

## Carlow County Council

### PROVISION OF PROFESSIONAL VETERINARY SERVICES FOR CONTROL OF DOGS

The dog warden and dog breeding establishment services for Carlow County Council and Kilkenny are jointly delivered through a contract with the ISPCA with Veterinary Services provided by the Councils. The Veterinary service provides oversight, management and professional veterinary advice.

Carlow County Council now seeks (on a contract for services basis) to procure the services of a veterinary practitioner on a part time basis for a six month period with an option to extend for a further year. It is estimated the role will require at least eight hours work per week. The delivery of these hours may be on a flexible basis agreed between both parties. It may be necessary on occasion to vary from this amount by prior agreement between the parties.

The duties will include, but are not limited to: -

- *Providing veterinary advice to the Council on issues relating to the Control of Dogs Service*
- *Providing veterinary advice to the Council on the implementation and enforcement of the Dog Breeding Establishment Act 2012*
- *Directing, leading and participating in inspections of premises and making recommendations on applications for Dog Breeding Establishment licensing applications*
- *Attending at meetings as required*
- *Giving evidence in Court, as required.*
- *Such other duties as may be required in relation to the Control of Dogs Service*

The service provider will be required to provide a declaration that they will be in a position to insure indemnification to the Council as follows:

Type of Insurance	Indemnity Limit
Employer's Liability	€12.7m (As required)
Public Liability	€6.5m
Professional Indemnity	Contract Value (Min. €50,000)

Tenderers must indicate whether the contract will be operated by an individual veterinary practitioner or through a veterinary practice that has a number of practitioners. All

tenderers are required to be familiar with the Control of Dogs act and the Dog Breeding Establishment Act upon commencement of the contract.

It is a requirement that the successful candidate has their own transport in order to carry out the duties outlined. Sites will be located throughout the County of Carlow. The use of the vehicle will be variable and is dependent on where duties are required to be performed on a weekly basis. Tenderers should factor this into their pricing structure.

Tenderers are requirement to provide all necessary equipment in order to carry out the prescribed and agreed duties including Personal Protective Equipment, Cameras, Veterinary Supplies and Stationary.

Tenderers should submit a CV and a pricing schedule indicating a rate per hour for the (estimated) eight hours, clearly indicating whether VAT is included or is additional. Tenderers should also state an hourly rate for any hours in excess of eight required in a given week and also state if this rate is VAT inclusive or not.

Tenderers are required to have a current Health & Safety Statement (or Declaration if less than three employees).

Tenderers should note that a Tax Clearance Certificate is required.

Tenderers should also note that Carlow County Council is subject to the Freedom of Information Act and if Tenderers consider documentation they are submitting to be commercially sensitive, they should highlight it as such and state the reasons. The Council will have regard to this when considering Freedom of Information requests.

**Qualification Criteria: -**

- Evidence that tenderer is a fully qualified Veterinary Practitioner (Pass/Fail)
- Submission of an up to date CV (Pass/Fail)
- Declaration that Insurance requirement can be met (Pass/Fail)
- Declaration that tenderer is Tax Compliant (Pass/Fail)

**Award Criteria: -**

The tenderer will be assessed by the Contracting Authority. The tender will be marked out of 100 marks and marks will be awarded as follows: -

- CV (30 marks) – Relevant range and depth of experience
  - 10 Marks for relevant experience in a veterinary role relevant to the required duties
  - 10 Marks for experience in carrying out inspection, preparing reports and giving evidence in Court
  - 10 Marks for previous experience with Control of Dogs Legislation

- The hourly rate for eight hours (50 marks)

$$\left( \frac{\text{Lowest hourly rate quoted}}{\text{Tendered hourly rate}} \right) \times 50$$

- Rate for hours in excess of eight hours (20 marks)

$$\left( \frac{\text{Lowest hourly rate over 8 hrs quoted}}{\text{Tendered hourly rate over 8 hrs}} \right) \times 20$$

**Sealed tenders should be clearly marked 'Tenders for the provision of veterinary services' and addressed to the Senior Executive Officer, Corporate Affairs, Carlow County Council, Athy Road, Carlow, to be received before 5.00 p.m. on Monday, 30<sup>th</sup> May 2016.**