acting on behalf of Scottish Government and Welsh Government. In Northern Ireland, this function is delivered by the Department of Agriculture, Environment and Rural Affairs (DAERA).

1.3 Vaccination can help move towards the overall goal of eradicating a disease where it is considered practical and cost-effective to do so. Vaccination can help slow, reduce and potentially prevent disease spread. At the same time however, vaccination can carry with it significant costs for industry and Government, and have wider implications for other factors such as trade, the effective monitoring of disease spread, and movements.

1.4 Government may consider the use of a vaccination campaign either as a preventative, protective or a suppressive measure. Vaccines may be administered to food producing species, companion animals or wildlife.

1.5 Diseases may include, but are not limited to:

- Foot and Mouth Disease
- Classical Swine Fever
- Rabies
- Lumpy Skin Disease
- Avian Influenza
- Other diseases where vaccination may be considered

1.6 The administration of vaccine is subject to legislative controls. It is important that these requirements, and any additional requirements stated at the time of the request, are complied with at all times. Generally, only veterinarians and animal Keepers are allowed to vaccinate animals. For certain diseases (including FMD) non-veterinarians can be trained and issued with a certificate of competence by a veterinary surgeon. These individuals are referred to as “lay vaccinators”. Lay vaccinators could then be licensed to vaccinate under veterinary supervision.

## **Background**

1.7 The VDP Framework (Ref: 21329) ends on 30<sup>th</sup> September 2018, and the Authority is placing this call-off contract for the period detailed below to enable the supply of Vaccination Services whilst longer term delivery options for emergency vaccination are explored and tendered as required.

1.8 Multiple Providers have been appointed to each region (detailed in Section 3) to provide Vaccination Services upon request during the entire period of the Call-Off Contract and any subsequent extension period. Providers have been ranked per region (detailed in Section 3) and the highest ranked Provider will be requested to supply Personnel to be part of a Vaccination Team when there is a requirement. If they cannot supply the required personnel, or there is a need for more teams, the next ranked Provider will be approached. This may mean that multiple Providers will be involved in the delivery of a vaccination campaign. There is no guarantee of work under this Call-Off Contract.

<p>1.9 An overall value of £10,000 per annum has been highlighted for this contract however this bears no relevance to predicted requirements (as these are unknown) and there is no guarantee of work under this contract.</p>
<p><b>1.10 Commencement Date:</b> Monday 24<sup>th</sup> September 2018</p>
<p><b>1.11 Completion Date:</b> Monday 23<sup>rd</sup> September 2019</p> <p>There is a possibility of extension for a period of up to twelve (12) months (to 23<sup>rd</sup> September 2020).</p>
<p><b>2. REQUIREMENTS AND RESPONSIBILITIES</b></p>
<p>Detailed Requirements</p> <p>2.1 Each requirement will have different needs depending on the disease, however, the main requirements are set out below. Any bespoke needs will be detailed by the Authority at the time of a requirement.</p> <p>2.2 Details of how many Veterinarians and Technicians the Provider can supply to be deployed within 48 hours, and within seven (7) to ten (10) days respectively, to be part of the vaccination campaign, is detailed at Appendix A. Details should be provided to the Authority within 24 hours of receipt of the requirement. Either the Authority will supervise the vaccination campaign or the Authority may contract another organisation to run and administer the campaign on the Authority's behalf.</p> <p>2.3 The Personnel shall:</p> <p>2.3.1 Be available for deployment within 48 hours and further Personnel should be readied for deployment of vaccination resources within seven (7) to ten (10) days. Disease may occur in any geographical area of UK and Personnel shall be available to be remotely deployed anywhere within the region they have been assigned or to other regions if directed to do so. The Authority will identify holdings within the vaccination zone and will designate how the campaign is to be delivered. This will include aspects such as target species and age, order of vaccination of holdings, number of doses, etc.</p> <p>2.3.2 Mark animals as required by legislation and as directed by Government as appropriate (e.g. through tagging). It may also be necessary to endorse/mark the passport.</p> <p>2.3.3 Ensure accurate records are collated and stored securely, in accordance with GDPR, on a daily basis and provided to the relevant Authority. Records will include which animals have been vaccinated (individual animal ID) and which team has been to which farm. A list of all animals that have been vaccinated will be required to be provided on a daily basis cross referenced to any unique mark applied.</p> <p>2.3.4 Comply at all times with relevant legislative requirements, including but not limited to health and safety, animal welfare, animal health and veterinary legislation.</p> <p>2.4 The Provider shall:</p> <p>2.4.1 Supply all necessary Personal Protective Equipment (PPE), including, but not limited to:</p>

- Disinfectable rubber boots
- Rubber/PVC coats and trousers
- Paper outer suits
- Approved disinfectant (diluted to the specified disease rate) – see this link for more information: <https://www.gov.uk/guidance/defra-approved-disinfectant-when-and-how-to-use-it>
- Provide adequate vaccination applicators (generally a multiuse vaccine gun, suitable for intramuscular injection)
- Ear tag applicators

2.4.2 Maintain a vaccine cold chain, which may require the supply of fridges and foam boxes/icepacks to transport and store the vaccine in, subject to the approval of the Authority, AHPA or Contracting Body. This requirement would be confirmed at the time of appointment.

2.4.3 Vaccine will be delivered to a single location in the UK in different sizes of bottle/vial (size depends on the disease). The vaccination teams will be expected to contribute towards the delivery and distribution system to minimise wastage as any unused vaccine at each premises will need to be destroyed.

2.4.4 Dispose of used consumables (sharps, clinical waste, paper suits etc) via the Providers normal clinical waste collection. This requirement would be confirmed at the time of appointment.

2.4.5 Shall, once contacted via their dedicated email address (detailed on page one of this Order Form), reply within 24 hours to confirm that they can fulfil the requirement.

2.4.6 Must be able to meet the required lead times. There will be a 7-10 day lead in period for implementation of a requirement. There may be a need to deploy within 48 hours of the requirement. The lead time will be confirmed at the time of the requirement being sent to the Provider.

2.4.7 Should be prepared to participate in any exercises the Authority may choose to run. Exercises may vary in size and scope and the time commitment involved in any Exercise and the cost of participation would be agreed with Providers in advance.

## **Responsibilities**

2.5 Veterinarians:

2.5.1 A Veterinarian shall conduct pre-vaccination visits (where required) to conduct a clinical inspection of the herd or flock. The purpose of this inspection is to ensure that no overt disease is missed. The veterinarian should in take a history from the keeper and carry out a visual inspection of all animals on the premises that are susceptible to the disease being vaccinated for. There may be a requirement for a more detailed examination of some of the stock. If disease is suspected, the vet must remain on farm and contact APHA urgently to advise of their findings.

2.5.2 A Veterinarian shall be responsible for supervising up to three vaccination teams.

2.5.3 A Veterinarian may be required to undertake certain vaccinations where a Lay Vaccinator is not permitted. Additionally, where Lay Vaccinators are permitted, the Provider may choose to supply a Veterinarian rather than a suitably trained

Technician to meet the Authority's requirements, however in such instances the Technician payment rate will apply.

2.6 Technicians:

2.6.1 A Technician shall be part of a Vaccination Team which is generally made up of three Technicians:

2.6.2 A Vaccination Team shall consist of a Lay Vaccinator (where permitted), an Animal Handler and a Data Recorder.

i. A Lay Vaccinator must be 18 years of age or older and will be trained by the Veterinarian. The Lay Vaccinator shall be responsible for administration of the vaccinations.

ii. An Animal Handler shall assist with animal handling and application of ear tags/marks.

iii. A Data Recorder shall record information on the farm and animals vaccinated and mark the animal passports.

**Key Personnel**

2.7 The Key Personnel for this contract are detailed on Page One of this Order Form.

2.8 Such persons named as Key Personnel on this Order Form and any replacements must be agreed pursuant to the process in clause B4 of the Call-off Terms and Conditions (as defined in the Agreement).

**3. REGIONS AND RANKING**

3.1 The Authority has appointed multiple Providers to the regions stated below (in Table One) to provide Vaccination Services, upon request, during the entire period of the Call-Off Contract. Providers have been ranked per region and the highest ranked Provider per region (number 1) will be requested to supply Personnel to be part of a Vaccination Team when there is a requirement. If they cannot supply the required personnel, or there is a need for more teams, the next ranked Provider (number 2) will be approached and so on.  
(Note that regions 9 (GB) and region 11 (UK) were not required.)

**Table One**

<b>GEOGRAPHICAL REGION</b>	<b>REGION TITLE</b>	<b>DESCRIPTION (by county)</b>	<b>PROVIDER'S RANKING</b>
Region 1	Wales North	North Powys, Gwynedd, Clwyd	2
Region 2	Wales South	South Powys, Carmarthenshire, Pembrokeshire, Ceredigion, South Glamorgan, Mid Glamorgan, West Glamorgan, Gwent	2
Region 3	South West 1	Cornwall, Devonshire, Isles of Scilly	2
Region 4	South West 2	Dorset, Gloucestershire, Avon, Somerset, Wiltshire	2
Region 5	South East	Bedfordshire, Berkshire, Buckinghamshire, Cambridgeshire, Essex, Hampshire, Isle of Wight, Hertfordshire, Kent, Greater London-East, Greater London, Norfolk,	2

		Oxfordshire, Suffolk, Surrey, East Sussex, West Sussex	
Region 6	Midlands	Derbyshire, Herefordshire, Worcestershire, Leicestershire, Lincolnshire, Northamptonshire, Nottinghamshire, Shropshire, Staffordshire, Warwickshire, West Midlands	2
Region 7	North	Cleveland, Cheshire, Cumbria, Durham, Lancashire, Merseyside, Tyne & Wear, Northumberland, Greater Manchester, South Yorkshire, North Yorkshire, West Yorkshire, North Yorkshire, Humberside	2
Region 8	Scotland	Scotland (including islands)	2
Region 10	Northern Ireland	Northern Ireland	2

#### **4. ORDERING PROCESS**

- 4.1 Providers have been ranked per region and the highest ranked Provider will be contacted via the dedicated Provider email address (as detailed at page one of this Order Form) with a requirement. The Provider will be expected to reply within 24 hours to confirm that they can fulfil the requirement.
- 4.2 If a Provider cannot fulfil the requirement the next ranked Provider within the region (number 2) will be contacted until the requirement is fulfilled. If no Provider within the region can fulfil the request, the Authority reserves the right to approach Providers in neighbouring regions and then, if still unsuccessful, Providers in other regions. If no Framework Provider can meet the requirement, the Authority reserves the right to approach non-Framework Providers.
- 4.3 The Provider will be required to comply with the lead time which will be detailed for the individual requirement.
- 4.4 Once a start date has been agreed and confirmed for an individual requirement a Purchase Order will be set up.

#### **5. CONTRACT MONITORING ARRANGEMENTS**

- 5.1 For the avoidance of doubt the Vaccination Services are being provided under Framework Agreement 21329.

#### **6. PRICE AND PAYMENTS**

- 6.1 The Contract Price (shown at Table Two below) is payable by the Authority excluding VAT, payment profile and method of payment (e.g. BACS).
- 6.2 The total price includes the following:
- All of the direct delivery costs, travel and subsistence excluding VAT.
  - Any other additional costs, including costs associated with cold storage and disposal of consumables.

➤ Where applicable the Daily Rate, which is the price charged for one day including provision for travel within the UK, whereby a day is considered as a period of ten (10) hours' work including breaks.

➤ Where applicable the Hourly Rate, which is the price charged for one hour, including provision for travel within the UK during the assignment.

6.3 If the Contract is extended, prices may be varied in accordance with the Consumer Prices Index at the time of extension but may not increase beyond the maximum prices provided in the Framework Agreement.

6.4 If a requirement is identified and a Purchase Order raised for the Provider, invoices will be raised monthly in arrears.

**Table Two**

		<b>HALLMARK</b>			
GEOGRAPHICAL REGION	REGION TITLE	Experienced Vet (Hourly Rate)	Experienced Vet (Daily Rate)	Technician (Hourly Rate)	Technician (Daily Rate)
Region 1	Wales North				
Region 2	Wales South				
Region 3	South West 1				
Region 4	South West 2				
Region 5	South East				
Region 6	Midlands				
Region 7	North				
Region 8	Scotland				
Region 10	Northern Ireland				

**7. INVOICING REQUIREMENTS**

This information will be provided in the event of a requirement being identified.

Acceptance of the award of this Order Form will be made by electronic signature carried out in accordance with the 1999 EU Directive 99/93 (Community framework for electronic signatures) and the UK Electronic Communications Act 2000.

Acceptance of the offer comprised in this Order Form must be made **within seven (7) days** from the date of this award and the agreement is formed on the date on which the Contractor communicates acceptance on the Customer's electronic contract management system ("**Bravo**").

No other form of acknowledgement will be accepted.

## Appendix A - Numbers of Veterinarians and Technicians

Region	Region Title	Number of Veterinarians		Number of Technicians	
		Within 48 hours	Within 7 to 10 days	Within 48 hours	Within 7 to 10 days
Region 1	Wales North				
Region 2	Wales South				
Region 3	South West 1				
Region 4	South West 2				
Region 5	South East				
Region 6	Midlands				
Region 7	North				
Region 8	Scotland				
Region 10	Northern Ireland				