



**Orange County Government
Request for Proposal
RFP#: 367-OC 5304**

**Veterinary Services for Orange County Animal Service
North Carolina**

Date of Issue: December 02, 2020

Proposal Due Date: Open until filled

Direct all inquiries concerning this RFP to:

Jovana Amaro

Purchasing Agent

Phone: 919-245-2651

Email: jamaro@orangecountync.gov

1. BACKGROUND AND SCOPE OF SERVICES

Orange County Animal Services (OCAS) is a progressive public entity located in Chapel Hill that is seeking one or more veterinarians to provide spay, neuter, medical and other services on a contractual basis for an hourly rate of compensation. The medical areas in Orange County's state of the art Animal Services Center include an in-house surgical suite for sterilization of shelter animals, treatment room, multiple isolation areas, and separate examination rooms. The surgery suite is fully equipped and trained technical support staff assists with all veterinary services.

At the present, there is one veterinarian providing spay/neuter services on a limited basis and another veterinarian providing part-time medical services. Orange County Animal Services seeks to add additional veterinarians to increase our capacity to offer these services and perform other services needed for our overall population.

These services include:

- Cruelty (or forensic) examinations
- Training for shelter staff who need to become certified euthanasia technicians and certified rabies vaccinators
- Working with both shelter and field staff to assure sufficient capabilities with chemical immobilization

Since opening its current facility a decade ago, OCAS has taken steps to assure the overall health of the shelter population, treat animals with specific conditions (e.g., heartworm) so that they could be rehomed, and spay and neuter all cats and dogs prior to their adoption. These efforts are possible because of strong community support and dedication to community spay/neuter education and support to decrease shelter population over time.

If you are interested in providing any of the veterinary services sought by OCAS, provide a proposal that includes the following:

- a) Service(s) you are interested in providing (interested veterinarians may offer one or more services)
- b) Pertinent experience
 - In the case of spay and neuter, a description of productivity (an hourly rate if possible)
- c) Hourly rate of compensation desired
- d) Number of days/hours you would be available per week
- e) North Carolina veterinary licensing information
- f) Years practicing veterinary medicine
- g) Two professional references with contact information and permission to contact

2.0 GENERAL INFORMATION

2.1 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions, Orange County's terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein.

2.2 URGED AND CAUTIONED SITE VISIT

Instructions: Vendor representatives are URGED and CAUTIONED to visit the site and apprise themselves of the conditions and requirements which will affect the performance of the work called for by this Request for Proposal. ***A non-mandatory site visit for individual vendors may be arranged by contacting Animal Services Veterinary Health Care Manager Jasmine Johnson at jajohnson@orangecountync.gov or (919) 932-4964.*** Submission of a proposal shall constitute sufficient evidence of this compliance and no allowance will be made for unreported conditions which a prudent Vendor would recognize as affecting the performance of the work called for in this proposal.

2.3 PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible.

Written questions shall be emailed to jamaro@orangecountync.gov. Vendors should enter "RFP #: 367-OC 5294: Questions" as the subject for the email. Questions submittals should include a reference to the applicable RFP section.

2.4 PROPOSAL SUBMITTAL

Vendors should enter "***RFP#: 367-OC 5304: Veterinarian Services for OC Animal Service***" as the subject for the email. **Electronic (PDF Format) submittals** should be less than 15MB in size. Electronic submittals shall be emailed to jamaro@orangecountync.gov.

2.5 PROPOSAL CONTENTS

Vendors shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Vendor RFP responses shall include the following items and those attachments should be arranged in the following order:

- a) Cover Letter
- b) Service(s) you are interested in providing (interested veterinarians may offer one or more services)
- c) Pertinent experience
- d) In the case of spay and neuter, a description of productivity (an hourly rate if possible)
- e) Hourly rate of compensation desired
- f) Number of days/hours you would be available per week
- g) North Carolina veterinary licensing information
- h) Years practicing veterinary medicine
- i) Two professional references with contact information and permission to contact

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

All qualified proposals will be evaluated, and awards will be made to the Vendor(s) meeting the RFP requirements and achieving the highest and best final evaluation, based on the criteria described below.

While the intent of this RFP is to award a Contract(s) to single Vendor OR multiple Vendors, Orange County reserves the right to make separate awards to different Vendors for one or more line items, to not award one or more line items or to cancel this RFP in its entirety without awarding a Contract, if it is considered to be most advantageous to the County to do so.

Orange County reserves the right to waive any minor informality or technicality in proposals received.

3.2 PROPOSAL EVALUATION PROCESS

Orange County shall review all Vendor responses to this RFP to confirm that they meet the specifications and requirements of the RFP.

Proposals will be received from each responsive Vendor according to the method of submission specified in Section 2.5 of this RFP.

At their option, the evaluators may request oral presentations or interviews with any or all Vendors for clarification or to amplify the materials presented in any part of the proposal. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Vendor.

Proposals will generally be evaluated according to completeness, content, and pertinent experience, ability of the Vendor and its staff, and cost. Specific evaluation criteria are listed in 3.4 EVALUATION CRITERIA, below.

Vendors are cautioned that this is a request for offers, not an offer or request to contract, and Orange County reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the County.

Upon completion of the evaluation process, the County will make Award(s) based on the evaluation. Award of a Contract to one Vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous and represented the best value to the County.

3.3 EVALUATION CRITERIA

All qualified proposals will be evaluated and award made based on considering the following criteria, to result in an award most advantageous to Orange County:

Criteria	Maximum Point Value
1. Skills, knowledge and abilities specific to services identified by RFP.	25
2. Experience pertinent to specific services identified by RFP or animal shelter operations more generally.	25
3. Demonstrated ability to work well with veterinary health care personnel and other staff	20
4. Communication and professional self-presentation	15
5. Hourly rate of compensation	15
Total	100

4.0 REQUIREMENTS

4.1 CONTRACT TERM

The Contract shall have an initial term of six (6) to nine (9) months, beginning on the date of contract award (the "Effective Date").

4.2 PRICING

Proposal price shall constitute the total cost to Buyer for complete performance in accordance with the requirements and specifications herein. Vendor shall provide hourly rate of compensation.

4.3 INVOICES

Invoices must include an accurate description of the services for which the invoice is being submitted, the invoice date, the period of time covered, the amount of fees due to the Vendor.

The County will authorize payments, as outlined in the scope of services, to the vendor. Invoices shall be sent to:

Jasmine Johnson,
 Veterinary Health Care Manager
 Orange County Animal Services
 OCAS
 1601 Eubanks Road
 Chapel Hill, NC 27516

4.4 REFERENCES

Vendors shall provide at least two (2) references for which your company has provided Services of similar size and scope to that proposed herein. Orange County may contact these users to determine the Services provided are substantially similar in scope to those proposed herein and Vendor's performance has been satisfactory. The information obtained may be considered in the evaluation of the proposal.

COMPANY NAME	CONTACT NAME	TELEPHONE NUMBER