



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>	Defra Group Commercial Woodham Lane, New Haw, Addlestone, Surrey KT15 3NB
<b>Contact Ref:</b>	Phone: [REDACTED] Email: [REDACTED]
<b>Order Number</b>	Ref: Project 23650- Two (2) temporary Senior Veterinary Inspector's (SVI's) for APHA Worcester and Starcross.  <i>Ref: 21329 VDP Framework (Lot 1 Veterinary Personnel)</i>
<b>Order Date</b>	29th June 2018

**TO**

<b>Contractor</b>	Hall Mark
<b>For attention of:</b>	E-mail: [REDACTED]
<b>Address</b>	Hall Mark, 3 <sup>rd</sup> Floor, The Mill, Upper Mills Estate, Stroud, Gloucestershire GL10 2BJ

**1. SERVICES REQUIREMENTS**

**(1.1) Services required:**

- 1.1.1 APHA requires two (2) temporary vets to act as Senior Veterinary Inspectors (SVI's) based in Worcester and Starcross. The appointments will be for various periods as described below, with the possibility of extension. In the event that an extension is required, three (3) weeks' notice will be provided.
- 1.1.2 Post 1 (Worcester) – 12 week's duration
- 1.1.3 Post 2 (Starcross) – 12 months duration.
- 1.1.4 All posts will have an option of extension of 50% of the original term, if required.

**(1.2) Commencement Date:**

Post 1- 10/07/2018 – Please report to [REDACTED] on first day at 09:30am  
Post 2 – 23/07/2018 Please report to [REDACTED] on first day at 09:00am.

**(1.3) Completion Date:**

Post 1 – 28/09/2018  
Post 2 - 19/07/2019

## **2. PERFORMANCE OF THE SERVICES [AND DELIVERABLES]**

### **(2.1) Key Personnel of the Contractor to be involved in the Supply of the Service**

Post 1 – [REDACTED]  
Post 2 – [REDACTED]

### **(2.2) Performance Standards**

2.2.1 Key tasks that the vet will be required to carry out are as follows:

- To investigate animal diseases in farm livestock by undertaking on-farm and field investigations by:
- Examining and inspecting farmed animals, to support differential diagnosis of disease;
- Management of TB breakdown cases;
- Conducting in field post mortem examinations when appropriate;
- Conduct inspections at premises handling Animal By Products to support the control of risk to animal and public health;
- Collecting and submitting appropriate samples for laboratory testing;
- Collecting and interpreting relevant data;
- Reporting findings and recommendations;
- Maintaining competence in this role.

#### **Detailed Requirements**

##### **2.2.2.1 Disease Investigation and Welfare**

2.2.2.1.1 The vets shall investigate for the presence in individual animals and herds of notifiable disease, new and re-emerging threats and other food safety incidents and zoonotic disease through quality assured inspection, examination, history taking, post mortem examination, sampling and differential diagnosis to allow assessment of likely causes and potential consequences.

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

2.2.2.1.3 The vets shall carry out physical examinations of animals, records, premises, equipment and vehicles when a veterinary investigation, opinion, decision and or witness statement is required.

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

2.2.2.1.5 The vets shall ensure personal decisions, advice and actions are based on evidence, take account of the policy and legal frameworks and are clearly and appropriately communicated.

#### **2.2.2.2 Inspection, Approval and Audit**

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

2.2.2.2.2 The vets shall carry out import controls on animals and animal products as required by European Union (EU) / United Kingdom (UK) legislation, including investigation of possible illegal activity.

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

#### **2.2.2.3 Incident and Disease Outbreak Response**

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

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

2.2.2.3.3 The vets shall respond flexibly to incidents and outbreaks of notifiable animal disease including (with reasonable notice) undertaking periods of detached duty and delivering other veterinary roles and tasks as required by the business. Standard equality and diversity rules apply.

2.2.2.3.4 The vets shall provide veterinary advice and make effective decisions at the individual / premises level in a disease emergency situation, using sound veterinary judgment and adhering to standard guidance and operating procedures where applicable.

#### **2.2.2.4 Safety, Health and Wellbeing (SHaW)**

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

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

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

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

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

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

#### **2.2.2.5 Compliance and Enforcement**

2.2.2.5.1 The vets shall use veterinary expertise to provide appropriate and relevant advice at the individual, premises level, and to organizations and stakeholders in relation to GB Government policies.

2.2.2.5.2 The vets shall use veterinary expertise to support interventions as necessary, including the gathering, interpretation and presentation of evidence, appearing as a witness of fact or as a professional witness when required, and on occasions providing expert witness testimony if appropriately qualified.

2.2.2.5.3 The vets shall have an understanding and application of legislation in line with policy and best regulatory practice in order to positively influence behaviours while minimising burdens on industry. This should include EU law and other international standards as well as the UK policy.

2.2.2.5.4 The vets shall represent the Agency, engaging with animal keepers, wider industry and operation partners to gather intelligence, and educate and influence to improve the level of understanding, compliance and safe behaviour.

#### **2.2.2.6 Local Stakeholder Engagement**

2.2.2.6.1 The vets shall develop effective working relationships with end users of APHA services, representing and promoting the interests of GB Governments to deliver agreed policies outcomes.

2.2.2.6.2 The vets shall engage with animal keepers, wider industry, the veterinary profession and other operational partners to gather intelligence, educate, influence and provide feedback to improve the standards of animal health and welfare.

#### **2.2.2.7 Duty and Out-of-Hours Rotas**

2.2.2.7.1 The vets shall participate in veterinary and where applicable management duty and out-of-hours rota(s), including nights, weekends and public holidays, to ensure provision of a twenty-four (24) hour, seven (7) day capability to provide telephone advice and immediate response to incidents and emergencies as required by the business.

#### **2.2.2.8 Learning and Development**

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

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

2.2.2.8.3 The vets shall maintain a record of competence and relevant training to Royal College of Veterinary Surgeons (RCVS) and APHA standards.

#### **2.2.2.9 Key Personnel**

2.2.2.9.1 The vets put forward for this role are expected to perform the services throughout the course of any Contract awarded pursuant to the RFQ.

2.2.2.9.2 Such persons shall be named as Key Personnel on the Order Form and in the Contract and any replacement(s) must be agreed pursuant to the process

in clause B4 of the Call Off Terms and Conditions (as defined in the Agreement).

2.2.2.9.3 The vets for these roles are expected to be able to start work on the stated dates.

**(2.3) Location(s) at which Services are to be provided:**

Post 1-  
APHA Worcester  
County Hall  
Spetchley Road  
Worcester  
WR5 2NB

Post 2-  
APHA Starcross  
Staplake Mount  
Starcross  
Exeter  
Devon  
EX6 8PE

**(2.4) Standards:**

- The vets shall be assessed by APHA Occupational Health prior to carrying out any field work. HallMark shall ensure that their own Occupational Health assessment includes confirming immunity to Tuberculosis (TB) confirmed (either by a visible Bacillus Calmette-Guérin (BCG) scar, or documentary evidence, or a strong verbal history of having received a BCG).
- All work carried out shall comply with the latest APHA operational guidance, which shall be introduced as part of the APHA induction and training.
- All work shall be carried out prioritising high standards of health and safety and carrying out appropriate risk assessment when carrying out veterinary duties on premises, escalating risks as required.
- Noting the requirement within Para 2.2.2.7.1, except when acting as duty vet, the vets shall work a five (5) day working week, Monday to Friday. In addition the vets should be available for out of hours to cover an immediate response to incidents as required, including in a notifiable disease outbreak. No additional payment shall be made for this unless the vet is required to carry out a visit outside normal working hours, in which case payment shall be made either on daily or hourly rate as appropriate. On-call commitment shall not exceed a one (1) in three (3) rota (one (1) week on and two (2) weeks off).
- The majority of days shall include travel; other days shall be based solely in the office completing reports, supporting telephone enquiries. (Forecast ratio 75:25). APHA vets are expected to work across a geographical area ie

Post 1: APHA Worcester – covering Worcestershire, Herefordshire, West Midlands and Shropshire.

Post 2: APHA Starcross- covering Devon.

- Travel distances are expected to average fifty to sixty (50 – 60) miles per day.
- Overnight stays at locations remote from the base office may be required.
- The vets will be required to use their own vehicle for daily travel and have business use cover on their car insurance.

### **(2.5) Contract Monitoring Arrangements**

For the avoidance of doubt the services required are being provided under Framework Agreement 21329.

### **3. PRICE AND PAYMENTS**

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

##### **Senior Veterinary Inspectors (SVI's) – Worcester and Starcross**

Lot 1 – Veterinary Personnel		
Description	Hourly Rate	Day rate
MRCVS Vet – [REDACTED]	[REDACTED]	[REDACTED]
MRCVS Vet – [REDACTED]	[REDACTED]	[REDACTED]

#### **(3.2) Invoicing and Payment**

The Contractor shall issue invoices monthly in arrears.

### **4. INVOICING REQUIREMENTS**

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

Please quote the name of the vet, APHA Purchase Order number and cost centre 10063226 on each invoice.

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 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.

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