**A logo with a dog

Description automatically generated**

Prior Information Notice (PIN) Questionnaire

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| **Project** | Contract to receive Stray Dogs for North Somerset Council outside of normal working hours until next working day. |
| **Closing Date for Completed Questionnaires** | Tuesday 30th April 2024, no later than 16:00hrs |

**Specification**

North Somerset Council is seeking expressions of interest from Veterinary Practices who may be able to receive Stray Dogs for North Somerset Council outside of normal working hours and hold them until the next working day.

A stray dog is any dog found in a public place, or private place where it should not be, which appears to be without its owner and not under the control of its owner or a person representing them.

Outside of normal working hours North Somerset Council is required to ensure that, where practicable, there is a reception point for people to bring a stray dog. The council can decide where this reception point is located and can designate multiple reception points if the geographical area is large enough.

Out of office hours are anytime outside of the following hours, including weekends and Bank Holidays

Monday – Thursday 08:45 – 17:00

Friday 08:45 – 16:30

The council’s reception point is currently provided by the supplier of the Collection and Kennelling of Stray Dogs Contract which is due to end on 31 August 2024. Going forward the council can procure the reception point from the supplier that delivers the main kennelling contract or alternatively the council can procure different reception points from single or multiple suppliers that are positioned well geographically to receive dogs out of hours.

We know that veterinary practices already play a particularly important role in re-uniting animals with their owners and do on occasion keep dogs overnight until the next working day when the main contractor comes to collect them. It seems therefore sensible for North Somerset Council to seek expressions of interest from those veterinary practices that may be able to offer this service on a contractual basis.

The services provided must be always conducted in a professional manner and all facilities must provide high levels of animal care and welfare.

Outside of the council’s core working hours, upon receiving a report of a stray dog from a member of the public or the council, the supplier would be expected to receive a dog and keep it until the next working day until such time that it can be collected by the council’s appointed kennelling contractor.

Euthanasia will only be considered for dogs with dangerous temperaments, those with serious health issues or those considered to be a banned breed and not reclaimed by their owners. This must be done at the direction of the council, unless in an emergency (for example, when a dog is in pain, suffering or dangerously out of control).

**Provider Responses**

If you wish to respond, please complete the **questionnaire below** and return via the messaging section on the portal by **Tuesday 30th April 2024, no later than 16:00hrs.**

All questionnaires will be treated confidentially.

**PLEASE NOTE:**

Responses to this questionnaire imply no commitment on providers to engage in any subsequent procurement/contracting arrangement, nor do they confer any advantaged status or guarantee of inclusion in any subsequent procurement process for those providers who do respond. The questionnaire and all responses received are in no way legally binding on any party.

North Somerset Council reserves the right to withdraw this notice at any time and is not bound to accept any proposals submitted by providers and is not liable for any costs incurred as a result of providers engaging with this process. This exercise does not guarantee that procurement will take place and North Somerset Council reserves the right to defer from any procurement entirely.

**Confidentiality and Freedom of Information**

Please be aware that the council is subject to the disclosure requirements of the Freedom of Information Act (FoIA) and that potentially, any information held is liable to disclosure under that Act. For this reason, we would strongly advise that any information considered to be confidential is labelled as such. In the event that a request is subsequently made for disclosure under the FoIA, that request will be dealt with in accordance with the legislation and giving full regard to the NDA.

**Questionnaire**

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| **Question** | **Response** |
| 1. Company Name: |  |
| 1. Address: |  |
| 1. Contact Name, phone number and email address: 2. We may wish to discuss responses provided in more detail, please provide the contact details of the most appropriate person. |  |
| 1. Are you registered with the Royal College of Veterinary Surgeons? | YES/NO  If yes, please provide the licence number: |
| 1. Do you have a base in, or close to, North Somerset? | YES/NO – if yes please state address if different to above |
| 1. Please describe any limitations on types of breed of dog you can take? |  |
| 1. Do you have any experience in taking in stray dogs? |  |
| 1. Please describe how you would be able to deliver the service set out above outside of office hours including weekends and bank holidays? |  |
| 1. Please describe what training and experience your staff have in handling dangerous dogs in terms of breed and/or behaviour? |  |

Instructions to return the completed questionnaire via Proactis / Supplying the South West:

* Home View – select Recently Added / Last Viewed tab.
* Provision to receive Stray Dogs for North Somerset Council outside of normal working hours until next working day.- PIN
* On the right-hand side select create message and attach your completed questionnaire to the message.