

**DEPARTMENTAL INPUT  
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Rev 1

New contract  
  OTR  
  CO  
  SS  
  BW  
  Emergency  
 Previous Contract/Project No. N/A

Re-Bid  
  Other  
 LIVING WAGE APPLIES: \_\_YES  NO

Requisition/Project No: ROADI400007      TERM OF CONTRACT: 8 year with  one-year options-to-renew

Requisition/Project Title: Support for Urgent Needs Program Pre-qualification Pool

Description: This Request to Qualify (RTQ) will establish a pool of pre-qualified vendors (Pool) for placement of high at-risk dogs and cats which are difficult to adopt and/or need additional resources to make them adoption-ready for the Animal Services Department (ASD) Support for Urgent Needs (SUN) Program. The SUN Program provides support to not for profit rescue organizations through an incentive program that provides stipends to groups rescuing high at-risk pets to achieve a mutual No Kill goal.

User Department(s): Animal Services

Issuing Department: ISD      Contact Person: Maria Carballeira      Phone: 305-375-4260

Estimated Cost: \$190,000      Funding Source: General Fund and Grant Funds      REVENUE GENERATING:     

**ANALYSIS**

Commodity/Service No: <u>96206</u>		SIC: <u>    </u>	
<u>Animal Care, Animal Shelter Service, Etc.</u> Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <u>    </u> if this is a New Contract/Purchase with no Previous History			
<u>EXISTING</u>		<u>2<sup>ND</sup> YEAR</u>	<u>3<sup>RD</sup> YEAR</u>
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): <u>    </u> Yes <u>    </u> No			

**RECOMMENDATIONS**

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

RECEIVED  
 DEPT. BUSINESS DEV.  
 2014 JUL 10 PM 4:45

Signed: Maria Carballeira

Date to SBD: 7/10/2014

Date Returned to DPM: \_\_\_\_\_

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*This is not an advertisement.*

Miami-Dade County, Florida

RTQ No.

**Support For Urgent Needs (SUN) Program Pre-qualification Pool**

**SECTION 2 – SPECIAL TERMS AND CONDITIONS**

**2.1 PURPOSE**

This Request to Qualify (RTQ) will establish a pool of pre-qualified vendors (Pool) for placement of high at-risk dogs and cats which are difficult to adopt and/or need additional resources to make them adoption-ready for the Animal Services Department (ASD) Support for Urgent Needs (SUN) Program. The SUN Program provides support to not for profit rescue organizations through an incentive program that provides stipends to groups rescuing high at-risk pets to achieve a mutual No Kill goal. Entry into the pre-qualification Pool is not a contract between MDC and any member of the Pool, but rather is an acknowledgement that the Pool member satisfies the pre-qualification criteria set forth below for membership in the Pool and permits pool members to propose to provide the services as set forth herein. The Pool shall remain open for the term of the RTQ, enabling vendors to qualify at any time after the initial RTQ opening date.

**2.2 TERM**

The pre-qualification Pool will begin on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Services Division, and contingent upon the completion and submittal of all required RTQ documents. The pre-qualification Pool shall expire on the last day of the ninety-sixth month.

**2.3 QUALIFICATION CRITERIA**

Vendors shall submit all of the qualifying documents with their submittal form. All vendors who are deemed responsible by the County, in its sole and absolute discretion, and who meet the qualification criteria shall be admitted to the Pool. During the term of the RTQ, the County reserves the right to add and/or delete pre-qualified vendors for cause. Vendors who meet the following qualifications will be placed on a pre-qualified Pool:

1. Vendor must have as its primary purpose and function to save, rescue, and rehabilitate at-risk adoptable pets. A copy of vendor's mission statement and/or organization by-laws must be included with vendor's submittal.
2. Vendor must operate within Miami-Dade County and/or the neighboring counties of: Broward, West Palm Beach, and Monroe. Vendor must provide vendor's business address and a list of the geographical areas serviced by vendor with submittal.
3. Vendor must be a registered rescue organization as defined by a signed and executed Rescue Group Agreement with ASD and be active for a minimum of six months with ASD. Vendor must provide with submittal a copy of the executed Rescue Group Agreement with ASD.
4. Vendor must be active with the State of Florida as a tax-exempt not for profit organization pursuant to 26 U.S.C. § 501(c)(3) for at least 6 months prior to submittal. Vendor must provide State of Florida 501(c) 3 documentation and proof of registration as a charitable organization with the

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Florida Department of Agriculture and Consumer Services for verification of active status with submittal.

5. Vendor must provide a list of vendor's volunteers including names, addresses, phone numbers, e-mail address and a copy of their driver's license for pullers, and foster homes with submittal.

Upon establishment of the Pool, ASD will send Pool members a description(s) of a high risk pet(s) for rescue. Award of a contract for the rescue of any particular pet will be to the first Pool member to respond to ASD accepting the high at-risk pet(s) for rescue. Upon the first award, the awarded Pool member will be required to sign a SUN Program Agreement (see Attachment A, sample form of SUN Program Agreement), which will be a condition of award. Once a Pool member has executed a SUN Program Agreement such agreement shall bind all future selections of the vendor for awards in the Pool. Selection of any vendor to the Pool is not a guarantee of any future work or placement services.

**Comment [LM1]:** This should be included in the agreement as well.

**2.5 GENERAL TERMS AND CONDITIONS EXCEPTIONS**

The following sections of the General Terms and Conditions are not applicable to this RTQ:

- Section 1.18, Delivery
- Section 1.20, Indemnification
- Section 1.21, Insurance Requirements
- Section 1.24, Termination for Convenience
- Section 1.30, Health Insurance Portability and Accountability Act (HIPAA)
- Section 1.31, Charter County Transit System Sales Surtax
- Section 1.36, Demonstration Of Equipment May Be Required During Evaluation
- Section 1.37, Equipment Shall Be Most Recent Model Available
- Section 1.45, Special Security Requirements At Miami-Dade Aviation, Water And Sewer, And Seaport Departments

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**SECTION 3 – PROGRAM SPECIFICATIONS**

**3.1 INTRODUCTION/BACKGROUND**

The purpose of this solicitation is to pre-qualify vendors to form a Pool that may be accessed by the Miami-Dade County Animal Services Department (ASD), on an as needed basis, in pursuit of placement of high at-risk dogs and cats which are difficult to adopt and/or need additional resources to make them adoption-ready with pre-qualified rescue organizations through ASD's Support for Urgent Needs (SUN) Program. The SUN Program that provides support to not for profit rescue organizations through an incentive program that provides stipends to groups rescuing high at-risk pets to achieve a mutual No Kill goal. Additionally, the SUN Program will also provide an opportunity for ASD and rescue groups to reinforce and achieve their mutual goals of providing proper care and loving homes for pets in need.

**3.2 PROGRAM DETAILS**

- a) ASD reserves the right to re-evaluate the SUN Program at any time and institute changes to parameters and protocols aimed at improving and saving the lives of shelter pets without notice.
- b) Eligible pets will be pre-selected by ASD and included in a list to be distributed to Pool members in accordance with Section 2.3.
- c) Pet pre-selection will take into account characteristics such as: size, age, health, and general adoptability.
- d) The selection of a pet as a SUN participant will be solely done by ASD staff.
- e) The stipend designated to an SUN pet is a set amount, not subject to adjustment.
- f) Pool members shall follow ASD's procedures for placing holds on SUN pets.
- g) Adoption holds will take precedence over any rescue holds placed on SUN pets.
- h) Vendors will only be eligible to receive awards provided the vendor has less than 10 SUN pets pending placement for the County under the Contract.
- i) All stipends are contingent upon available funding.
- j) Availability of funding shall be determined at the sole discretion of the County.
- k) The SUN Program carries no commitment for future support beyond the initial award of stipends.
- l) Stipends will be provided upon the submission of documents providing for an outcome (i.e. adoption contract). Stipends may be provided in advance for SUN pets that qualify under Category D at ASD's sole discretion.

**3.3 FUNDING CATEGORIES AND STIPENDS**

The SUN Program is structured into five funding categories. The County reserves the right to add, delete or modify categories and funding with no notice, as deemed in the County's best interest. Pool members are eligible to receive a stipend for an eligible SUN pet in one of the five funding categories:

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- Category A:** Funding to dogs based on size:
- Medium dogs, 20-35lbs. - \$100.00
  - Large dogs, 36lbs. and above - \$200.00
- Category B:** Funding to dogs based on age:
- Adult dogs, 1-5 years old - \$100.00
  - Senior dogs, 6 years and above - \$ 200.00
- Category C:** Funding to cats over the age 1 year - \$100.00
- Category D:** Funding to shelter pets with medical conditions, as determined by ASD veterinary and clinic staff.
- Minor medical conditions include but not limited to: upper respiratory infections (URI), skin conditions, and cherry eye - \$250.00
  - Major medical conditions include but not limited to: injury, Distemper, Parvo, Heartworm positive, Pan leukopenia, Feline Leukemia, and Feline Immunodeficiency disease - \$500.00
- Category E:** Funding for special cases as determined by ASD - \$100.00

**3.4 ALLOWABLE EXPENDITURES**

Stipends awarded under the SUN Program shall be only utilized by the awarded Pool members for the following expenditures:

- a) pet food
- b) pet supplies
- c) sheltering and/or kennel fees
- d) pet marketing
- e) medical expenses

**3.5 COMPLIANCE WITH THE SUN PROGRAM**

Awarded Pool members who receive pets through the SUN Program shall:

- a) Treat each pet with dignity and respect.
- b) Furnish a report by the end of each month providing the outcome of each SUN pet obtained in the preceding month. Updates must be provided at the end of each successive month until final positive outcome (adoption) has been determined.
- c) Under Category D, obtain veterinary care for the disclosed condition within 7 days of receiving the pet from ASD and provide progress updates on medical treatment at the request of ASD. Category D stipends will require proof of veterinary care be provided to ASD.

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- d) Provide for proper care of all pets and abide by all the provisions set forth in the ASD Rescue Group Agreement.
- e) Comply with all local, state and/or federal animal laws and regulations. Awarded Pool member shall not place an animal with a person or group that is in non-compliance with local animal control and licensing codes.
- f) Awarded Pool member must have a reputable track record with ASD, as defined by the provisions set forth in the ASD Rescue Group Agreement such as, proper care, adherence to sterilization requirements, timely reporting, and transparency.
- g) Awarded Pool member must be in good standing with spay and neuter compliance.
- h) Not euthanize animals due to space limitations.
- i) Provide updates and reports as required. Non-compliance may result in suspension and/or termination of SUN Program participation.
- j) Awarded Pool members must provide documents within thirty days providing for the outcome (i.e. adoption contract).
- k) Should Pool members solicit donations for the care, rehabilitation, placement, transportation or any other services provided to the animal obtained from ASD, including but not limited to webpages soliciting monetary contributions over the internet, the Pool member shall clearly and prominently disclose to prospective adopters the stipend funds received from ASD.

**3.5 COUNTY'S COMPLIANCE REVIEW**

- a) ASD reserves the right to inspect any and all facilities where pets are being housed to ensure compliance with the SUN Program.
- b) In the event that ASD finds that the awarded Pool member is failing to provide animals with proper care, sufficient food, fresh water, and shelter, is otherwise neglecting or mistreating the animals, or is keeping animals in violation of local zoning regulations, ASD shall be entitled to recover, without further process, possession and ownership of all animals obtained by the awarded Pool member from ASD and recoup any stipends provided under the SUN Program.
- c) ASD reserves the right to suspend and/or terminate SUN participation for any awarded Pool member found to be in violation of local, state, federal laws and/or shelter regulations.