



**REQUEST FOR PROPOSALS
For Veterinary Services**

Submit Request for Proposals to:

⇒ Lt. Bryan Lockerby
Great Falls Police Department
City of Great Falls
P.O. Box 5021
Great Falls, MT 59403

Your submittal shall be delivered in a sealed envelope clearly marked:
"RFP for Veterinary Services"

Submittals Due: Friday, September 5th, 2008 by 4:00 PM

Direct Questions in writing to:

⇒ Lt. Bryan Lockerby
E-mail: blockerby@greatfallsmt.net
Fax # (406) 771-1664

Questions Due: Friday, September 1st, 2008 by 4:00 PM

IMPORTANT: If you are downloading this from the Internet, you must call the City of Great Falls Risk Management immediately to register your intent to submit a response. Even if you are listed on our source list, you must contact us again to be added to the source list relating specifically to this request for proposals. This enables us to immediately provide you with any clarifications or addendums. You can reach us at (406) 771-1180. Please provide your company's name, contact name, mailing address, telephone number, fax number, and e-mail address.

City of Great Falls, Montana
Request for Proposals
To Provide On-Site Veterinarian Services
(Shelter Medical Director)

The City of Great Falls, Montana is seeking licensed veterinarians to provide contractual veterinarian services to the City's Animal Care and Services program. It is the intent of the City to contract with a veterinarian to provide up to 40 hours of service per week on site at the City's Animal Program at the Great Falls Animal Shelter, located at 1010 25th Avenue NE in Great Falls.

The City of Great Falls and The Great Falls Animal Shelter recognize that a number of veterinary offices are limited in their ability to submit proposals since only one veterinarian is available who must balance the needs of their clients and that of the Shelter. In order to provide flexibility in submission for this proposal, "relief" veterinarians may be included in the response. However, the lead veterinarian shall be the Shelter Medical Director and will have primary responsibility of consistent care. The relief veterinarians must also agree to the same fee schedule as proposed and meet the same qualifications as listed.

Background

Located in the heart of Montana, the City of Great Falls has transitioned to a City operated Animal Shelter and is under temporary operation by the City of Great Falls. The Center currently handles approximately 2,300 cats and dogs each year, with a limited number of other small animals and wildlife. The City of Great Falls is currently under temporary (interim) operation of the Great Falls Animal Shelter with the intent to turn over services of the facility to a qualified non-profit entity. Regardless of any management changes, oversight will still be maintained of the facility and its daily operation by the Great Falls Police Department.

In August of 2007, Animal Welfare Expert Kim Staton reviewed the operations of the Great Falls Animal Shelter and provided a number of specific recommendations for changes and improvements at the facility. The City of Great Falls is in the process of complying with these recommendations and is making great progress. The Great Falls Animal Shelter recognizes that it is critical that consistent medical care be provided by the same veterinarian and consistent vaccination protocol be followed. Details of the protocol recommendations are outlined in the *Staton Report* and are based on guidelines from the University of California-Davis Shelter Medicine Center.

The Shelter has a limited medical triage area and a staff that is undergoing continuous training and certification, based on their responsibilities within the Shelter. A Shelter Medical Director is sought who will assess animals and monitor the health of animals on a daily basis, provide treatment, assist in continuous training of staff, and be available for emergency call-out and services. The Shelter Medical Director should also be willing to make provisions for the Shelter to obtain a limited number of controlled drugs used for the pre-euthanasia and euthanasia process as well as provide oversight for ordering, storing, administering, and record keeping of such controlled substances. The Shelter Medical Director will work in partnership with the Operation's Manager at the Great Falls Animal Shelter.

Scope of Services

The Shelter Medical Director will play a critical role in the future of the Great Falls Animal Shelter. We are seeking a team player who has the vision to help this organization grow in a positive direction for the good of the animals and to the benefit of the community.

The following is the anticipated scope of services for the Shelter Medical Director . The Center staff includes, but is not limited to, the Operations Director, two administrative staff, four animal control officers (ACO's), and five kennel technicians. Both the ACO's and Kennel Technicians can provide full-time assistance with the medical needs of the animals, doing routine immunizations, and to follow the medical treatment plans identified by the Shelter Medical Director. ACO's are also available to transport animals in need of immediate care to locations designated by the Shelter Medical Director or Operations Director. The schedule of when the Shelter Medical Director will be at the facility will be established by the Shelter Medical Director in concert with the Department Management staff.

In more detail, the scope of services to be provided by the Shelter Medical Director includes:

- Medically evaluate animals at the Great Falls Animal Shelter and provide a program of treatment.
- Monitor the work of the kennel technicians in their follow through of the programs of treatment recommended by the Shelter Medical Director.
- Conduct health checks of animals through Shelter “rounds” and prescribe medications and other medical procedures that are necessary.
- Make recommendations, assist in the development of applicable policies, and oversee the maintenance of a healthy and disease controlled environment in the Shelter.
- Confer with other veterinarians who may perform surgical and other medical procedures at local offices or offices that have been recommended by the Shelter Medical Director.
- Prescribe medication.
- Perform emergency medical treatment as needed, including surgeries.
- Perform euthanasia procedures, as necessary, and follow recommendations outlined in the 2000 AVMA Panel Report on Euthanasia, Humane Society of the United States, and the American Humane Association guidelines as they pertain to sheltered animals. (Shelter staff are currently undergoing euthanasia certification.)
- Consult with UC Davis Shelter Medicine staff and policy recommendations on shelter medical treatment
- Follow Animal Control & Shelter Recommendations made to the City of Great Falls by Kim Staton in August of 2007
- Maintain necessary records related to services provided.
- Assess rabies quarantined animals or rabies suspects as necessary.
- Play a limited role in community events, with a focus on animal care & health.
- Be available for consultation on medical treatment when not at Shelter during normal business hours, after hours, weekends, and holidays for emergencies.
- Be available for courtroom testimony regarding cruelty cases, as necessary.
- May be asked in the future to participate in 1- 4 rabies/vaccination clinics per year.
- Make provisions for the Shelter to obtain necessary controlled drugs used for the pre-euthanasia and euthanasia process as well as provide oversight for ordering, storing, administering, and record keeping of such controlled substances.
- Will oversee the maintenance of the controlled drug logs.
- Will oversee all relief veterinarians if applicable. This will entail the assurance of quality and consistent care of the Animal Shelter animals as well as ensuring all required qualifications, licenses and insurance.
- All payments to relief veterinarians will be routed through the Shelter Medical Director for approval before payment by City.
- Any additions or deletions of relief veterinarians must first be approved by City staff by way of addendum to the original agreement.

The following shall apply to both the Shelter Medical Director and any relief veterinarians.

Required Qualifications

- Hold a current Montana Veterinarian License, with small animal experience.
- Have a graduate degree in veterinary medicine from an accredited college or university.
- Be knowledgeable of and in compliance with applicable Federal, State, and local animal laws and regulations.

Preferred Experience

Experience or education in shelter medicine.

Compensation

Payment for the Shelter Medical Director services is anticipated to be on a per hour basis. Please include in your submittal the compensation that you would wish to receive for your services. The matter of compensation will be further discussed during the review and interview process and negotiated with the final applicant(s).

Terms and Length of the Agreement to Provide Services

The initial term of the Contract to provide services will be for one (1) year, anticipated to be from October 2008 – October 2009. Additional one year contracts may be awarded to the Shelter Medical Director and any relief veterinarians by the City, based on the mutual interest of the City, the Shelter Medical Director and any relief veterinarians to continue. A contract agreement will be entered into by the City the Shelter Medical Director and any relief veterinarians that will outline the terms of the agreement, incorporate this Letter of Interest document, etc. Evergreen contracts may be entertained depending upon the mutual interest of all parties. Payment terms will be determined during negotiations. Upon determination of the final vendor(s), the City will provide a copy of our standard professional services agreement.

BID PROPOSAL FORM

In response to your request for written quotation, the undersigned declares that he/she is qualified to perform the services as outlined in the agreement and that he/she is experienced in this kind of work and that he/she has examined the specifications for this agreement.

Compensation:

Payment for the Shelter Medical Director and any relief veterinarians if applicable shall be as follows:

Euthanasia Services: (please list all services and costs separately below)

\$ _____

\$ _____

\$ _____

Medical Services: (please list all services and costs separately below)

\$ _____

\$ _____

\$ _____

Mileage:

In Town \$ _____

Out of Town \$ _____

Other Services: (please list all services and costs separately below)

\$ _____

\$ _____

\$ _____

This bid will be for a term of 1 (one) year beginning October 1, 2008 and ending October 1, 2009.

Signed: _____

Print Name

Name of Company

RELIEF VETERINARIANS

Please list all Relief Veterinarians that the Shelter Medical Director proposes to include in the RFP. If including Relief Veterinarians the following must be included as outlined in the RFP.

- Statement of Qualifications
- Resume
- Conflict of Interest
- Proof of Insurance and Industry Standard Licenses
- References

SCHEDULE OF EVENTS

EVENT	DATE
Posting of Request for Proposals	8/15/08 – 9/5/08
Questions Due	FR – 9/1/08 BY 4:00 PM
Addendum Issued	TBD
Due Date	FR – 9/5/08 BY 4:00 PM
Interviews	TBD
Negotiations	TBD
Anticipated Award Date	TUE – 9/16/08

Submittal Requirements

A minimum of one (1) copy must be submitted. Three ring binders are acceptable but not required. Preferred method is stapled or binder clipped at top left corner of document.

Submittal Content: All submittals must contain the following elements:

- A. **Cover Letter:** Letter of interest, that outlines availability and interest in providing the services outlined in the Scope of Services section.
- B. **Proposal: The proposal shall pertain to the Shelter Medical Director as well as any relief veterinarians that will be used and** shall contain the following sections:
 1. Statement of Qualifications: Experience in the veterinary field, educational background, and any other information that would be pertinent to consider.
 2. Resume: The resume pages can be submitted as an Appendix.
 3. Conflict of Interest: If applicable, clearly disclose all potential conflicts or appearances of conflicts of interest with third parties; include, but not limited too, (1) present or prior relationships, (2) work in same or different discipline, (3) work in local area or elsewhere.
 4. Proof of Insurance and Industry Standard Licenses: Provide proof of insurance, Worker's Compensation, Additional Insured Endorsement, and any Federal, State, County or Local licensing requirements which prove contractor is certified to provide services. DEA license number and use of DEA license to provide the medications and drugs that will be necessary for the medical care of the animals.
 5. Cost Proposal: Provide a breakdown with hourly rate, documents fee, time and travel fees, etc. The City reserves the right to negotiate pay schedules and payment terms with perspective, qualified vendor's.
 6. References: Provide a minimum of two (2) references. Each reference must include a contact name, title, address, e-mail address if available and phone number.
 7. Relief Veterinarians – A listing of all relief veterinarians if applicable.

Selection Process and Criteria

Initial Screening

The selection of a Shelter Medical Director to work with the City will be made after reviewing the responses. The City will review submittals for qualifications, responsiveness, and responsibility. Those submittals initially determined to have met the requirements will proceed on to the next phase of the evaluation process.

Selection Criteria

Recommendation for the award of the Contract for Services will be made based on the Shelter Medical Director's:

- Ability to provide the required services
- Information provided in the submitted proposal
- Availability to provide these services beginning in October 2008
- General experience and background
- References
- Cost of services

Interviews

The Evaluation Team may plan to interview with prospective contractors that meet the above criteria. Interviews will be held at the Great Falls Civic Center, Great Falls, MT. Candidates will be contacted to schedule an appointment if necessary.

Negotiations, Selection, and Award

The City will evaluate the submittals received based upon the criteria as noted above and will award the response considered to be the most advantageous to the City. The City reserves the right to negotiate with the selected Contractor prior to award. The City expressly reserves the right to negotiate with several Contractors simultaneously and request a best and final offer prior to selection. A contract will be awarded to the Contractor presenting the most favorable proposal and terms to the City. Negotiations may or may not be conducted with Contractor. Therefore, the proposal(s) submitted should contain the Contractor's most favorable terms and conditions.

The Award of the Contract for Shelter Medical Director and any relief veterinarian services will be made October of 2008. It is anticipated that the Shelter Medical Director and any relief veterinarians will begin work immediately after the Award of Contract. The time for commencement of services and the establishment of a work schedule will be determined in consultation with the Center staff.

PLEASE NOTE:

The right is reserved, unless otherwise stated, to accept or reject all or any proposals, or any part thereof, either separately or as a whole, or to waive any informality and to split or make the award in any manner determined by the City to be in the best interest of the City.

Did You Remember to...

- INCLUDE SUPPORTING DOCUMENTATION AS REQUESTED?**
- SIGN YOUR SUBMITTAL?**
- INCLUDE ONE SIGNED ORIGINAL?**

***** Submittals Due: Friday, September 5th, 2008 by 4:00 P.M. *****

THANK YOU!

**AGAIN, IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT
Lt. Bryan Lockerby or Capt. Tim Shanks (406) 771-1180**