

# ISSUING DEPARTMENT INPUT DOCUMENT

## CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. RFP-00420  
 Contract  
 Re-Bid   
  Other – \_\_\_\_\_   
 LIVING WAGE APPLIES:  YES  NO

Requisition No./Project No.: RQID2100603/EVN0000257   
 TERM OF CONTRACT 5 YEAR(S) WITH  YEAR(S) OTR

Requisition /Project Title: Professional Veterinary Services for Working Canines and Equines

Description: Professional Veterinary Services for Working Canines and Equines, including 24-hour emergency Services, for MDPD, MDFR, MDCR, MDAD, and other County departments, on an as needed basis.

Issuing Department: SPD   
 Contact Person: Enke Plasari   
 Phone: 3053753905

Estimate Cost/Value: \$1,543,000.00   
 GENERAL    
 FEDERAL    
 OTHER   
 Funding Source: X   
X   
X

### ANALYSIS

<b>Commodity Codes:</b>	<span style="border: 1px solid black; padding: 2px;">96186</span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.				
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>	
<b>Contractor:</b>	<span style="border: 1px solid black; padding: 2px;">VCA Animal Hospitals, Inc</span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	
<b>Small Business Enterprise:</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	
<b>Contract Value:</b>	<span style="border: 1px solid black; padding: 2px;">967,800</span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	
Comments: <span style="border: 1px solid black; padding: 2px;"></span>				
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO				

### RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>
Basis of Recommendation: <span style="border: 1px solid black; padding: 5px;"></span>				
Signed: <span style="border: 1px solid black; padding: 2px;"></span>		Date sent to SBD: <span style="border: 1px solid black; padding: 2px;">7/26/2023</span>		
		Date returned to SPD: <span style="border: 1px solid black; padding: 2px;"></span>		

*This document is a draft of a planned solicitation and is subject to change without notice.*



**REQUEST FOR PROPOSALS (RFP)**

**EVENT NO.: EVN0000257**

**EVENT TITLE: PROFESSIONAL VETERINARY SERVICES FOR WORKING CANINES AND EQUINES**

**PRE-PROPOSAL CONFERENCE TO BE HELD:**

\_\_\_\_\_, 2023 at \_\_:00 AM (local time)  
111 NW 1<sup>st</sup> Street, — Floor, Conf. Rm. \_\_, Miami, Florida

**ISSUED BY MIAMI-DADE COUNTY:**

Strategic Procurement Department  
for  
Multiple County Departments

**MIAMI-DADE COUNTY CONTACT FOR THIS SOLICITATION:**

Enkelejda Plasari, Procurement Contracting Officer  
111 NW 1<sup>st</sup> Street, Suite 1300, Miami, Florida 33128  
Telephone: (305) 375-3905  
E-mail: Enkelejda.Plasari@miamidade.gov

**PROPOSALS DUE:**

**TBD**

**IT IS THE POLICY OF MIAMI-DADE COUNTY (COUNTY) THAT ALL ELECTED AND APPOINTED COUNTY OFFICIALS AND COUNTY EMPLOYEES SHALL ADHERE TO THE PUBLIC SERVICE HONOR CODE (HONOR CODE). THE HONOR CODE CONSISTS OF MINIMUM STANDARDS REGARDING THE RESPONSIBILITIES OF ALL PUBLIC SERVANTS IN THE COUNTY. VIOLATION OF ANY OF THE MANDATORY STANDARDS MAY RESULT IN ENFORCEMENT ACTION.  
(SEE IMPLEMENTING ORDER 7-7)**

**Electronic proposal responses to this RFP are to be submitted through a secure mailbox at Integrated Financial Resources Management System (INFORMS) until the date and time as indicated in this document.** It is the sole responsibility of the Proposer to ensure its proposal reaches INFORMS before the Solicitation closing date and time. There is no cost to the Proposer to submit a proposal in response to a Miami-Dade County solicitation via INFORMS. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files. All proposals received and time stamped through the County's system, INFORMS, prior to the proposal submittal deadline shall be accepted as timely submitted. The circumstances surrounding all proposals received and time stamped after the proposal submittal deadline will be evaluated by the issuing department in consultation with the County Attorney's Office to determine whether the proposal will be accepted as timely. Proposals will be opened promptly at the time and date specified. The responsibility for submitting a proposal on or before the stated time and date is solely and strictly the responsibility of the Proposer. The County will in no way be responsible for delays caused by technical difficulty or caused by any other occurrence. All expenses involved with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by the Proposer(s).

A Proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal up until the proposal due date. The County will only consider the latest version of the proposal.

Requests for additional information or inquiries must be made in writing and submitted using the question/answer feature provided by **INFORMS** at <https://supplier.miamidade.gov>. The County will issue responses to inquiries and any changes to this Solicitation it deems necessary via written addenda issued prior to the proposal due date and time (see Mandatory Online Forms and Addendum Acknowledgement section of INFORMS site). Proposers who obtain copies of this Solicitation from sources other than through INFORMS risk the possibility of not receiving addenda and are solely responsible for those risks.

**1.0 PROJECT OVERVIEW AND GENERAL TERMS AND CONDITIONS**

**1.1 Introduction**

Miami-Dade County, hereinafter referred to as the County, is soliciting proposals from multiple qualified entities to provide local Professional Veterinary Services for Working Canines and Equines, including 24-hour emergency Services, for Miami-Dade Police Department (MDPD), Miami-Dade Fire Rescue (MDFR), Miami-Dade Corrections & Rehabilitation (MDCR), Miami-Dade Aviation Department (MDAD) and other County departments, on an as needed basis. These Professional Veterinary Services represent immediate access to veterinary care, which is required to keep the working Canine and Equine Units healthy to support the County's mission to promote a safe and secure environment, free from crime and the fear of crime.

The County's Canine Unit target geographic areas are designated as the "North Zone" and the "South Zone" (refer to Section 2.1). Proposer(s) must have a hospital or clinic, hereinafter referred to as "facility", in the County target geographic area it is proposing for.

The County's Equine Unit target geographic area is within Miami-Dade County. Proposer(s)'s facility shall be within Miami-Dade County only, no exceptions.

The County anticipates awarding up to three separate contracts, each for a five-year period, within the following Groups:

**GROUP 1 - Canine Unit – North Zone** (the area North of Flagler Street, including Flagler Street; and East of Krome Avenue, including Krome Avenue).

**GROUP 2 - Canine Unit – South Zone** (the area South of Flagler Street and East of Krome Avenue, including Krome Avenue).

**GROUP 3 - Equine Unit** (the Miami-Dade County geographic area only).

Proposer(s) may submit a proposal for one (1), two (2) or all of the three (3) Groups, and may be selected for one (1), two (2) or all of the three (3) groups. Proposer(s) submitting proposals for **GROUPS 1, 2 and 3** must submit a separate proposal for each Group.

The County may award contracts under this Solicitation to one or more Proposers as the County deems fit to meet its needs.

**The anticipated schedule for this Solicitation is as follows:**

Pre-Proposal Conference: See front cover for date, time, and place. Attendance is recommended but not mandatory.

Should you need an ADA accommodation to participate in Pre-Proposal Conference (i.e., materials in alternate format, sign language interpreter, etc.), please contact the Internal Services Department's ADA Office five days prior to scheduled conference to initiate your request. The ADA Office may be reached by phone at (305) 375-3566 or via email at: [Skarlex.Alorda@miamidade.gov](mailto:Skarlex.Alorda@miamidade.gov) or [Heidi.Johnson-Wright@miamidade.gov](mailto:Heidi.Johnson-Wright@miamidade.gov). TTY users may reach the ADA Office by calling the Florida Relay Service at 711.

Deadline for Receipt of Questions: See INFORMS

Proposal Due Date: See front cover for date and time.

Evaluation Process: October- November

Projected Award Date: December- January

**1.2 Definitions**

The following words and expressions used in this Solicitation shall be construed as follows, except when it is clear from the context that another meaning is intended:

1. The words "Canine Units" to mean section of a police/fire/corrections, and/or any other County department that handles canine that are trained for various purposes.
2. The words "Competitive Selection Committee" to mean the group of individuals who are tasked with reviewing, evaluating and scoring the Proposals submitted in response to this RFP.

3. The word "Contractor" to mean the Proposer that receives any award of a contract from the County as a result of this Solicitation, also to be known as "the prime Contractor".
4. The word "County" to mean Miami-Dade County, a political subdivision of the State of Florida.
5. The word "Equine Unit" to mean police horses that are specially trained to help police officers in various ways, including crowd control, search and rescue, and mounted patrols.
6. The word "Facility" to mean veterinary hospital or clinic licensed to operate as such, by the State of Florida
7. The words "Main thoroughfares" to mean any main road, street, lane, path, pavement, sidewalk, or similar place which exists for the free passage of persons or vehicles.
8. The words "North Zone" to mean the area North of Flagler Street (including Flagler Street) and East of Krome Avenue (including Krome Avenue).
9. The word "Proposal" to mean the properly signed and completed written good faith commitment by the Proposer submission in response to this Solicitation by a Proposer for the Services, and as amended or modified through negotiations.
10. The word "Proposer" to mean the person, firm, entity or organization, as stated on the Submittal Form, submitting a proposal to this Solicitation.
11. The words "Scope of Services" to mean Section 2.0 of this Solicitation, which details the work to be performed by the Contractor.
12. The word "Solicitation" to mean this Request for Proposals (RFP) or Request for Qualifications (RFQ) document, and all associated addenda and attachments.
13. The words "South Zone" to mean the area South of Flagler Street and East of Krome Avenue (including Krome Avenue).
14. The word "Subcontractor" to mean any person, firm, entity or organization, other than the employees of the Contractor, who contracts with the Contractor to furnish labor, or labor and materials, in connection with the Services to the County, whether directly or indirectly, on behalf of the Contractor.
15. The words "Work", "Services", "Program", or "Project" to mean all matters and things that will be required to be done by the Contractor in accordance with the Scope of Services, and the terms and conditions of this Solicitation.
16. The words "Working Canines and Equines" to mean a dog/horse suitable by size, breeding, and purpose-trained that learns and performs tasks for useful work to assist its human companions; especially as distinguished from one suitable primarily for pet, show, or sporting use.

### **1.3 General Proposal Information**

Pursuant to Florida Statutes Section 287.05701, Proposers are hereby notified that the County will not request documentation of, or consider, the social, ideological or political interests of a Proposer when determining if a Proposer is a responsible vendor nor will the County give preference to a Proposer based on the Proposer's social, ideological or political interests.

The County may, at its sole and absolute discretion, reject any and all or parts of any or all proposals; accept parts of any and all proposals; further negotiate project scope and fees; postpone or cancel at any time this Solicitation process; or waive any irregularities in this Solicitation or in the proposals received as a result of this process. In the event that a Proposer wishes to take an exception to any of the terms of this Solicitation, the Proposer shall clearly indicate the exception in its proposal. No exception shall be taken where the Solicitation specifically states that exceptions may not be taken. Further, no exception shall be allowed that, in the County's sole discretion, constitutes a material deviation from the requirements of the Solicitation. Proposals taking such exceptions may, in the County's sole discretion, be deemed nonresponsive. The County reserves the right to request and evaluate additional information from any Proposer regarding Proposer's responsibility after the submission deadline as the County deems necessary.

The Proposer's proposal will be considered a good faith commitment by the Proposer to negotiate a contract with the County, in substantially similar terms to the proposal offered and, if successful in the process set forth in this Solicitation and subject to its conditions,

to enter into a Contract substantially in the terms herein. Proposer proposal shall be irrevocable until Contract award unless the proposal is withdrawn. A proposal may be withdrawn in writing only, addressed to the County contact person for this Solicitation, prior to the proposal due date and time, or upon the expiration of one hundred eighty (180) calendar days after the opening of proposals.

As further detailed in the Submittal Form, Proposers are hereby notified that all information submitted as part of, or in support of proposals will be available for public inspection after opening of proposals, in compliance with Chapter 119, Florida Statutes, (the "Public Record Law")

Any Proposer who, at the time of proposal submission, is involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the Proposer under federal bankruptcy law or any state insolvency law, may be found non-responsible.

To request a copy of any code section, resolution and/or administrative/implementing order cited in this Solicitation, contact the Clerk of the Board at (305) 375-5126, Monday- Friday, 8:00 a.m. – 4:30 p.m.

#### **1.4 Aspirational Policy Regarding Diversity**

Pursuant to Resolution No. R-1106-15, County vendors are encouraged to utilize a diverse workforce that is reflective of the racial, gender and ethnic diversity of Miami-Dade County and employ locally based small firms and employees from the communities where work is being performed in their performance of work for the County. This policy shall not be a condition of contracting with the County, nor will it be a factor in the evaluation of solicitations.

#### **1.5 Cone of Silence**

Pursuant to Section 2-11.1(t) of the Code of Miami-Dade County, as amended (the "Code"), a "Cone of Silence" is imposed upon each RFP or RFQ after advertisement and terminates at the time a written recommendation is issued. The Cone of Silence prohibits any communication regarding RFPs or RFQs between, among others:

- potential Proposers, service providers, lobbyists or consultants **and** the County's professional staff including, but not limited to, the County Mayor and the County Mayor's staff, County Commissioners or their respective staffs;
- the County Commissioners or their respective staffs **and** the County's professional staff including, but not limited to, the County Mayor and the County Mayor's staff; or
- potential Proposers, service providers, lobbyists or consultants, any member of the County's professional staff, the Mayor, County Commissioners or their respective staffs **and** any member of the respective Competitive Selection Committee.

The provisions do not apply to, among other communications:

- oral communications with the staff of the Vendor Outreach and Support Services Section, the responsible Procurement Contracting Officer (designated as the County's contact on the face of the Solicitation), provided the communication is limited strictly to matters of process or procedure already contained in the Solicitation document;
- oral communications at pre-proposal conferences and oral presentations before Competitive Selection Committees during any duly noticed public meeting, public presentations made to the Board of County Commissioners (the "Board") during any duly noticed public meeting;
- recorded contract negotiations and contract negotiation strategy sessions; or
- communications in writing at any time with any County employee, official or member of the Board of County Commissioners unless specifically prohibited by the applicable RFP or RFQ documents.

When the Cone of Silence is in effect, all potential vendors, service providers, bidders, lobbyists and consultants shall file a copy of any written correspondence concerning the particular RFP or RFQ with the Clerk of the Board, which shall be made available to any person upon request. The County shall respond in writing (if County deems a response is necessary) and file a copy with the Clerk of the Board, which shall be made available to any person upon request. Written communications may be in the form of e-mail, with a copy to the Clerk of the Board at [clerkbcc@miamidade.gov](mailto:clerkbcc@miamidade.gov).

All requirements of the Cone of Silence policies are applicable to this Solicitation and must be adhered to. Any and all written communications regarding the Solicitation are to be submitted only to the Procurement Contracting Officer with a copy to the Clerk of the Board. The Proposer shall file a copy of any written communication with the Clerk of the Board. The Clerk of the Board shall make copies available to any person upon request.

### **1.6 Communication with Competitive Selection Committee Members**

Proposers are hereby notified that direct communication regarding this Solicitation, written or otherwise, to individual Competitive Selection Committee Members or, to the Competitive Selection Committee as a whole, **are expressly prohibited**. Any oral communications with Competitive Selection Committee Members other than as provided in Section 2-11.1 of the Code, are prohibited.

### **1.7 Public Entity Crimes**

Pursuant to Paragraph 2(a) of Section 287.133 of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal for a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and, may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

### **1.8 Lobbyist Contingency Fees**

- a) In accordance with Section 2-11.1(s) of the Code, after May 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.
- b) A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependent on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the County Mayor or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the County Commission or a County board or committee.

### **1.9 Collusion**

In accordance with Section 2-8.1.1 of the Code, where two (2) or more related parties, as defined herein, each submit a proposal for any contract, such proposals shall be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership, control and management of such related parties in preparation and submittal of such proposals. Related parties shall mean Proposer, the principals, corporate officers, and managers of the Proposer; or the spouse, domestic partner, parents, stepparents, siblings, children or stepchildren of a Proposer or the principals, corporate officers and managers thereof which have a direct or indirect ownership interest in another Proposer for the same contract or in which a parent company or the principals thereof of one Proposer have a direct or indirect ownership in another Proposer for the same contract. Proposals found to be collusive shall be rejected. Proposers who have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred, and any contract resulting from collusive bidding may be terminated for default.

## **2.0 SCOPE OF SERVICES**

### **2.1 Background**

The County is soliciting proposals for Professional Veterinary Services for Working Canines and Equines, including 24-hour emergency Services, for multiple County departments, on an as needed basis. There are approximately 75 Canine teams in the MDPD between the SPB, Airport District, Narcotics Bureau, Seaport, and comfort dogs, including German Shepards, Belgian Malinois, Bloodhounds and Labrador Retrievers, ranging in weight from 50 -125 pounds. The Equine Units consists of approximately 6 horses ranging in weight from 1000 to 1500 pounds.

Proposer(s) must have a facility in the Miami-Dade County target geographic area they are submitting a Proposal(s). The Miami-Dade County Canine Unit's target geographic areas are designated as the "North Zone" and the "South Zone". The designated "North Zone" veterinary location must be north of Flagler Street (including Flagler Street) and east of Krome Avenue (including Krome Avenue). The designated "South Zone" veterinary location must be south of Flagler Street and east of Krome Avenue (including Krome Avenue). It is preferred that both zones have main thoroughfares with easy access. The Miami-Dade County Equine Unit's target geographic areas are within Miami-Dade County.

### **2.2 Minimum Qualification Requirement (GROUP 1, GROUP 2 & GROUP 3)**

The selected Proposer(s) shall, at the time of Proposal due date:

- 1) Be licensed as a Veterinary Establishment (Premises Permit) in the State of Florida.

- 2) Have on staff at the proposed facility, at least two (2) Veterinarians, licensed to practice veterinary medicine in the State of Florida.

**Note:** Documented proof of licenses is required. The above requirements are also a continuing condition of award, as the selected Proposer(s) must maintain these minimum qualifications throughout the duration of the Contract.

### **2.3. GROUP 1 - Canine Unit – North Zone GROUP 2 – Canine Unit – South Zone**

#### **A. Facility Requirements**

- 1) Accommodate the safe processing and treatment of large canines, handled by MDPD and all other County canine units.
- 2) Include a rear entrance and/or separate waiting area where canines will not be exposed to potentially contagious clients or civilians.
- 3) Have secure treatment rooms that are not of the ward or observation type floor plan to reduce the stress on the canine and minimize exposure during treatment.
- 4) Have kennel facilities to handle the presence of trained canines requiring hospitalization.
- 5) Have on-site digital radiographic equipment and scales of sufficient size to accommodate the processing of large canines, such as German Shepherds, used by MDPD. Radiographs taken with this equipment shall be processed on-site for interpretation by the Orthopedic Foundation for Animals (OFA) standards for evaluation of hip integrity and presence of ununited anconeal process.

**Note:** During the evaluation process, the County will inspect the top three (3) ranked Proposer's facilities per zone, to ensure that the above requirements are met.

#### **B. Staff Requirements**

- 1) Be qualified and experienced in handling and monitoring police patrol working canines.
- 2) Be knowledgeable of, and perform Services in accordance with, all applicable federal, state and local animal laws and regulations.
- 3) Veterinarians should have at least two (2) years' experience in treating and maintaining active work canines.

### **2.3.1 Services to be Provided**

#### **A. Non-Emergency Routine Care Services**

The selected Proposer(s) shall provide the following Services between 8:00AM and 5:00PM Monday through Friday, excluding holidays.

- 1) Examine, evaluate, diagnose, treat, and provide the necessary veterinary and health care to the canines.
- 2) Prescribe, dispense, and administer prescription medication.
- 3) Provide basic head-to-toe annual physicals for newly purchased and in-service canines to assess their overall fitness for duty. This includes, but is not limited to, recording weight, blood count, chemistry profile for heartworms, urinalysis, blood tests, fecal parasite exams, x-rays, and other tests in accordance with industry standards.
- 4) Provide annual vaccinations, including but not limited to, Distemper, Leptospirosis, Parainfluenza, Rabies, Coronavirus, Parvovirus, Heartworm, Flu, and Bordetella.
- 5) Provide pre-purchase testing of prospective canines to include same work up as physical examination in addition to radiographs of elbows and shoulders.

- 6) Maintain complete veterinary history on County's canines including treatments, evaluation, and prescriptions. Veterinary records stay at the veterinary place of business but will be accessible on request by the County.
- 7) Provide written documentation of veterinarian treatments including the time and date Services were provided, evaluation, description of Services, treatment plan, and prescriptions upon request.
- 8) Provide health certificates for travel upon request.
- 9) Provide small amounts of medical supplies for purchase by the County, including but not limited to, sprays, creams, shampoos, dips, antibiotics, and de-wormers.
- 10) Provide and administer anesthesia, on-site minor surgery or suturing, and other surgeries including but not limited to: Ovariohysterectomy, and Castration.
- 11) Perform major surgery on-site or, upon approval by the County; arrange for surgery to be performed at another veterinary facility or surgical center, if needed. The County will be responsible for the transportation of the canines.
- 12) Provide referrals to specialists for further diagnosis or treatment on an as needed basis. Referred specialists should have licenses in their field of expertise and/or special equipment not available at the selected Proposer's facility.
- 13) Perform routine office visits and consultations.

#### **B. Emergency Care Services**

The selected Proposer(s) shall provide:

- 1) Emergency services 24 hours, 7 days a week on an as needed basis, including but not limited to, consultation, examination, surgery, dental work for root canal and posts, consumption of foreign object, bloat, lacerations, administration of medicine, and all related care.
- 2) Effective method by which the County can communicate expeditiously with the veterinarian(s) outside of normal business hours.
- 3) Canine handlers with 24-hour emergency veterinary telephone consultation to canine handlers.

### **2.4 GROUP 3 – EQUINE UNIT**

#### **A. Proposer's Facility Requirements**

- 1) Accommodate the safe processing and treatment of equine, handled by MDPD in the County.
- 2) Include a rear entrance and/or separate waiting area where equine will not be exposed to potentially contagious clients or civilians.
- 3) Have secure treatment rooms that are not of the ward or observation type floor plan to reduce the stress on the animal and minimize exposure during treatment.
- 4) Have boarding facilities to handle the presence of trained equine requiring hospitalization.
- 5) Have on-site digital radiographic equipment and scales of sufficient size to accommodate the processing of equine used by MDPD. Radiographs taken with this equipment shall be processed on-site for interpretation by the Orthopedic Foundation for Animals (OFA) standards for evaluation of hip integrity and presence of ununited anconeal process.

**Note:** During the evaluation process, the County will inspect the top three (3) ranked Proposer's facilities to ensure that the above requirements are met.

#### **B. Staff Requirements**

- 1) Be qualified and experienced in handling and monitoring police patrol working equine.
- 2) Be knowledgeable of, and perform services in accordance with, all applicable federal, state and local animal laws and regulations.
- 3) The veterinarians should have at least two (2) years' experience in treating and maintaining actively working equines.



**2.4.1 Services to be Provided.****A. Non-Emergency Routine Care Services**

The selected Proposer(s) shall provide the following Services between 8:00AM and 5:00PM Monday through Friday, excluding holidays.

- 1) Examine, evaluate, diagnose, treat, and provide the necessary veterinary and health care to the equine.
- 2) Prescribe, dispense, and administer prescription medication.
- 3) Provide basic head-to-toe annual physicals for newly purchased and in-service equines to assess their overall fitness for duty. This includes, but is not limited to, recording weight, blood count, chemistry profile for heartworms, urinalysis, blood tests, fecal parasite exams, x-rays, and other tests in accordance with industry standards.
- 4) Provide annual vaccinations, including but not limited to, Prestige +5 WNV, Equine Rabies, Parainfluenza, Rabies, Coronavirus, Parvovirus, Heartworm, Flu, and Bordetella.
- 5) Provide pre-purchase testing of prospective equines to include same work up as physical examination in addition to radiographs of elbows and shoulders.
- 6) Maintain complete veterinary history on County's equines including treatments, evaluation, and prescriptions. Veterinary records stay at the veterinary place of business but will be accessible on request by the County.
- 7) Provide written documentation of veterinarian treatments including the time and date Services were provided, evaluation, description of Services, treatment plan, and prescriptions upon request.
- 8) Provide health certificates for travel upon request.
- 9) Provide small amounts of medical supplies for purchase by the County, including but not limited to, sprays, creams, shampoos, dips, antibiotics, and de-wormers.
- 10) Provide and administer anesthesia, on-site minor surgery or suturing, and other surgeries including but not limited to: Ovariohysterectomy, and Castration.
- 11) Perform major surgery on-site or, upon approval by the County, arrange for surgery to be performed at another veterinarian facility or surgical center, if needed. The County will be responsible for the transportation of the equines.
- 12) Provide referrals to specialists for further diagnosis or treatment on an as needed basis. Referred specialists should have licenses in their field of expertise and/or special equipment not available at the selected Proposer's facility.
- 13) Perform routine farm visits and consultations.

**B. Emergency Care Services**

The Selected Proposer(s) shall provide:

- 1) Emergency services 24 hours, 7 days a week on an as needed basis, including but not limited to, consultation, examination, surgery, dental work for root canal and posts, consumption of foreign object, bloat, lacerations, administration of medicine, and all related care.
- 2) Effective method by which the County can communicate expeditiously with the veterinarian(s) outside of normal business hours.
- 3) Provide 24-hour emergency veterinary telephone consultation to equine handlers.

**2.5 Additional Services**

If additional optional services are required related to, but not included the above Services, the County may request the selected Proposer(s) to provide as additional services. Such additional optional services may include, but are not limited to:

CT (Computed Tomography) Scan

Laparoscopy

Orthopedic Surgery

### 3.0 RESPONSE REQUIREMENTS

#### 3.1 Submittal Requirements

In response to this Solicitation, Proposer should **complete and return the entire Proposal Submission Package**. Proposers should carefully follow the format and instructions outlined therein. All documents and information must be fully completed and signed as required and submitted in the manner described. Nothing in this Solicitation shall in any way be utilized to request documentation relating to or authorizing consideration of a proposer's social, political, or ideological interests when determining if the proposer is a responsible vendor or give a preference to a proposer based on the proposer's social, political, or ideological interests.

The Proposal shall be written in sufficient detail to permit the County to conduct a meaningful evaluation of the proposed services. However, overly elaborate proposals are not requested or desired.

Proposers may submit proposals, for one, two or three groups:

**A) Proposers submitting proposals for GROUP 1.** shall submit the entire Proposal Submission Package1 that includes but not limited to:

- ☐ Proposer Information. GROUP 1.
- ☐ Form 1. Price Proposal Schedule (GROUP 1)
- ☐ Supplier/Subcontractor Listing Form (GROUP 1)
- ☐ Lobbyist Registration Form (GROUP 1)
- ☐ Contractor Due Diligence Affidavit

**B) Proposers submitting proposals for GROUP 2.** shall submit the entire Proposal Submission Package2 that includes but not limited to:

- ☐ Proposer Information. GROUP 2
- ☐ Form 1. Price Proposal Schedule (GROUP 2)
- ☐ Supplier/Subcontractor Listing Form (GROUP 2)
- ☐ Lobbyist Registration Form (GROUP 2)
- ☐ Contractor Due Diligence Affidavit

**C) Proposers submitting proposals for GROUP 3.** shall submit the entire Proposal Submission Package3 that includes but not limited to:

- ☐ Proposer Information. GROUP 3
- ☐ Form 1. Price Proposal Schedule (GROUP 3)
- ☐ Supplier/Subcontractor Listing Form (GROUP 3)
- ☐ Lobbyist Registration Form (GROUP 3)
- ☐ Contractor Due Diligence Affidavit

To assist Proposers with completing their response to Solicitations, please access the links below to view a video tutorial of the INFORMS submission process and a document that provides the steps on **How to Submit a Bid/Proposal**:

Miami-Dade County Portal (Select the Recorded eSupplier Workshop link at the bottom of the page and enter passcode: **q37%t+pG**)

[https://www.miamidade.gov/global/news-item.page?Mduid\\_news=news1652724628268780](https://www.miamidade.gov/global/news-item.page?Mduid_news=news1652724628268780)

and

Link to access the How to Submit a Bid/Proposal Job Aid (Supplier Portal's FAQs tile):

<https://www.miamidade.gov/technology/library/informs/job-aid/submit-a-bid.pdf>

### 4.0 EVALUATION PROCESS

#### 4.1 Review of Proposals for Responsiveness

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in this Solicitation. A responsive proposal is one which follows the requirements of this Solicitation, includes all documentation, is submitted in the format

outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the proposal being deemed non-responsive.

#### 4.2 Evaluation Criteria

Proposals will be evaluated by a Competitive Selection Committee which will evaluate and rank proposals on criteria listed below. The Competitive Selection Committee will be comprised of executives, professionals and subject matter experts within the County or from private or non-profit sectors, other governmental/quasi-governmental organizations, and retired executives with the appropriate experience and/or knowledge, striving to ensure that the Competitive Selection Committee is balanced with regard to both ethnicity and gender. The criteria are itemized with their respective weights for a maximum total of one thousand (1000) points per Competitive Selection Committee Member.

Technical Criteria	Points
1. Proposer's relevant experience, qualifications, and past performance	200
2. Relevant experience and qualifications of key personnel, including key personnel of Subcontractors, that will be assigned to this project, and experience and qualifications of Subcontractors	200
3. Proposer's approach to providing the Services requested in this Solicitation	100
4. Proposer's Facilities*	200
5. Proposer's Records Management	50
6. Proposer's Quality Assurance Plan	50
7. Proposer's Use of Innovative Technologies and Products	50
Price Criteria	Points
8. Proposer's proposed price	150

**\*Note:** During the evaluation process, the County will inspect the top three (3) ranked to ensure that the above requirements are met.

Any Proposer, whether a joint venture or otherwise, may proffer the experience or qualifications of its corporate parent, sister, or subsidiary (collectively "an Affiliated Company"). However, given the unique nature of individual corporate relationships, Proposers seeking to rely on the experience or qualifications of an affiliated company are advised that the Competitive Selection Committee shall have the discretion to determine what weight, if any, it wishes to give such proffered experience or qualification on a case-by-case basis. Competitive Selection Committee may base such decision on the particulars of the relationship between the Proposer and the Affiliated Company, as evidenced by the information and documentation provided in the Proposer Information Section, during Oral Presentations, or otherwise presented at the request of the Competitive Selection Committee.

Additionally, pursuant to County Resolution No. [R-321-23](#), the Selection Committee shall be provided with adverse findings or substantiated allegations within the past seven (7) years of the proposal submittal date (collectively "Reports") of the Miami-Dade Office of the Inspector General ("OIG") and/or the Miami-Dade County Commission on Ethics and Public Trust ("COE") regarding any Proposer and their proposed subcontractor(s) under deliberation by the Selection Committee to be considered in accordance with the evaluation of each applicable criteria identified in the Solicitation. In the event the OIG and/or COE issues Reports after the Selection Committee has scored and ranked the Proposers, the County Mayor or County Mayor's designee may re-empanel the Selection Committee to consider if such Reports would change the rankings. If the Selection Committee determines that Reports would change the rankings of the Proposer(s) identified in the Reports, then the Selection Committee shall re-score the Proposer(s) identified in the Report solely based on the impact the information identified in the Report would have on the scoring of the Proposer(s) in accordance with the applicable criteria identified in the Solicitation, re-rank the Proposers, and submit a written justification for the revised rankings to the County Mayor or County Mayor's designee. Upon review of such re-ranking and the justification, the County Mayor or County Mayor's designee may accept or reject the revised rankings. The County Mayor shall, in any recommendation to the Board of County Commissioners, either attach all Reports issued by the OIG and/or the COE or provide a description of such Reports and a link to where such Reports may be viewed.

#### 4.3 Oral Presentations

Upon evaluation of the criteria indicated above (Technical and Price), rating and ranking, the Competitive Selection Committee may choose to conduct an oral presentation with the Proposer(s) which the Competitive Selection Committee deems to warrant further consideration based on, among other considerations, scores in clusters and/or maintaining competition. (See "Lobbyist Registration Affidavit" regarding registering speakers in the proposal for an oral presentation and/or recorded negotiation meeting or sessions). Upon completion of the oral presentation(s), the Competitive Selection Committee will re-evaluate, re-rate and re-rank the proposals remaining in consideration based upon the written documents combined with the oral presentation.

#### **4.4 Selection Factor**

This Solicitation includes a selection factor for Miami-Dade County Certified Small Business Enterprises (SBE's) as follows. A SBE is entitled to receive an additional ten percent (10%) of the total technical evaluation points on the technical portion of such Proposer's Proposal. Pursuant to Sections 2-8.1.1.1.1 and 2-8.1.1.1.2 of the Code, Proposer shall have all the necessary licenses, permits, registrations and certifications, to include SBE certification, to perform a commercially useful function in the provision of the type of goods and/or services required by this Solicitation. For certification information, contact Small Business Development Division at (305) 375-3111, visit <http://www.miamidade.gov/smallbusiness/> or, e-mail your inquiries directly to: [Sbdcert@miamidade.gov](mailto:Sbdcert@miamidade.gov).

The SBE must be certified by Proposal submission deadline, at contract award, and for the duration of the Contract to remain eligible for the preference. Firms that graduate from the SBE Program during the Contract term may remain on the Contract.

Any Proposer may enter into a Joint Venture with a Small Business Enterprise firm for the purposes of receiving an SBE Selection Factor. Joint Ventures will be considered as one entity by the County during the evaluation of the Proposal in response to this Solicitation. Joint Ventures must be pre-approved by Small Business Development and meet the criteria for the purposes of receiving an SBE Selection Factor pursuant to this Section.

#### **4.5 Local Certified Veteran Business Enterprise Preference**

This Solicitation includes a preference for Miami-Dade County Local Certified Veteran Business Enterprises in accordance with Section 2-8.5.1 of the Code. "Local Certified Veteran Business Enterprise" or "VBE" is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code and (b) prior to proposal or bid submittal is certified by the State of Florida Department of Management Services as a veteran business enterprise pursuant to Section 295.187 of the Florida Statutes. A VBE that submits a proposal in response to this solicitation is entitled to receive an additional five percent of the evaluation points scored on the technical portion of such vendor's proposal. If a Miami-Dade County Certified Small Business Enterprise (SBE) measure is being applied to this Solicitation, a VBE which also qualifies for the SBE measure shall not receive the veteran's preference provided in this section and shall be limited to the applicable SBE preference. At the time of proposal submission, the firm must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Statutes and submit this affirmation and a copy of the actual certification along with the Submittal Form.

#### **4.6 Price Evaluation**

The price proposal will be evaluated subjectively in combination with the technical proposal, including an evaluation of how well it matches Proposer's understanding of the County's needs described in this Solicitation, the Proposer's assumptions, and the value of the proposed services. The pricing evaluation is used as part of the evaluation process to determine the highest ranked Proposer. The County reserves the right to negotiate the final terms, conditions and pricing of the Contract as may be in the best interest of the County.

#### **4.7 Local Preference**

The evaluation of competitive solicitations is subject to Section 2-8.5 of the Code, which, except where contrary to federal or state law, or any other funding source requirements, provides that preference be given to local businesses. If, following the completion of final rankings by the Competitive Selection Committee, a non-local Proposer is the highest ranked responsive and responsible Proposer, and the ranking of a responsive and responsible local Proposer is within 5% of the ranking obtained by said non-local Proposer, then the highest ranked local Proposer shall have the opportunity to proceed to negotiations and the Competitive Selection Committee (or Review Team) will recommend that a contract be negotiated with said local Proposer.

#### **4.8 Negotiations**

The Competitive Selection Committee will evaluate, score and rank Proposals, and submit the results of the evaluation to the County Mayor or designee with its recommendation. The County Mayor or designee will determine with which Proposer(s) the County shall negotiate, if any, through the approval of the Competitive Selection Committee Coordinator Report which will be shared through electronic means with all Proposers. The County Mayor or designee, at their sole discretion, may direct negotiations with the highest ranked Proposer, by taking into consideration Local Preference to determine whether to direct negotiations with the highest ranked local Proposer recommended by the Competitive Selection Committee (or Review Team) pursuant to the Local Preference Section above, if any, **and/or** may request a better offer. In any event the County engages in negotiations with a Proposer and/or requests a better offer, the discussions may include price and conditions attendant to price.

Notwithstanding the foregoing, if the County and said Proposer cannot reach agreement on a contract, the County reserves the right to terminate negotiations and may, at the County Mayor's or designee's discretion, begin negotiations with the next highest ranked Proposer. This process may continue until a contract acceptable to the County has been executed or all proposals are rejected. No Proposer shall have any rights against the County arising from such negotiations or termination thereof.

Any Proposer recommended for negotiations shall complete a Non-Collusion Affidavit, in accordance with Section 2-8.1.1 of the Code. (If a Proposer fails to submit the required Non-Collusion Affidavit, said Proposer shall be ineligible for award). Attendees actively participating in negotiation with Miami-Dade County shall be listed on the Lobbyist Registration Affidavit or registered as a lobbyist with the Clerk of the Board. For more information, please use the following link to access the County's Clerk of the Board Lobbyist Online Registration and Information System: <https://www.miamidade.gov/Apps/COB/LobbyistOnline/Home.aspx>

Any Proposer recommended for negotiations may be required to provide to the County:

- a) Its most recent certified business financial statements as of a date not earlier than the end of the Proposer's preceding official tax accounting period, together with a statement in writing, signed by a duly authorized representative, stating that the present financial condition is materially the same as that shown on the balance sheet and income statement submitted, or with an explanation for a material change in the financial condition. A copy of the most recent business income tax return will be accepted if certified financial statements are unavailable.
- b) Information concerning any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Proposer, any of its employees or subcontractors is or has been involved within the last three years.
- c) Disclosure of any lawsuits which include allegations of discrimination in the last ten years prior to date of solicitation, the disposition of such lawsuits, or statement that there are NO such lawsuits, in accord with Resolution No. [R-828-19](#).

#### **4.9 Contract Award**

Any proposed contract, resulting from this Solicitation, will be submitted to the County Mayor or designee. All Proposers will be notified in writing of the decision of the County Mayor or designee with respect to contract award. The Contract award, if any, shall be made to the Proposer whose proposal shall be deemed by the County to be in the best interest of the County. Notwithstanding the rights of protest listed below, the County's decision of whether to make the award and to which Proposer shall be final.

#### **4.10 Written Objections to Selection Committee Ranking/Scoring and Rights of Protest**

A recommendation for contract award may be protested by a Proposer in accordance with the procedures contained in Sections 2-8.3 and 2-8.4 of the Code, as amended, and as established in Implementing Order No. 3-21, as amended. Any question, issue, objection or disagreement concerning the rankings, scoring or recommendations of the Competitive Selection Committee shall be deemed waived by the Protestor and shall be rejected as a basis of a bid protest, unless it is brought by the Proposer to the attention of the Procurement Contracting Officer. Proposers must notify the Procurement Contracting Officer in writing with a copy to the Clerk of the Board within five (5) workdays of receipt of notification of the Competitive Selection Committee Coordinator Report referenced in Section 4.8 above. The written objection shall state with particularity the basis of the objection and with sufficient information to allow the County's procurement professionals to consider, evaluate and address the issues raised in the objection promptly.

### **5.0 TERMS AND CONDITIONS**

The County's **draft form of agreement** is attached. Proposers should review the document in its **ENTIRETY**. The terms and conditions summarized below are of special note and can be found in their entirety in the agreement:

#### **a) Supplier/Vendor Registration**

Prior to being recommended for award, the Proposer shall complete a Miami-Dade County Supplier/Vendor Registration Package. For online Supplier/Vendor registration, visit the **Supplier Portal**: <https://supplier.miamidade.gov>.

#### **b) Insurance Requirements**

The Contractor shall furnish to the County, Strategic Procurement Department, prior to the commencement of any work under any agreement, Certificates of Insurance which indicate insurance coverage has been obtained that meets the stated requirements.

#### **c) Inspector General Reviews**

In accordance with Section 2-1076 of the Code, the Office of the Inspector General may, on a random basis, perform audits on all County contracts, throughout the duration of said contracts, except as otherwise indicated. The cost of the audit, if applicable, shall be one quarter (1/4) of one (1) percent of the total Contract amount and the cost shall be included in any proposed price. The audit cost will be

deducted by the County from progress payments to the Contractor, if applicable.

**d) User Access Program**

Pursuant to Section 2-8.10 of the Code, any agreement issued as a result of this Solicitation is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). All sales resulting from this Solicitation and the utilization of the County Contract price and the terms and conditions identified therein, are subject to the two percent (2%) UAP.

## 6.0 ATTACHMENTS

Draft Form of Agreement

Proposal Submission Package, including:

- Proposer Information Section (GROUP 1, 2 & 3)
- Form 1 – Price Proposal Schedule (GROUP 1, 2 & 3)
- Lobbyist Registration Affidavit (*for an Oral Presentation and/or Recorded Negotiation Meeting or Sessions*) (GROUP 1, 2 & 3)
- Subcontracting Form (GROUP 1, 2 & 3)
- Web Forms – Submittal Form, Contractor Due Diligence Affidavit.

## PROPOSER INFORMATION – GROUP 1 (CANINE UNIT)

**GROUP 1 - Canine Unit** - North Zone (the area North of Flagler Street, including Flagler Street; and East of Krome Avenue, including Krome Avenue).

Nothing in this solicitation shall in any way be utilized to request documentation relating to or authorizing consideration of a Proposer's social, political, or ideological interests when determining if the Proposer is a responsible vendor or give a preference to a Proposer based on the Proposer's social, political, or ideological interests.

### Minimum Qualification Requirements

1. Provide documentation that demonstrates Proposer's ability to satisfy all the minimum qualification requirements. The minimum qualification requirements for this Solicitation are:

a) The Proposer, at the time of proposal, shall be licensed as a Veterinary Establishment (Premises Permit) in the State of Florida. Proposer shall provide a copy of the State of Florida Veterinary Establishment (Premises Permit) license.

Proposer shall initial to confirm it has attached its State of Florida Veterinary Establishment (Premises Permit) License to this submittal: [Click here to type initials](#)

b) The Proposer shall, at the time of proposal due date, have on staff at the proposed facility, at least two (2) Veterinarians, licensed to practice veterinary medicine in the State of Florida. The proposer shall provide a copy of the Veterinarian License to practice veterinary medicine in the State of Florida for each of the veterinarians in the facility.

Proposer shall initial to confirm it has attached its State of Florida Veterinary License to this submittal: [Click here to type initials](#)

The above requirements are also a continuing condition of award, as the selected Proposer must maintain these minimum qualifications throughout the duration of the contract.

### Proposer's Relevant Experience, Qualifications and Past Performance

2. Describe the Proposer's past performance and experience and state the number of years that the Proposer has been in existence, the current number of employees, and the primary markets served.

[Click here to enter text.](#)

3. Provide a detailed description of two (2) comparable contracts (similar in scope of services to those requested herein) which the Proposer has either ongoing or completed within the past three (3) years. In lieu of the comparable contracts from the Proposer, the County will consider the contractual experience from Proposer's proposed Subcontractor or proposed key personnel, in accordance with Resolution No. 1122-21.

The description should identify for each project: (i) client, (ii) description of work, (iii) total dollar value of the contract, (iv) dates covering the term of the contract, (v) client contact person and phone number, (vi) statement of whether Proposer/key personnel/Subcontractor was the prime contractor or subcontractor, and (vii) the results of the project. Where possible, list and describe those projects performed for government clients or similar size private entities (excluding any work performed for the County).

[Click here to enter text.](#)



4. List **all** contracts of the past five years which the Proposer has performed for Miami-Dade County. The County will review all contracts the Proposer has performed for the County in accordance with Section 2-8.1(g) of the Miami-Dade County Code, which requires that “a Bidder’s or Proposer’s past performance on County Contracts be considered in the selection of Consultants and Contractors for future County Contracts.” As such, the Proposer must list and describe all work performed for Miami-Dade County and include for each project: (i) name of the County Department which administers or administered the contract, (ii) description of work, (iii) total dollar value of the contract, (iv) dates covering the term of the contract, (v) County contact person and phone number, (vi) statement of whether Proposer was the prime contractor or subcontractor, and (vii) the results of the project.  
[Click here to enter text.](#)
5. List and describe all bankruptcy petitions (voluntary or involuntary) which has been filed by or against the Proposer, its parent or subsidiaries, predecessor organization(s), or any wholly-owned subsidiary during the past three (3) years. Include in the description the disposition of each such petition.  
[Click here to enter text.](#)

**Relevant Experience and Qualifications of Key Personnel, including Key Personnel of Subcontractors, that will be assigned to this project, and experience and quantifications of Subcontractors.**

6. Identify all key personnel. Provide an organization chart showing all key personnel, including their titles, to be assigned to this project. This chart must clearly identify the Proposer’s employees and those of the subcontractors or subconsultants and shall include the functions to be performed by the key personnel. All key personnel include all partners, managers, seniors and other professional staff that will perform work and/or services in this project.  
[Click here to enter text.](#)
7. Identify Subcontractors, if any. List the names and addresses of all first tier subcontractors, and describe the extent of work to be performed by each first tier subcontractor. Describe the experience, qualifications and other vital information, including relevant experience on previous similar projects, of the Subcontractors who will be assigned to this project.  
[Click here to enter text.](#)
8. Describe the experience, qualifications and other vital information, including relevant experience on previous similar projects, of all key personnel, including those of Subcontractors, who will be assigned to this project. Please include: (i) names; (ii) titles; (iii) roles/functions to be performed; and (iv) copies of applicable certifications/accreditations. Address relevant experience, qualifications and other vital information on previous similar contracts, that qualifies the key personnel to perform the Services as specified in Section 2.0, – Scope of Services. Provide resumes, if available, with job descriptions including any key personnel of subcontractors who will be assigned to this contract.

**Note:** After proposal submission, but prior to the award of any contract issued as a result of this Solicitation, the Proposer has a continuing obligation to advise the County of any changes, intended or otherwise, to the key personnel identified in its proposal.

9. Each of the veterinarians should have at least two (2) years’ experience in treating and maintaining active work dogs.

**Proposed Approach to Providing the Services requested in this Solicitation.**

10. Describe Proposer’s specific project plan and procedures to be used in providing the Services in the Scope of Services, including Emergency Services (see Section 2.0). The description should include:
  - i. approach to be used in providing the services in the Scope of Services (see Section 2.0);



- ii. responsibilities of management and staff personnel that will perform work on this project;
- iii. specific policies/procedures or techniques to be used for the safe processing and treatment of large dogs, such as German Shepherds, used by MDPD and other canine units in the County;
- iv. plan on how the Proposer will respond to and provide emergency services;
- v. method by which the County can communicate expeditiously with veterinarian(s) outside of normal business hours; and
- vi. availability to provide 24-hour emergency veterinary telephone consultation to canine handlers.

[Click here to enter text.](#)

11. Provide a detailed listing of veterinary services available for working canines including a detailed description of what is included in the physical examination.

[Click here to enter text.](#)

12. Identify Proposer's capability to provide annual vaccinations for Distemper, Hepatitis, Leptospirosis, Parainfluenza, Rabies, Corona Virus, Parvo Virus, Heartworm and Bordetella.

[Click here to enter text.](#)

13. Identify Proposer's ability to sell various small amounts of medical supplies to the County, on an as needed basis, and types of medical supplies available.

[Click here to enter text.](#)

14. Identify Proposer's capability to administer Anesthesia and perform necessary minor surgeries and suturing on-site.

[Click here to enter text.](#)

15. Explain Proposer's capability to perform major surgeries on-site and/or coordination of such surgeries off-site if needed.

[Click here to enter text.](#)

16. Confirm Proposer's ability to provide Health Certificates for travel upon request.

[Click here to enter text.](#)

17. Describe the methodology for determining specialist referrals. The description should include:

- i. types of referrals (i.e., surgical referral, oncology referral, radiograph review etc.);
- ii. determining factors for referrals;
- iii. process used for referrals (i.e., contacting the specialist, providing the lab results/radiographs, etc.); and
- iv. types of specialists anticipated for referrals.

[Click here to enter text.](#)

18. Identify if Proposer has taken any exception to the terms of this Solicitation. If so, indicate what alternative is being offered and the cost implications of the exception(s).

[Click here to enter text.](#)

### **Proposer's Facilities**

19. Provide the location(s) of the Proposer's veterinarian hospital or clinic (facility) within the zone proposed for and the hours and days of operation. See Section 1.2 Definitions.

[Click here to enter text.](#)

20. Describe capacity for kennel services for stays of one (1) night and up to three (3) weeks.  
[Click here to enter text.](#)
21. Describe if Proposer's facility has a separate rear entrance and/or a separate waiting area where canines will not be exposed to potentially contagious clients or civilians.  
[Click here to enter text.](#)
22. Describe Proposer's treatment rooms including size of rooms. See Section 2.3(A)(3) of the Scope of Services.  
[Click here to enter text.](#)
23. Describe if Proposer's facility has on-site digital radiographic equipment and scales of sufficient size to accommodate the processing of large dogs, including processing procedures, and weight and size maximums for machines.  
[Click here to enter text.](#)
24. Describe Proposer's knowledge of Orthopedic Foundation for Animals standards for evaluation of hip integrity and ununited anconeal process.  
[Click here to enter text.](#)

#### **Proposer's Records Management**

25. Provide a sample report of veterinarian treatment including time and date of services, description of services, evaluation and treatment plan.  
[Click here to enter text.](#)
26. Provide a sample invoice demonstrating the level of detail available.  
[Click here to enter text.](#)

#### **Proposer's Quality Assurance Plan**

27. Explain Proposer's procedures for maintaining veterinary records including retention schedule.  
[Click here to enter text.](#)
28. Describe Proposer's procedures for maintaining a safe and sanitary environment for performing services.  
[Click here to enter text.](#)

#### **Proposer's Use of Innovative Technologies and Products**

29. Describe any equipment/technologies utilized in performing services.  
[Click here to enter text.](#)
30. Identify if Proposer has taken any exception to the terms of this Solicitation. If so, indicate what alternative is being offered and the cost implications of the exception(s). Only those exceptions identified herein will be considered by the County. Exceptions not specifically delineated will not be accepted from any Proposer(s) that may be invited to participate in Negotiations as outlined in Section 4.8 of the Solicitation.

## PROPOSER INFORMATION – GROUP 2 (CANINE UNIT)

**GROUP 2 – Canine Unit** - South Zone (the area South of Flagler Street and East of Krome Avenue, including Krome Avenue).

Nothing in this solicitation shall in any way be utilized to request documentation relating to or authorizing consideration of a Proposer's social, political, or ideological interests when determining if the Proposer is a responsible vendor or give a preference to a Proposer based on the Proposer's social, political, or ideological interests.

### Minimum Qualification Requirements

1. Provide documentation that demonstrates Proposer's ability to satisfy all the minimum qualification requirements. The minimum qualification requirements for this Solicitation are:

- a) The Proposer, at the time of proposal, shall be licensed as a Veterinary Establishment (Premises Permit) in the State of Florida. Proposer shall provide a copy of the State of Florida Veterinary Establishment (Premises Permit) license.

Proposer shall initial to confirm it has attached its State of Florida Veterinary Establishment (Premises Permit) License to this submittal: [Click here to type initials](#)

- b) The Proposer shall, at the time of proposal due date, have on staff at the proposed facility, at least two (2) Veterinarians, licensed to practice veterinary medicine in the State of Florida. The proposer shall provide a copy of the Veterinarian License to practice veterinary medicine in the State of Florida for each of the veterinarians in the facility.

Proposer shall initial to confirm it has attached its State of Florida Veterinary License to this submittal: [Click here to type initials](#)

The above requirements are also a continuing condition of award, as the selected Proposer must maintain these minimum qualifications throughout the duration of the contract.

### Proposer's Relevant Experience, Qualifications and Past Performance

2. Describe the Proposer's past performance and experience and state the number of years that the Proposer has been in existence, the current number of employees, and the primary markets served.

[Click here to enter text.](#)

3. Provide a detailed description of two (2) comparable contracts (similar in scope of services to those requested herein) which the Proposer has either ongoing or completed within the past three (3) years. In lieu of the comparable contracts from the Proposer, the County will consider the contractual experience from Proposer's proposed Subcontractor or proposed key personnel, in accordance with Resolution No. 1122-21.

The description should identify for each project: (i) client, (ii) description of work, (iii) total dollar value of the contract, (iv) dates covering the term of the contract, (v) client contact person and phone number, (vi) statement of whether Proposer/key personnel/Subcontractor was the prime contractor or subcontractor, and (vii) the results of the project. Where possible, list and describe those projects performed for government clients or similar size private entities (excluding any work performed for the County).

[Click here to enter text.](#)

4. List **all** contracts of the past five years which the Proposer has performed for Miami-Dade County. The County will review all contracts the Proposer has performed for the County in accordance with Section 2-8.1(g) of the Miami-Dade County Code, which requires that “a Bidder’s or Proposer’s past performance on County Contracts be considered in the selection of Consultants and Contractors for future County Contracts.” As such, the Proposer must list and describe all work performed for Miami-Dade County and include for each project: (i) name of the County Department which administers or administered the contract, (ii) description of work, (iii) total dollar value of the contract, (iv) dates covering the term of the contract, (v) County contact person and phone number, (vi) statement of whether Proposer was the prime contractor or subcontractor, and (vii) the results of the project.  
[Click here to enter text.](#)
5. List and describe all bankruptcy petitions (voluntary or involuntary) which has been filed by or against the Proposer, its parent or subsidiaries, predecessor organization(s), or any wholly-owned subsidiary during the past three (3) years. Include in the description the disposition of each such petition.  
[Click here to enter text.](#)

**Relevant Experience and Qualifications of Key Personnel, including key personnel of Subcontractors, that will be assigned to this project, and experience and qualifications of Subcontractors**

6. Identify all key personnel. Provide an organization chart showing all key personnel, including their titles, to be assigned to this project. This chart must clearly identify the Proposer’s employees and those of the subcontractors or subconsultants and shall include the functions to be performed by the key personnel. All key personnel include all partners, managers, seniors and other professional staff that will perform work and/or services in this project.  
[Click here to enter text.](#)
7. Identify Subcontractors, if any. List the names and addresses of all first tier subcontractors, and describe the extent of work to be performed by each first tier subcontractor. Describe the experience, qualifications and other vital information, including relevant experience on previous similar projects, of the Subcontractors who will be assigned to this project.  
[Click here to enter text.](#)
8. Describe the experience, qualifications and other vital information, including relevant experience on previous similar projects, of all key personnel, including those of Subcontractors, who will be assigned to this project. Please include: (i) names; (ii) titles; (iii) roles/functions to be performed; and (iv) copies of applicable certifications/accreditations. Address relevant experience, qualifications and other vital information on previous similar contracts, that qualifies the key personnel to perform the services as specified in Appendix A – Scope of Services. Provide resumes, if available, with job descriptions including any key personnel of subcontractors who will be assigned to this contract.

**Note:** After proposal submission, but prior to the award of any contract issued as a result of this Solicitation, the Proposer has a continuing obligation to advise the County of any changes, intended or otherwise, to the key personnel identified in its proposal.

9. Each of the veterinarians should have at least two (2) years’ experience in treating and maintaining active work dogs.

**Proposed Approach to Providing the Services requested in this Solicitation**

10. Describe Proposer’s specific project plan and procedures to be used in providing the services in the Scope of Services including emergency services (see Section 2.0). The description should include:

- i. approach to be used in providing the services in the Scope of Services (see Section 2.0);
- ii. responsibilities of management and staff personnel that will perform work on this project;
- iii. specific policies/procedures or techniques to be used for the safe processing and treatment of large dogs, such as German Shepherds, used by MDPD and other canine units in the County;
- iv. plan on how the Proposer will respond to and provide emergency services;
- v. method by which the County can communicate expeditiously with veterinarian(s) outside of normal business hours; and
- vi. availability to provide 24-hour emergency veterinary telephone consultation to canine handlers.

[Click here to enter text.](#)

11. Provide a detailed listing of veterinary services available for working canines including a detailed description of what is included in the physical examination.

[Click here to enter text.](#)

12. Identify Proposer's capability to provide annual vaccinations for Distemper, Hepatitis, Leptospirosis, Parainfluenza, Rabies, Corona Virus, Parvo Virus, Heartworm and Bordetella.

[Click here to enter text.](#)

13. Identify Proposer's ability to sell various small amounts of medical supplies to the County, on an as needed basis, and types of medical supplies available.

[Click here to enter text.](#)

14. Identify Proposer's capability to administer Anesthesia and perform necessary minor surgeries and suturing on-site.

[Click here to enter text.](#)

15. Explain Proposer's capability to perform major surgeries on-site and/or coordination of such surgeries off-site if needed.

[Click here to enter text.](#)

16. Confirm Proposer's ability to provide Health Certificates for travel upon request.

[Click here to enter text.](#)

17. Describe the methodology for determining specialist referrals. The description should include:

- i. types of referrals (i.e., surgical referral, oncology referral, radiograph review etc.);
- ii. determining factors for referrals;
- iii. process used for referrals (i.e., contacting the specialist, providing the lab results/radiographs, etc.); and
- iv. types of specialists anticipated for referrals.

[Click here to enter text.](#)

18. Identify if Proposer has taken any exception to the terms of this Solicitation. If so, indicate what alternative is being offered and the cost implications of the exception(s).

[Click here to enter text.](#)

### **Proposer's Facilities**

19. Provide the location(s) of the Proposer's veterinarian hospital or clinic (facility) within the zone proposed for and the hours and days of operation. See Section 1.2 Definitions.

[Click here to enter text.](#)

20. Describe capacity for kennel services for stays of one (1) night and up to three (3) weeks.  
[Click here to enter text.](#)
21. Describe if Proposer's facility has a separate rear entrance and/or a separate waiting area where canines will not be exposed to potentially contagious clients or civilians.  
[Click here to enter text.](#)
22. Describe Proposer's treatment rooms including size of rooms. See Section 2.3(A)(3) of the Scope of Services.  
[Click here to enter text.](#)
23. Describe if Proposer's facility has on-site digital radiographic equipment and scales of sufficient size to accommodate the processing of large dogs, including processing procedures, and weight and size maximums for machines.  
[Click here to enter text.](#)
24. Describe Proposer's knowledge of Orthopedic Foundation for Animals standards for evaluation of hip integrity and ununited anconeal process.  
[Click here to enter text.](#)

#### **Proposer's Records Management**

25. Provide a sample report of veterinarian treatment including time and date of services, description of services, evaluation and treatment plan.  
[Click here to enter text.](#)
26. Provide a sample invoice demonstrating the level of detail available.  
[Click here to enter text.](#)

#### **Proposer's Quality Assurance Plan**

27. Explain Proposer's procedures for maintaining veterinary records including retention schedule.  
[Click here to enter text.](#)
28. Describe Proposer's procedures for maintaining a safe and sanitary environment for performing services.  
[Click here to enter text.](#)

#### **Proposer's Technological Capabilities**

29. Describe any equipment/technologies utilized in performing services.  
[Click here to enter text.](#)
30. Identify if Proposer has taken any exception to the terms of this Solicitation. If so, indicate what alternative is being offered and the cost implications of the exception(s). Only those exceptions identified herein will be considered by the County. Exceptions not specifically delineated will not be accepted from any Proposer(s) that may be invited to participate in Negotiations as outlined in Section 4.8 of the Solicitation.

## PROPOSER INFORMATION – GROUP 3 EQUINE UNIT

### GROUP 3 – Equine Unit.

Nothing in this solicitation shall in any way be utilized to request documentation relating to or authorizing consideration of a Proposer's social, political, or ideological interests when determining if the Proposer is a responsible vendor or give a preference to a Proposer based on the Proposer's social, political, or ideological interests.

#### **Minimum Qualification Requirements**

1. Provide documentation that demonstrates Proposer's ability to satisfy all the minimum qualification requirements. The minimum qualification requirements for this Solicitation are:

- a) The Proposer, at the time of proposal, shall be licensed as a Veterinary Establishment (Premises Permit) in the State of Florida. Proposer shall provide a copy of the State of Florida Veterinary Establishment (Premises Permit) license.

Proposer shall initial to confirm it has attached its State of Florida Veterinary Establishment (Premises Permit) License to this submittal: [Click here to type initials](#)

- b) The Proposer shall, at the time of proposal due date, have on staff at the proposed facility, at least two (2) Veterinarians, licensed to practice veterinary medicine in the State of Florida. The proposer shall provide a copy of the Veterinarian License to practice veterinary medicine in the State of Florida for each of the veterinarians in the facility.

Proposer shall initial to confirm it has attached its State of Florida Veterinary License to this submittal: [Click here to type initials](#)

*The above requirements are also a continuing condition of award, as the selected Proposer must maintain these minimum qualifications throughout the duration of the contract.*

#### **Proposer's Relevant Experience, Qualifications and Past Performance**

2. Describe the Proposer's past performance and experience and state the number of years that the Proposer has been in existence, the current number of employees, and the primary markets served.  
[Click here to enter text.](#)

3. Provide a detailed description of two (2) comparable contracts (similar in scope of services to those requested herein) which the Proposer has either ongoing or completed within the past three (3) years. In lieu of the comparable contracts from the Proposer, the County will consider the contractual experience from Proposer's proposed Subcontractor or proposed key personnel, in accordance with Resolution No. 1122-21.

The description should identify for each project: (i) client, (ii) description of work, (iii) total dollar value of the contract, (iv) dates covering the term of the contract, (v) client contact person and phone number, (vi) statement of whether Proposer/key personnel/Subcontractor was the prime contractor or subcontractor, and (vii) the results of the project. Where possible, list and describe those projects performed for government clients or similar size private entities (excluding any work performed for the County).

[Click here to enter text.](#)

4. List **all** contracts of the past five years which the Proposer has performed for Miami-Dade County. The County will review all contracts the Proposer has performed for the County in accordance with Section 2-8.1(g) of the Miami-Dade County Code, which requires that “a Bidder’s or Proposer’s past performance on County Contracts be considered in the selection of Consultants and Contractors for future County Contracts.” As such, the Proposer must list and describe all work performed for Miami-Dade County and include for each project: (i) name of the County Department which administers or administered the contract, (ii) description of work, (iii) total dollar value of the contract, (iv) dates covering the term of the contract, (v) County contact person and phone number, (vi) statement of whether Proposer was the prime contractor or subcontractor, and (vii) the results of the project.  
[Click here to enter text.](#)
5. List and describe all bankruptcy petitions (voluntary or involuntary) which has been filed by or against the Proposer, its parent or subsidiaries, predecessor organization(s), or any wholly-owned subsidiary during the past three (3) years. Include in the description the disposition of each such petition.  
[Click here to enter text.](#)

**Relevant Experience and Qualifications of Key Personnel, including Key Personnel of Subcontractors, that will be assigned to this project, and experience and qualifications of Subcontractors**

6. Identify all key personnel. Provide an organization chart showing all key personnel, including their titles, to be assigned to this project. This chart must clearly identify the Proposer’s employees and those of the subcontractors or subconsultants and shall include the functions to be performed by the key personnel. All key personnel include all partners, managers, seniors and other professional staff that will perform work and/or services in this project.  
[Click here to enter text.](#)
7. Identify Subcontractors, if any. List the names and addresses of all first tier subcontractors, and describe the extent of work to be performed by each first tier subcontractor. Describe the experience, qualifications and other vital information, including relevant experience on previous similar projects, of the Subcontractors who will be assigned to this project.  
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8. Describe the experience, qualifications and other vital information, including relevant experience on previous similar projects, of all key personnel, including those of Subcontractors, who will be assigned to this project. Please include: (i) names; (ii) titles; (iii) roles/functions to be performed; and (iv) copies of applicable certifications/accreditations. Address relevant experience, qualifications and other vital information on previous similar contracts, that qualifies the key personnel to perform the services as specified in Appendix A – Scope of Services. Provide resumes, if available, with job descriptions including any key personnel of subcontractors who will be assigned to this contract.

**Note:** After proposal submission, but prior to the award of any contract issued as a result of this Solicitation, the Proposer has a continuing obligation to advise the County of any changes, intended or otherwise, to the key personnel identified in its proposal.

9. Each of the veterinarians should have at least two (2) years’ experience in treating and maintaining active work equines.

**Proposed Approach to Providing the Services requested in this Solicitation**

10. Describe Proposer’s specific project plan and procedures to be used in providing the services in the Scope of Services including emergency services (see Section 2.0). The description should include:



- i. approach to be used in providing the services in the Scope of Services (see Section 2.0);
- ii. responsibilities of management and staff personnel that will perform work on this project;
- iii. specific policies/procedures or techniques to be used for the safe processing and treatment of equines, used by MDPD;
- iv. plan on how the Proposer will respond to and provide emergency Services;
- v. method by which the County can communicate expeditiously with veterinarian(s) outside of normal business hours; and
- vi. availability to provide 24-hour emergency veterinary telephone consultation to equine handlers.

[Click here to enter text.](#)

11. Provide a detailed listing of veterinary services available for working equines? including a detailed description of what is included in the physical examination.  
[Click here to enter text.](#)
12. Identify Proposer's capability to provide annual vaccinations for Prestige +5 WNV, Equine Rabies, Parainfluenza, Corona Virus, Parvo Virus, Heartworm and Bordetella.  
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13. Identify Proposer's ability to sell various small amounts of medical supplies to the County, on an as needed basis, and types of medical supplies available.  
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[Click here to enter text.](#)

20. Describe capacity for boarding services for stays of one (1) night and up to three (3) weeks.  
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21. Describe if Proposer's facility has a separate rear entrance and/or a separate waiting area where equines will not be exposed to potentially contagious clients or civilians.  
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22. Describe Proposer's treatment rooms including size of rooms. See Section 2.4(A)(3) of the Scope of Services.  
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23. Describe if Proposer's facility has on-site digital radiographic equipment and scales of sufficient size to accommodate the processing of large animals, including processing procedures, and weight and size maximums for machines.  
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