

ISSUING DEPARTMENT INPUT DOCUMENT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency

Previous Contract/Project No.

RTQ-00114

Contract

Re-Bid Other – Replacement Pool

LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQID2100465 TERM OF CONTRACT: 5 YEAR(S) WITH _____ YEAR(S) OTR

Requisition /Project Title: Support for Urgent Needs Program

Description:

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

Issuing Department: SPD Contact Person: Enkelejda Plasari Phone: 305-375-3905

Estimate Cost/Value: 580,000 GENERAL FEDERAL OTHER

Funding Source: X _____ _____

ANALYSIS

Commodity Codes:	96206			
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.				
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	
Contractor:	Pool of Pre-qualified Vendors			
Small Business Enterprise:				
Contract Value:	\$590,000			
Comments:				

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				

Basis of Recommendation:

Signed: Enkelejda Plasari	Date sent to SBD: 6/27/2022
	Date returned to SPD:

SECTION 2
ADDITIONAL/SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) for the 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 plan that awards monetary funds to organizations rescuing high at-risk pets to achieve the County's "No Kill" initiative. Placement in the Pool is **not** a contract between the County and the Vendor, but an acknowledgement that the Vendor meets the qualifications as outlined throughout this RTQ. Vendor Submittals are accepted throughout the term of the RTQ for placement in such Pool.

2.2 DEFINITIONS

Invitation to Quote (ITQ) – Shall refer to the solicitation of quotes from the Pool for specific goods and/or services; and awarded based on lowest price, or other quantifiable criteria.

Prequalified Pool of Vendors (Pool) – Shall refer to business entities/individuals determined by the County's Internal Services Department, Strategic Procurement Division, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement in the Pool, and which may submit quote or proposal, at the time of need.

Submittal – Shall refer to all information, attachments and forms submitted in response to this RTQ.

Vendor – Shall refer to a business entity/individual responding to this RTQ.

Work Order Proposal Request (WOPR) – shall refer to a competitive process involving the solicitation of proposals, by the Internal Services Department Strategic Procurement Division, from the Pool for specific goods and/or services; and evaluated and awarded based on best value.

2.3 TERM

The Pool shall be established on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The Pool shall expire on the last day of the last month of the five-year term.

2.4 QUALIFICATION CRITERIA

Vendor shall meet the following criteria to be considered for placement in the Pool and for participation in future solicitations:

1. Vendor's primary purpose and function shall serve to save, rescue, and rehabilitate at-risk adoptable pets. Vendor shall provide a copy of their mission statement and/or organization by-laws supporting such functions.

2. Vendor shall be active with the State of Florida as a tax-exempt not for profit organization pursuant to 26 U.S.C. § 501(c)(3). Vendor shall provide State of Florida 501(c) 3 documentation and proof of registration as a charitable organization with the Florida Department of Agriculture and Consumer Services for verification of active status, with the submittal.

Vendor shall provide all of the specified information, documents and attachments listed above with their Submittal as proof of compliance with the requirements of this RTQ. However, the County may, at its sole discretion and in its best interest, allow Vendors to complete, supplement or supply the required documents throughout the term of the RTQ. It shall be the sole right of the County to determine the number of Vendors which will be included in the Pool. During the term of the RTQ, the County reserves the right to add or delete Vendors as it deems necessary, and in its best interest.

2.5 **INSURANCE**

Insurance is **not** required in order to be prequalified under this RTQ. Insurance requirements will be detailed in the subsequent ITQ or WOPR.

2.6 **SPOT MARKET QUOTES**

Vendors in the Pool will be invited to participate in future spot market competition, as needed. The spot market competition will be in the form of an ITQ or WOPR that will include the specific goods and/or services required, and may include provisions, as applicable, such as:

- Small Business Enterprise (SBE) Measures
- Warranty Requirements
- Liquidated Damages
- Living Wage

For federally funded projects/programs, additional provisions may apply in accordance with the funding source. The following provisions from Section 1, General Terms and Conditions shall be exempted from such solicitations, as indicated in the ITQ or WOPR.

- Article 1.2(H) Prompt Payment Terms
- Article 1.11 Local Preference
- Article 1.29 Office of the Inspector General (*only the cost of the random audits, as specified*)
- Article 1.37 County User Access Program (UAP)
- Article 1.45 Small Business Enterprise (SBE) Measures
- Article 1.46 Local Certified Veteran's Business Enterprise Preference
- Article 1.47 Application of Preferences
- Article 1.49 First Source Hiring Referral Program (FSHRP)

SECTION 3
SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK/TECHNICAL SPECIFICATIONS

It is the intent of this solicitation to identify and make available to the County, a Pool of pre-qualified rescue organizations and groups that may be accessed by the Miami-Dade County Animal Services Department (ASD), on an as needed basis, in pursuit of placing high at-risk dogs and cats, which are difficult to adopt and/or need additional resources to make them adoption-ready, with not for profit rescue organizations and groups through ASD's Support for Urgent Needs (SUN) Program. The SUN Program provides monetary awards as an incentive to rescue organizations and groups, for rescuing the most vulnerable pets and supporting the County's efforts in achieving a "No Kill" initiative. Additionally, the SUN Program will provide an opportunity for ASD and rescue groups to reinforce and achieve their shared objectives of providing proper care and loving homes for all pets in need.

3.2 SERVICES TO BE PROVIDED

_____ goods/services may include, but not be limited to, _____. Vendors may be required, in subsequent spot market solicitation, to provide _____, _____,

3.2 PROGRAM DETAILS

- a) ASD reserves the right to re-evaluate the SUN Program at any time and institute changes to its parameters and protocols aimed at improving and saving the lives of shelter pets, without notice, and to apply those changes to the terms of this Pool.
- b) Pets eligible for participation in the SUN Program will be pre-selected by ASD and included in a list to be distributed to Pool members in accordance with Section 2.3.
- c) Pre-selection will take into account pets' characteristics such as: size, age, health, and general adoptability.
- d) The selection of a pet as a SUN participant is at the sole discretion of ASD staff.
- e) The designated funding category for a SUN pet is a set amount, and not subject to negotiation or adjustment.
- f) Pool members shall follow ASD's procedures, as established for the Rescue Program Application, for placing holds on SUN pets.
- g) ASD reserves the right to uphold or honor adoption hold over Sun Pets.
- h) ASD reserves the right to limit the number of SUN pets transferred to the SUN participants.

- i) All monetary awards are contingent upon SUN Program available funding. Availability of funds shall be determined at the sole discretion of the County.
- j) The SUN Program carries no commitment for future support beyond the initial award of funds.
- k) Awarded Pool members may submit requests for payment to the County exclusively for pets in the SUN Program. Payment requests must be accompanied by a SUN Program invoice statement, which will be provided by ASD at the time the SUN pet is picked up by the Pool member, to support payment request, as determined by the County. ASD will require proof of veterinary care for any monetary awards within Category D (See Section 3.3). ASD reserves the right to request confirmation of behavioral treatment for any monetary awards within Category X.

3.3 FUNDING CATEGORIES AND DESIGNATED MONETARY AWARDS

The SUN Program is structured into five (5) funding categories, as noted below. The County reserves the right to add, delete or modify categories and funding without notice, as deemed in the County's best interest. Awarded Pool members are eligible to receive a monetary award for each designated SUN pet rescued, but not to exceed ten (10) SUN pets, in their possession, at one time. ~~Monetary awards are mutually exclusive and not considered in the aggregate for pets that may qualify for several funding categories. ASD will base award on pets' highest qualifying funded category.~~

Category A: Funding for dogs based on size:

- Medium dogs, 20-35lbs. – \$200.00
- Large dogs, 36lbs. and above - \$500.00

Category B: Funding for dogs based on age:

- Adult dogs, 1-5 years old - \$200.00
- Senior dogs, 6 years and above - \$ 500.00

Category C: Funding for cats over the age 1 year - \$200.00

Category D: Funding for 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 - \$400.
- Major medical conditions include but not limited to: injury, Distemper, Parvo, Heartworm positive, Pan leukopenia, Feline Leukemia, and Feline Immunodeficiency disease - \$700.00

Category E: Funding for special cases as determined by ASD including the categories listed below, but not limited to - \$100.00 - \$700.00

- Neonates
- Hospice Care
- Behavior

3.4 **ALLOWABLE EXPENDITURES**

Funds awarded under the SUN Program shall only be 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**

Pre-qualified Pool members who receive pets through the SUN Program shall:

- a) Treat each pet with dignity and respect.
- b) Furnish ASD with a monthly report itemizing updates and/or outcomes for each SUN pet obtained in the preceding month. Updates must be provided at the end of each successive month until final outcome has been attained. Non-compliance with reporting requirements may result in suspension and/or termination from SUN Program participation.
- c) Secure veterinary care as prescribed in the **medical release form** provided by ASD for the disclosed condition itemized in Category D or E within seven (7) days of receiving the pet from ASD. Pre-qualified Pool member shall provide progress updates on medical treatment at the request of ASD.
- d) Provide for proper care of all pets and abide by all the provisions, as set forth in the ASD Rescue Application.
- e) Comply with all local, state and/or federal animal laws and regulations. Awarded Pool member shall not place a pet with a person or group that is in non-compliance with local animal control and licensing codes.
- ~~f) Have a sound performance profile with ASD, as defined by the provisions set forth in the ASD Application such as, proper and humane pet care, adherence to sterilization requirements, timely reporting, and transparency in care of pets.~~
- g) Remain in good standing with spay and neuter compliance, as established in ASD Application.
- ~~h) Not euthanize pets due to space limitations.~~
- i) Clearly and prominently disclose to prospective donors and adopters that rescue participants of ASD's SUN Program are eligible to receive funds from ASD for SUN pets originating from the County shelter. Such information shall be included in all awarded Pool members' solicitations for donations for the

Commented [PE(1)]: What is the "medical release form"?

care, rehabilitation, placement or any other services provided to SUN pet(s), including but not limited to, social medial and electronic webpage soliciting monetary contributions, over the internet.

- j) ~~Secure behavioral training for pets at the direction of ASD Program Coordinator per category (E).~~
Awarded Pool member shall provide progress updates on behavior training at the request of ASD.

3.6 COUNTY'S COMPLIANCE REVIEW

- a. ASD reserves the right to inspect any and all properties 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 pets with proper care, sufficient food, fresh water, adequate sheltering, and is otherwise neglecting or mistreating the pets, or keeping such pets in violation of local zoning regulations, ASD shall be entitled to recover, without further process, possession and ownership of all pets obtained by the awarded Pool member from ASD and recuperate any funds provided under the SUN Program.

ASD reserves the right to suspend and/or terminate any awarded Pool members' SUN participation for any violation of local, state, federal laws and/or shelter regulations.

SECTION 4
SUBMITTAL FORM

VENDOR: _____

<u>QUALIFICATION CRITERIA</u> <u>TO BE COMPLETED BY ALL VENDORS</u>		
Refer to Section 2.4, Qualification Criteria, to ensure that Submittal complies with solicitation requirements.		
Reference Section	Requirements	Copy Attached
2.4.1	Vendor's primary purpose and function shall serve to save, rescue, and rehabilitate at-risk adoptable pets. Vendor shall provide a copy of their mission statement and/or organization by-laws supporting such functions.	<input type="checkbox"/>
2.4.2	Vendor shall be active with the State of Florida as a tax-exempt not for profit organization pursuant to 26 U.S.C. § 501(c)(3). Vendor shall provide State of Florida 501(c) 3 documentation and proof of registration as a charitable organization with the Florida Department of Agriculture and Consumer Services for verification of active status, with the submittal.	<input type="checkbox"/>