

**DMPC Decision – PCD 1381**

**Title: Contract Award – Equine Veterinary Services**

**Executive Summary:**

This paper seeks approval for the award of a contract for the supply of equine veterinary services for an initial term of three years with two optional 12-month extensions, at an estimated 5 year value of £997,504. The cost will be met from within the MPS existing budget.

**Recommendation:**

The Deputy Mayor for Policing and Crime is recommended to:

1. Award Shotter & Byers Equine Veterinary Services with a contract to the value of £997,504 for the supply of Equine Veterinary Services to the MPS. This is for an initial period of 36 months with 2 optional extension periods of 12 months commencing from 20th March 2023.

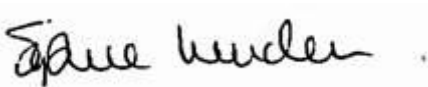
**Deputy Mayor for Policing and Crime**

I confirm I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct. Any such interests are recorded below.

The above request has my approval.

**Signature**

**Date 15/03/2023**



## **PART I - NON-CONFIDENTIAL FACTS AND ADVICE TO THE DMPC**

### **1. Introduction and background**

- 1.1. MOPAC approved the initiation of procurement for this service in July 2021, together with a 12 month extension of the then existing contract from July 2021 to July 2022. Between July 2022 and March 2023 the MPS maintained contract arrangements through a contract extension and a single tender action within their delegation. The existing contract for the supply of equine veterinary services expires on 19 March 2023.

### **2. Issues for consideration**

- 2.1. The provision of mounted branch capability assists operational policing. The care of the horses is necessary to ensure their physical and mental well-being in order to maintain this service.
- 2.2. An open procurement process was carried out with 5 compliant bids received. The proposed award is to the highest scoring bidder.

### **3. Financial Comments**

- 3.1. The estimated five year contract value is £997,504. The MPS assure that this cost can be met from within existing budgets.

### **4. Legal Comments**

- 4.1. The Mayor's Office for Policing Crime is a contracting authority as defined in the Public Contracts Regulations 2015 ("the Regulations"). All awards of public contracts for goods and/or services valued at £213,477 or above will be procured in accordance with the Regulations.
- 4.2. DLS assure that the MOPAC's route to market is compliant with the Regulations.
- 4.3. Paragraph 7.23 of the Scheme provides that the Director of Commercial Services has consent for the approval of the award of all contracts, with the exception of those called in through the agreed call in procedure. Paragraph 4.14 of the MOPAC Scheme of Delegation and Consent provides that the Deputy Mayor for Policing and Crime (DMPC) reserves the right to call in any MPS proposal to award a contract for £500,000 or above.

### **5. Commercial Issues**

- 5.1. The procurement sought the provision of a 24/7, 365 days a year service of routine and emergency care for horses. The service includes visits, examinations, treatments and medication. The term of the contract is for a initial three year award, with two 12-month optional extensions.

- 5.2. Shotter and Byers were evaluated as the highest scoring bidder against the pre-agreed most economically advantageous tender (MEAT) criteria.
- 5.3. Shotter & Byers currently provide equine services to City of London Police (COLP). COLP have provided positive feedback on the supplier around technical ability, communication, location and engagement when treatment is required. COLP have recently gone through the tender and Shotter & Byers were successful in retaining the contract.
- 5.4. Shotter & Byers have a proven track record of supplying high quality services at a competitive rate. In addition they have experience working with large equine facilities such as international polo stables. They have previously attended to police horses based at a variety of locations spread throughout London and Surrey. They have adequate veterinary surgeons to take on additional work.
- 5.5. The London Anchor Institution Charter was considered in the tender process. The context of an Equine Veterinary Services is very different to other types of services because Equine Veterinary Services tend to be located in rural areas, not in Central London locations. Although the successful supplier Shotter & Byers Equine Veterinary Services is not based in Central London, they are a Small Medium Enterprise (SME) based just outside the M25. They will contribute to a greener London as with their model, horses are unlikely to need to be conveyed by horsebox to the veterinary clinic rather the treating vet will attend the central location thereby saving numerous road movements between stables. The expectation being that an attending Vet will be able to treat several horses on one visit rather than the MPS sending individual animals to the surgery. This will be an improvement because MPS will be contributing to the Anchor Institution Charter commitment spending more resource with this SME supplier. The incumbent supplier is a limited Company and is part of a much larger group.

## **6. GDPR and Data Privacy**

- 6.1. MOPAC will adhere to the Data Protection Act (DPA) 2018 and ensure that any organisations who are commissioned to do work with or on behalf of MOPAC are fully compliant with the policy and understand their GDPR responsibilities.
- 6.2. The MPS assure that this project does not use personally identifiable data of members of the public, so there are no GDPR issues to be considered.

## **7. Equality Comments**

- 7.1. MOPAC is required to comply with the public sector equality duty set out in section 149(1) of the Equality Act 2010. This requires MOPAC to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations by reference to people with protected characteristics. The protected characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

- 7.2. There are considered to be no negative equality or diversity implications arising from this process negating the requirement to present any mitigation. The approved supplier has been evaluated for acceptable equality and diversity statements, and they are able to meet the MPS requirements under the Equality Act 2010 as suppliers to MOPAC. The evaluation exercise considered their ability to act as a responsible employer and meet employment obligations deemed commensurate with wider GLA objectives.
- 7.3. In addition, it should be noted that the MPS support the Mayor's Responsible Procurement Policy including: Enhancing Social Value, Encouraging Equality and diversity, Embedding fair employment practices, Enabling skills, training and employment opportunities, promoting ethical sourcing practices and improving environmental sustainability.

**8. Background/supporting papers**

- Appendix 1 MPS Report - Award of Equine Veterinary Services Contract

**Public access to information**

Information in this form (Part 1) is subject to the Freedom of Information Act 2000 (FOIA) and will be made available on the MOPAC website following approval.

If immediate publication risks compromising the implementation of the decision it can be deferred until a specific date. Deferral periods should be kept to the shortest length strictly necessary.

**Part 1 Deferral:**

Is the publication of Part 1 of this approval to be deferred? NO

If yes, for what reason:

Until what date:

**Part 2 Confidentiality:** Only the facts or advice considered as likely to be exempt from disclosure under the FOIA should be in the separate Part 2 form, together with the legal rationale for non-publication.

Is there a **Part 2** form – YES

**ORIGINATING OFFICER DECLARATION**

*Tick to confirm statement (✓)*

**Financial Advice:**

The Strategic Finance and Resource Management Team has been consulted on this proposal.

✓

**Legal Advice:**

The MPS legal team has been consulted on the proposal.

✓

**Equalities Advice:**

Equality and diversity issues are covered in the body of the report.

✓

**Commercial Issues**

Commercial issues are covered in the body of the report.

✓

**GDPR/Data Privacy**

GDPR compliance issues are covered in the body of the report .

✓

**Drafting Officer**

Alex Anderson has drafted this report in accordance with MOPAC procedures.

✓

**Director/Head of Service:**

The MOPAC Chief Finance Officer and Director of Corporate Services has reviewed the request and is satisfied it is correct and consistent with the MOPAC's plans and priorities.

✓

**Chief Executive Officer**

I have been consulted about the proposal and confirm that financial, legal and equalities advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Deputy Mayor for Policing and Crime.

**Signature**

**Date: 13/03/2023**

*Samuel Ched.*

## EQUINE VETERINARY SERVICES

MOPAC Investment Advisory & Monitoring meeting Wednesday 15<sup>th</sup> February 2023

Report by Mark McLeavery on behalf of the Chief of Corporate Services

**Part 1 – This section of the report will be published by MOPAC. It is classified as OFFICIAL – PUBLIC**

*EXECUTIVE SUMMARY*

The MPS is seeking to change its veterinary supplier on two grounds. Firstly to reduce costs and secondly to improve the quality of service provided.

This paper concerns a request to approve the contract award to Shotter & Byers Equine Veterinary Services. This is to supply Equine Veterinary Services for an initial period of 36 months with 2 optional extension periods of 12 months commencing from 20th March 2023. If fully extended over the 5 year period inclusive of potential inflationary indices this total contract would be to the value of £998k for the supply of Equine Veterinary Services to the MPS MO7 Mounted Branch.

The Mounted Branch (MO7) provides specialist mounted support to BCU Operational Command Units as well as to public order policing, football, sporting events and demonstrations. The horses provide a visible presence during tasking which includes emergency response to incidents, anti-crime patrols such as open space patrols for VAWAG, gang disruption, community engagement and reassurance. Mounted Branch are visible and approachable and encourage trust with the public. In addition, the horses provide protective security within the Government Security Zone (GSZ) and at all ceremonial events such as the changing of the guard at Buckingham Palace through to high profile events like Trooping of the colour. The equine veterinary services contract enables the MPS to meet its legal and moral obligations to provide high standards of care for their horses at all times.

**Recommendations**

1 The Deputy Mayor for Policing and Crime, via the Investment Advisory and Monitoring meeting (IAM), is asked to:

**Approve the new Contract award to Shotter & Byers Equine Veterinary Services with a contract to the value of £998k for the supply of Equine Veterinary Services to the MPS. This is for an initial period of 36 months with 2 optional extension periods of 12 months commencing from 20th March 2023**

## **Time sensitivity**

2 A decision is required from the Deputy Mayor by 28/02/2023. This is to enable enough time to put the new contract extension in place prior to the current contract end date (19<sup>st</sup> March 2023).

## **Non-confidential facts and advice to the Deputy Mayor for Policing and Crime**

### **Introduction and background**

3 Mounted Branch has been an integral part of overall MPS operational capability since the late 19th Century; they are a highly effective, invaluable and iconic part of the service. Current strength is approximately 100 horses against a target working strength of 110 and these are housed in seven stables in key London locations including a training facility which is located at Imber Court in Surrey (MTE) This provides a central hub for the training and recuperation for all of the horses throughout the MPS. In addition this facility is the largest MPS Mounted site regularly stabling in excess of 50 horses.

4 The Mounted Branch as well as being a highly visible public face of the MPS at state occasions such as the recent funeral of Her Majesty the Queen , Trooping the Colour , Guard Changes, Cavalry Escorts and the forthcoming Coronation, also provides daily operational support Pan London to police colleagues engaged in everyday policing . Their role in public order and the ability to control large and volatile crowds with minimum force is one of their most valued roles. However this leaves the horses vulnerable to injury and the need for effective and prompt veterinary treatment.

In addition to these core roles the Mounted Branch are often called to assist in searches for missing vulnerable persons given their capacity to effectively cover large areas of open ground at speed.

5 It is essential to the success of the Mounted Branch that the horses in our care are properly cared for whilst at work and at rest. The MPS has a legal responsibility under the animal welfare act 2006, to ensure any horse "Is protected from pain, suffering, injury and disease". The working lives of horses is dependent on them being physically and mentally fit and the provision of sound veterinary care is essential, particularly given the operational demand placed upon the animals. This necessitates the provision of comprehensive Veterinary Services 24/7 365 days a year.

6 The equine veterinary services contract enables the MPS to meet its legal obligations to provide high standards of care for their horses at all times. The contracted veterinary service provider needs to be geographically located to be able to respond to emergency call outs across the Metropolitan Police within the required response time 24/7 365 days a year as well as for routine care.

### **Issues for consideration**



7 The current contract with Chiltern Equine Veterinary Services Ltd (CVS) is due to expire 19<sup>th</sup> March 2023 and there are no further extension options within the current contract. If the above proposed contract is not awarded to the preferred bidder the MPS will need to award an 'unforeseen extension' to the current contract for another year to allow for this tender process to progress." This was the basis for the last 12 month unforeseen contract from July 2021 to July 2022 (approved in PCD 996 in July 2021). Two unforeseen short term contract extensions have already been put in place since the 31<sup>st</sup> July 2022 with the incumbent Supplier Chiltern Vets, using the 10% contract uplift allowance and a Single Tender Action. All these were within the MPS delegations. These extensions were put in place to allow time for supplier site visits, tender completion and allow time for MOPAC contract award approval.

8 The MPS has faced resourcing continuity issues during the completion of the competitive process, as well as a need to re-review the optimum specification and volume use. To ensure a successful outcome under these pressures, this has resulted in the tender taking longer than anticipated. Additionally, the competitive process needed to be extended to ensure compliance with PPN07/21 which was initially incorrectly advertised.

### **Contributes to the MOPAC Police & Crime Plan 2022-25**

9 MO7 are committed to ensure Londoners are safe and feel safer while supporting the police and crime plan. Mounted Branch provide specialist mounted support to front line policing with a capability not available anywhere else within policing. To achieve this mounted work with BCU's to support Coordination and Tasking Office (CATO) needs, mixing local BCU priorities with the four (4) key themes of the plan. Mounted have devised a tactical plan sighting their priorities to reduce and prevent violence. This is achieved by providing a highly visible deterrence in high crime areas using targeted patrols as a visible presence. Mounted are able to use their position to spot crime, sharing with foot units to achieve results. Mounted have an open space patrol plan and a night time economy patrol plan to reduce VAWAG ensuring victims feel safer. Mounted branch are one of the most visible and engaging units in the MPS, the horses are not a barrier to public engagement. As a result they provide reassurance to vulnerable Londoners and create trust and confidence allowing public who would not approach police normally to engage.

### **Financial, Commercial and Procurement Comment**

10 To award Shotter & Byers Equine Veterinary Services with a contract to the value of £998k for the supply of Equine Veterinary Services to the MPS for a 5 year period. This is for an initial period of 36 months with 2 optional extension periods of 12 months commencing from 20<sup>th</sup> March 2023. Award of this contract to Shotter & Byers, will provide a saving of £542k (over a 5 year term) when compared to current contract prices for routine visits and examinations, treatments and medication.

**11 The MPS completed a compliant procurement process (in accordance with the Public Procurement Regulations) using the Open Procedure, advertised via Contracts Finder and the Find-A-Tender System (FTS), we invited and accessed five (5) bids. The physical supply of the services have a strong geographical requirement to be successful. The supply market is also geographically focused providing services in a small local area rather than a national provision. The majority of the requirement for services will be required at the Mounted Training Establishment based in Imber Court, Surrey. This is the central location for training of new horse and recuperation of injured or sick horses. Surrey Police do not have a mounted division. As a result the MPS completed our/their own**

**procurement services. The City of London Mounted police are based in Central London and are in the process of resolving their future mounted provision. Until this is resolved it is not thought practical to enter in to joint collaboration at this stage**

12 MO7 currently spend £232k per annum so the new contact, at an average cost of c£198k per annum, will provide a saving which will reduce pressure on the Mounted Branch's supplies and services budget. The MPS has a veterinary budget of 998k to spend over this 5 year period.

13. Award of this contract to Shotter & Byers, will provide a total saving of £542k (over a 5 year term) when compared current prices. The current rate of 9.6% year on year indexation applied to both the current supplier and new suppliers costs.

<b>New Supplier</b>				<b>Incumbent Supplier</b>			
Year	Cost	Indexation 9.6% Year on Year	Total	Year	Cost	Indexation 9.6% Year on Year	Total
1	£164,695	0	£164,695	1	£231,900	£22,262.40	£254,162
2	£164,695	£15,810.73	£180,506	2	£254,162	£24,399.59	£278,562
3	£180,506	£17,328.56	£197,834	3	£278,562	£26,741.95	£305,304
4	£197,834	£18,992.10	£216,826	4	£305,304	£29,309.18	£334,613
5	£216,826	£20,815.34	£237,642	5	£334,613	£32,122.86	£366,736
			£997,504				£1,539,377
						5 year saving =	£541,874

The London Anchor Institution Charter was considered in the tender process. However, the context of an Equine Veterinary Services is very different to other types of services because Equine Veterinary Services tend to be located in rural areas, not in Central London locations. With this in mind, it would be difficult to for a service of this type to contribute towards The London Anchor Institution Charter. Although the successful supplier Shotter & Byers Equine Veterinary Services is not based in Central London, they are a Small Medium Enterprise (SME) based just outside the M25. They will contribute to a greener London as with their model, horses are unlikely to need to be conveyed by horsebox to the veterinary clinic rather the treating vet will attend the central location thereby saving numerous road movements between stables. The expectation being that an attending Vet will be able to treat several horses on one visit rather than the MPS sending individual animals to the surgery. This will be an improvement because MPS will be contributing to the Anchor Institution Charter commitment spending more resource with this SME supplier. The incumbent supplier is a limited Company and is part of a much larger group.

## Legal Comments

13 The Mayor's Office for Policing and Crime ("MOPAC") is a contracting authority as defined in the Public Contracts Regulations 2015 ("the Regulations"). All awards of public contracts for goods and/or services valued at £213,477 or above shall be procured in accordance with the Regulations. This report confirms the value of the proposed contract exceeds this threshold.

14 Directorate of Legal Services confirms the MOPAC's route to market is compliant with the Regulations.

15 The MOPAC Scheme of Delegation and Consent provides the Deputy Mayor for Policing and Crime ("DMPC") has delegated authority to approve:  
Business cases for revenue or capital expenditure of £500,000 and above (paragraph 4.8); and

16 Paragraph 7.23 of the Scheme provides that the Director of Commercial Services has consent for the approval of the award of all contracts, with the exception of those called in

through the agreed call in procedure. Paragraph 4.14 of the Scheme provides the DMPC reserves the right to call in any MPS proposal to award a contract for £500,000 or above.

### **Equality Comments**

17 There are considered to be no negative equality or diversity implications arising from this process negating the requirement to present any mitigation. The approved supplier has been evaluated for acceptable equality and diversity statements, and they are able to meet the MPS requirements under the Equality Act 2010 as suppliers to MOPAC. The evaluation exercise considered their ability to act as a responsible employer and meet employment obligations deemed commensurate with wider GLA objectives.

18 In addition, it should be noted that the MPS support the Mayor's Responsible Procurement Policy including: Enhancing Social Value, Encouraging Equality and diversity, Embedding fair employment practices, Enabling skills, training and employment opportunities, promoting ethical sourcing practices and improving environmental sustainability.

### **Privacy Comments**

19 The MPS is subject to the requirements and conditions placed on it as a 'State' body to comply with the European Convention of Human Rights and the Data Protection Act (DPA) 2018. Both legislative requirements place an obligation on the MPS to process personal data fairly and lawfully in order to safeguard the rights and freedoms of individuals.

20 Under Article 35 of the General Data Protection Regulation (GDPR) and Section 57 of the DPA 2018, Data Protection Impact Assessments (DPIA) become mandatory for organisations with technologies and processes that are likely to result in a high risk to the rights of the data subjects. The Information Assurance and Information Rights units within MPS will be consulted at all stages to ensure the project meets its compliance requirements. The project does not use personally identifiable data of members of the public, so there are no GDPR issues to be considered.

### **Real Estate Implications**

21 There are no Real Estate implications associated with this project.

### **Environmental Implications**

22 All bidders responding as part of the new tender process have been evaluated on environmental and sustainability criteria as part of the MPS's Social Value evaluation and 10% weighting was applied to the scoring criteria. The MPS's Environment and Sustainability team were consulted in the setting of environmental evaluation criteria for the tender evaluation process.

### **Background/supporting papers**

23 None

Report author: Mark McLeavey, Chief Inspector, MO7 Taskforce

**Part 2 – This section refers to the details of the Part 2 business case which is NOT SUITABLE for MOPAC Publication.**

24 The Government Security Classification marking for Part 2 is:  
OFFICIAL-SENSITIVE [COMMERCIAL]

Part 2 of **Equine Veterinary Services – Contract Value Uplift and approval for procurement and award** is exempt from publication for the following reasons:

25 The relevant sections under the FOIA that would exempt this information from disclosure, Commercial Interest Section 43(2) FOIA

26 The paper will cease to be exempt on the 1<sup>st</sup> May 2028 when any commercial information would no longer remain official sensitive for commercial reasons. Any request for information under FOIA would need to be assessed on a case by case basis, no matter what or when the original decision was made, as the circumstances may have changed e.g information no longer commercially sensitive.