



ANIMAL SERVICES

REQUEST FOR PROPOSALS

#25-21-AS PART-TIME SHELTER VETERINARIAN

December 20, 2024

TO: Veterinarians and Veterinary Staffing Companies
FROM: Elaine B Smith, Director, Cumberland County, NC Animal Services
RE: RFP #25-21-AS Part-time Shelter Veterinarian

Cumberland County is soliciting proposals from licensed veterinarians to provide veterinary services for the Cumberland County Animal Services Department. Veterinary services shall include general medical and surgical care for dogs, cats and other animals within the Animal Services Center facility.

Specifications – See Below

Proposals will be received in the Animal Services Department, 4704 Corporation Drive, Fayetteville NC at any time **before 5:30 P.M.**, as per the clock located in the Animal Services office, **Friday, January 10, 2025**. Clearly mark each package with vendor name and RFP number. Proposals may also be submitted by email to Elaine Smith at ebsmith@cumberlandcountync.gov subject line **MUST** read “RFP #25-21-AS Part-time Shelter Veterinarian”. It is the sole responsibility of the vendor to ensure that the proposal reaches the destinations listed above by the designed time and hour. If submitting by email, it is recommended that vendors obtain confirmation that email was received. Proposals received after the specified date and time will be deemed nonresponsive and cannot be considered for award. **Important Note: The Execution of Proposal (Attachment A) must be completed, signed and submitted with proposals.**

Should additional information be necessary to prepare a proposal, written questions via email relating to such information may be submitted to Elaine Smith at ebsmith@cumberlandcountync.gov **no later than 5:30 P.M., Thursday, January 2, 2025**. Written questions and responses will be shared with all prospective vendors. Vendors shall rely *only* on written material contained in an Addendum to this RFP. **Each vendor submitting a proposal, including its representatives, subcontractors, and suppliers, is prohibited from having any communication with any employees or members of the board of commissioners of the County except those employees as designated in this RFP. A vendor who does not comply with this provision may be disqualified from award of the contract.**

This solicitation, all attachments and addenda are incorporated herein by reference to any executed contract resulting from this request for proposals. By submitting a proposal, the vendor agrees to meet all stated requirements, specifications, and terms and conditions stated in this solicitation. If a vendor is unclear about a requirement or specification or believes a change to a requirement would allow for the County to receive a better proposal, the vendor is urged and cautioned to submit these items in the form of a question during the question and answer period.

All addendums and/or corrections will sent by email to vendors who submit an intent to bid and be posted to the Cumberland County Vendor Self Service site <https://ccmunis.co.cumberland.nc.us/vss/Vendors/VBids/Default.aspx>

!IMPORTANT INFORMATION! CONFIDENTIAL INFORMATION: The proposal must not contain any information marked as “confidential” or as a “trade secret” or in any other manner as to indicate that it is information protected by the Trade Secrets Protection Act (the “Act”) as set out in Article 24 of Chapter 66 of the North Carolina General Statutes, unless the Vendor has noticed the County Department of its intent to designate any information in the proposal as such and received permission from the County Department to do so in writing. Vendor’s notice to the County

Department must be in writing and must describe the information for which confidentiality is requested and explain how the information is a “trade secret” as defined in G.S. § 66-152(3). If the County Department determines the information for which confidentiality is requested is a “trade secret” covered by the Act, it will notify the Vendor how to mark the information in the proposal and will identify the measures that County will take to protect the confidentiality of the information. Vendor’s submission of a proposal after receipt of this notice from the County Department shall be deemed to be acceptance of the County Department’s statement of how it will maintain confidentiality. If the County Department determines the information for which confidentiality is requested is not a “trade secret” covered by the Act, it will notify vendor of that determination. Any proposal marked with any information as “confidential” or as a “trade secret” or in any other manner as to indicate that it is information protected by the Act in violation of this section shall be regarded as not responsive to the request for proposal and shall not be considered.

The County reserves the right to reject any and all quotes.

SERVICE SPECIFICATIONS

Vendor will work a minimum of 8 hours and a maximum of 30 hours per week providing routine veterinary care to animals at the Cumberland County Animal Services Center. Work schedule will be mutually agreed upon between vendor and the Animal Services Director and specified in the final contract. Vendor will be expected to perform routine surgery, particularly spay/neuter surgery on dogs and cats as part of the duties. All medications, surgical equipment and supplies, diagnostic tests, and other materials or equipment necessary to perform these duties will be supplied by Cumberland County Animal Services.

The specifications included in this package describe the services that the County feels are necessary to meet the performance requirements of this RFP and shall be considered the minimum standards expected of the proposer. However, the specifications are not intended to purposefully exclude potential bidders.

If the vendor is unable to meet any of the specifications as outlined therein, vendors are advised to submit questions and concerns regarding the specifications during the question and answer period described above.

If the vendor does not submit questions or concerns regarding the specifications, the County shall assume it is able to fully comply with these specifications. The County shall be the sole and final judge of compliance with all specifications. The County further reserves the right to determine the acceptability or unacceptability of any and all alternatives or deviations.

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 the County:

- | | |
|-----------------------------------------------------------------|------------------|
| 1. Qualifications and Relative Experience of Individual or Firm | 55 points |
| 2. Availability/Flexibility of Schedule or Work Hours | 25 points |
| 3. Cost Proposal (per hour basis) | <u>20 points</u> |
| | 100 points |

METHOD OF AWARD

RFP will be awarded based on best overall value method of award.

The County reserves the right to make separate awards to different vendors, to not award, 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.

VENDOR’S RESPONSE REQUIREMENTS

The Execution of Proposal (Attachment A) must be completed, signed and submitted with proposals.

A. QUALIFICATIONS AND RELATIVE EXPERIENCE OF INDIVIDUAL OR FIRM

In its Proposal, vendor shall demonstrate experience and history in providing medical and surgical care to companion animals and livestock, or in providing veterinarians with that experience. Vendor shall also include the following with their proposal:

- A copy of current veterinary license for any veterinarian working under contract that has been issued by the North Carolina Veterinary Medical Board.
- A copy of a current valid Controlled Substance Registration Certificate issued by the United States Department of Justice, Drug Enforcement Administration for any veterinarian working under contract.

B. AVAILABILITY/FLEXIBILITY OF SCHEDULE OR WORK HOURS

In its Proposal, vendor shall provide availability/flexibility of schedule or work hours.

C. COST

Cost must be submitted for a per hour basis. List all other terms and conditions, considerations and fees. Please be sure to note any minimum requirements per service year. Cost shall be all inclusive. **Exclude all sales tax from your proposal.** If discount is available for prompt payment, identify terms so it may be considered in analyzing proposal. Please attach additional sheets, if necessary.

D. REFERENCES

Vendors shall provide at least three (3) references for which your company has provided services of similar size and scope to that proposed herein.

COMPANY NAME	CONTACT NAME	TELEPHONE NUMBER	EMAIL ADDRESS

TERMS AND CONDITIONS

IRAN DIVESTMENT ACT: As provided in N.C.G.S. 147-86.55-69, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the North Carolina State Treasurer pursuant to G.S. 147-86.57(6) c, is ineligible to contract with the County of North Carolina or any political subdivision of the COUNTY.

E-VERIFY: CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if Contractor utilizes a subcontractor, CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.

DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL: The CONTRACTOR certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81. It is the responsibility of each CONTRACTOR to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.

INSURANCE REQUIREMENTS: Providing and maintaining adequate insurance coverage is a material obligation of the CONTRACTOR and is of the essence of this Contract. All such insurance shall meet all laws of the County of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The CONTRACTOR shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this Contract. The limits of coverage under each insurance policy maintained by the CONTRACTOR shall not be interpreted as limiting the CONTRACTOR'S liability and obligations under the Contract. During the term of the Contract, the CONTRACTOR at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract.

ATTACHMENT A: EXECUTION OF PROPOSAL

EXECUTION

In compliance with this Request for Proposal (RFP), and subject to all the conditions herein, the undersigned vendor offers and agrees to furnish and deliver any or all items/services upon which prices are proposed. By executing this proposal, the undersigned vendor certifies that this proposal is submitted competitively and without collusion, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible from covered transactions by any Federal or State department or agency. Furthermore, the undersigned vendor certifies that it and its principals are not presently listed on the Department of State Treasurer's Final Divestment List as per N.C.G.S 147-86.55-69.

The potential Contractor certifies and/or understands the following by placing an "X" in all blank spaces:

_____ The County has the right to reject any and all proposals or reject specific proposals with deviated/omitted information, based on the County's discretion if the omitted information is considered a minor deviation or omission. The County will not contact vendors to request required information/documentation that is missing from a proposal packet. Additionally, if the County determines it is in its best interest to do so, the County reserves the right to award to one or more vendors and/or to award only a part of the services specified in the RFP.

_____ This proposal was signed by an authorized representative of the Contractor.

_____ The potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.

_____ All labor costs associated with this project have been determined, including all direct and indirect costs.

_____ The potential Contractor agrees to the conditions as set forth in this RFP with no exceptions.

_____ Selection of a contract represents a preliminary determination as to the qualifications of the vendor. Vendor understands and agrees that no legally binding acceptance offer occurs until the Cumberland County Board of Commissioners, or its designee, executes a formal contract and/or purchase order.

Therefore, in compliance with the foregoing RFP, and subject to all terms and conditions thereof, the undersigned offers and agrees to furnish the services for the prices quoted within the timeframe required. Vendor agrees to hold firm offer through contract execution.

Failure to complete, execute/sign (E-signature or handwritten) proposal prior to submittal shall render the proposal invalid and it WILL BE REJECTED.

VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & COUNTY & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #10):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		FAX NUMBER:
VENDOR'S AUTHORIZED SIGNATURE:	DATE:	EMAIL: