

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

<input checked="" type="checkbox"/> New contract	<input type="checkbox"/> OTR	<input type="checkbox"/> CO	<input type="checkbox"/> SS	<input type="checkbox"/> BW	<input type="checkbox"/> Emergency	Previous Contract/Project No.: n/a
<input type="checkbox"/> Re-Bid	<input type="checkbox"/> Other	LIVING WAGE APPLIES: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				

Requisition/Project No: RTQ-00494

TERM OF CONTRACT: Three (3) Years

Requisition/Project Title: Pet Retention Vet Care Program

Description: This Request to Qualify (RTQ) will establish a pool of pre-qualified Contractors for Professional Veterinary Services for the Miami-Dade County Animal Services Department (ASD) to expand its pet retention and safety net programs in partnership with the American Society for the Prevention of Cruelty to Animals (the "ASPCA"). The Professional Veterinary Services are required for privately owned pets at risk for owner relinquishment due to unmet needs associated with veterinary medical care. Additionally, ASD may utilize the contract for the purpose of providing veterinary care to impounded dogs and cats in need of diagnostics or treatment within the scope of Exhibit A (Tiered Schedule).

User Department: ASD

Issuing Department: ISD / PM

Estimated Cost: \$255,000

Contact Person: Marta Fernandez; 305-375-4946; Marta.Fernandez@miamidade.gov

Funding Source: Grant Funds (ASPCA) and Animal Service Trust Fund

ANALYSIS

Commodity/Service No: 961-86-Veterinary Services; 962-06 Animal Care, Animal Health, Animal Shelter, Animal Production (breeding), Animal Training Services, etc. (including Pet Services, All Types) SIC:

Trade/Commodity/Service Opportunities

Contract/Project History of Previous Purchases For Previous Three (3) Years
Check Here ☒ if this is a New Contract/Purchase with no Previous History

EXISTING 2ND YEAR 3RD YEAR

Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			

Continued on another page (s): ☐ Yes ☒ No

RECOMMENDATIONS

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

Basis of Recommendation:

Signed: Marta Fernandez

Date to DBD: 03/03/17

Date Returned to DPM: _____

SECTION 2 – SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a pool of pre-qualified Contractors (Pool) for Professional Veterinary Services for the Miami-Dade County Animal Services Department (ASD) to expand its pet retention and safety net programs in partnership with the American Society for the Prevention of Cruelty to Animals (the "ASPCA"). The Professional Veterinary Services are required for privately owned pets at risk for owner relinquishment due to unmet needs associated with veterinary medical care. Additionally, ASD may utilize the contract for the purpose of providing veterinary care to impounded dogs and cats in need of diagnostics or treatment within the scope of Exhibit A. These animals may be in the interim care of fosters and other volunteers, as well as housed at the shelter. The County seeks to establish a pool of qualified veterinary providers to support the departmental goal of keeping people and pets together. Contractors accepted into the pre-qualification pool will enter into a contract with the County for the provision of veterinary services. The Pool shall remain open for the term of the RTQ, enabling Contractors to qualify at any time after the initial RTQ opening date.

2.2 TERM

The pre-qualification Pool will begin on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Services Division, and contingent upon the completion and submittal of all required RTQ documents. The pre-qualification Pool shall expire on the last day of the thirty-sixth (36) month, or when the entire allocation for funding this program is expended in its entirety, whichever comes first.

2.3 PRE-QUALIFICATION CRITERIA

Contractors shall submit all of the qualifying documents with their submittal form. However, the County may, at its sole discretion and in its best interests, allow Contractors to supplement submitted documents in order to satisfy the pre-qualification criteria. It shall be the sole prerogative of the County to determine the number of Contractors who will be included under the pre-qualification pool. During the term of the RTQ, the County reserves the right to add and/or delete pre-qualified Contractors.

Contractors who meet the following qualifications will be placed in a pre-qualified Pool:

1. Contractor shall be or shall have on staff at the facility a Veterinarian licensed to practice veterinary medicine in the State of Florida.
2. Contractor shall be licensed as a Veterinary Establishment (Premises Permit) in the State of Florida.
3. Contractor shall be licensed by the U.S. Drug Enforcement Administration (DEA), Office of Diversion Control, as a controlled substances veterinary provider.

2.4 PRE-BID CONFERENCE

Prior to submission of qualifications, it is recommended that Contractors become familiar with any conditions that may in any manner affect the Contractor's submittal. The Contractor is also encouraged to become thoroughly aware regarding all conditions and requirements. In addition, a pre-bid conference will be held on _____ at the Animal Services Department, 7401 N. W. 74th Street, Miami, FL 33166 (ASD Conference Room). Contractors are responsible for their own transportation and for arriving on time to benefit from information.

2.5 PROOF OF COMPLIANCE TO THIS SOLICITATION'S REQUIREMENTS

Contractors are required to submit with their solicitation submittal form, all the specified information, documents and attachments as proof of compliance to the solicitation's requirements. The County may allow Contractors to complete, or supplement, their proof of compliance to the solicitation's requirements, but failure to provide proof of compliance to this solicitation's requirement, as requested by the County, may result in being declared incomplete and not evaluated until such time as all documentation is received by the County.

2.6 VERIFICATION OF INFORMATION

The County may verify the information submitted by the Contractor and may obtain and evaluate additional information, as it deems necessary to ascertain the Contractor's ability to perform under this solicitation. The County shall be sole judge of a Contractor's ability to perform and its decision shall be final.

SECTION 3 – SCOPE OF SERVICES**3.1 INTRODUCTION/BACKGROUND**

The Miami-Dade County Animal Services Department (ASD) is looking to contract for Professional Veterinary Services to expand its pet retention and safety net programs in partnership with the ASPCA. The Professional Veterinary Services are required for privately owned pets at risk for owner relinquishment due to unmet needs associated with veterinary medical care. The Pet Retention Vet Care Program provides medical care to the most vulnerable pets at risk for surrender. The program provides the pet owner with an opportunity to access medical care without fear of losing their pet or surrendering it to the shelter. Participation in the referral based expanded pet retention program shall be limited to resident pet owners of Miami-Dade County. Referrals shall be made exclusively through ASD and shall be to participating Contractor locations established in this Pool. Additionally, ASD may utilize the contract for the purpose of providing veterinary care to impounded dogs and cats in need of diagnostics or treatment within the scope of Exhibit A. These animals may be in the interim care of fosters and other volunteers, as well as housed at the shelter.

3.2 CONTRACTOR REQUIREMENTS

The Contractor shall:

1. Accommodate both dogs and cats.
2. Have on-site radiographic equipment.
3. Have on site capability to run CBC/Chemistry panels.
4. Have kennels or otherwise adequate caging for hospitalization.
5. Have sufficient support staff to safely and humanely treat and/or provide care to dogs and cats.
6. Treat each pet with dignity and respect.
7. Comply with all local, state and/or federal animal, veterinary, medical and pharmaceutical laws and regulations.

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

3.3 SERVICES TO BE PROVIDED

Urgent and Non-Emergency Care to be provided during normal business hours:

1. Examine, evaluate, diagnose and treat dogs and cats presented for services and or conditions outlined in Exhibit A.
2. Dispense and administer prescription medications associated with the treatment of conditions outlined in Exhibit A at no additional cost to the pet owner.
3. Provide humane euthanasia for dogs and cats with a poor prognosis or severely diminished quality of life.
4. Be accessible in support of the Services listed in Exhibit A, to include consultation, as deemed necessary.

The Contractor or his designee shall be available for telephone consultations, meetings, etc., at a minimum six (6) days per week, as follows:

Monday-Friday:	10 a.m. to 6 p.m.; and
Saturday:	10 a.m. to 4 p.m.; and/or
Sunday:	10 a.m. to 4 p.m.

3.4 PROGRAM DETAILS:

The goal of the Pet Retention Vet Care Program is to further the Animal Services Department's "No Kill" initiative by shielding difficult to adopt shelter pets from euthanasia and surrender. ASD will schedule pet referral appointment with participating pool member based on pet owner's preference and pet's medical condition. Participating Veterinary Clinics will be reimbursed only for the services and rates listed on the pre-established medical fee schedule. Only those animals referred by the Department to the participating Clinic will be considered for treatment and reimbursement.

- a. Pets eligible for participation will be pre-selected by ASD and referred to participating and applicable Veterinary Clinic.
- b. Pre-selection will take in to account pet's health condition and potential for improving its quality of life and medical condition.
- c. The selection of the pet is at the sole discretion of ASD staff.
- d. Pets will be referred to participating pool members with a recommendation of services required depending on the pet's medical needs.
- e. The designated reimbursement fee is a set amount, and is only subject to negotiation or adjustment as outlined under Section 3.6.
- f. Pool members shall follow ASDs reimbursement procedures.
- g. Funding for this program is subject to funding availability and is as the discretion of the County.
- h. The Program carries no commitment for future support beyond the initial award of funds.

3.5 TIER CATEGORIES AND REIMBURSEMENT FEES

The program is structured into eight (8) Tiers, as detailed in Exhibit A. The County reserves the right to add, delete or modify Tiers and reimbursement amounts without notice, as deemed in the County's best interest. Awarded Pool members are eligible to receive reimbursement for each service provided under each Tier, but not to exceed \$1,500 without prior approval from ASD.

3.6 FEES SHALL BE FIXED WITH ANNUAL ADJUSTMENTS ALLOWED

- A. All reimbursement fees for services shall remain fixed for a period of twelve (12) months after commencement of the contract. Prior to completion of each 12-month anniversary, the County may consider and adjustment in price if requested by any of the Contractors in the pool.
- B. It is the contractor's responsibility to request any price adjustment under this provision. For any adjustment to commence on the subsequent 12-month period, the contractor's request for adjustment should be submitted in writing 90-days prior to the expiration of the current 12-month term (i.e. 90-days prior to the first and second year anniversary of the contract), along with the justification of the Contractor's methodology used to determine the new rates (i.e., increases in the cost of living, increases in labor rates, documented increases in resources utilized). The County reserves the right to negotiate the amount of the increase with the Contractor, but shall not exceed the rate increase cap of 10% over the current term rates. If no recommended increase is received by the set date, the rates shall remain the same for the subsequent 12-month period. Any adjustment request received after the commencement of a new 12-month period will not be considered.
- C. The County reserves the right to negotiate lower pricing for the additional 12-month periods based on market research information or other factors that influence price. The County reserves the right to reject any price adjustment submitted by the contractor, and /or terminate the contract with the contractor based on such price adjustments.

- D. Any adjustments to the reimbursement fees shall be provided to all contractors in the Pool by issuing a new Tiered Medical Schedule when applicable. All contractors in the Pool are subject to the same schedule.

3.7 BILLING/REIMBURSEMENT PROCEDURES

The Contractor shall invoice the County exclusively for services rendered to animals referred to their office by ASD.

- A. Reimbursement requests shall be accompanied by the following support documentation:
1. Medical records, including, but not limited to lab results, x-rays, etc.
 2. Referral form.
 3. Written ASD authorization for services surpassing threshold (\$1,500) and/or deviating from original referral for services provided by ASD.
- B. The County will reimburse the Contractor for rendered Services listed herein in accordance with Exhibit A.
- C. Miami-Dade County is exempt from all taxes (Federal, State and Local). Tax Exemption Certificate furnished upon request.
- D. Contractor is required to seek authorization for services totaling greater than \$1,500.00 and/or services determined to be different from the original referral provided by ASD. Failure to receive approval prior to services rendered may result in not being reimbursed for services rendered.
- E. Invoicing should occur within 30-days of service rendered.
- F. The contractor may invoice a third party (pet owner, insurance provider, etc.) for services provided, but beyond the services listed in Exhibit A. It is understood that ASD will not be responsible for the cost of any additional services approved by the pet owner or insurance provider for direct reimbursement to the clinic.

3.8 ADDITIONAL SERVICES

If additional services are required beyond the authorized Tiers as outlined in Exhibit A, approval must first be obtained from ASD in order to qualify for payment. It is ASD's discretion to refer clients based on pet's medical needs to participating Contractors. Participating in the program does not guarantee referrals for services as outlined in Exhibit A.

EXHIBIT A
EXPANDED SAFETY NET PROGRAM
TIERED SCHEDULE

TIER 1 \$25	TIER 2 \$50	TIER 3 \$100
<p>(can be added to any other tier of service)</p> <ul style="list-style-type: none"> • Sedation • Antibiotics or Pain Medications (administered or dispensed not prescribed) • Antiemetic • Flea Treatment (long lasting) 	<ul style="list-style-type: none"> • Medical Grooming • Full Blood Work (CBC/Chem) • Feline URI Treatment • Tooth Abscess Treatment • Ear Infection • Minor Skin Issues • Canine Wellness Package includes: Rabies, Bordetella and/or DHPP vaccines • Feline Wellness Package includes: Rabies and/or FVRCP vaccines • Fecal and De-worming • Simple Eye Issues • 1 view, radiograph • Hospitalization (up to 2 days with fluid therapy) • Other similar diagnosis with ASD consultation and approval 	<ul style="list-style-type: none"> • 2 view, radiographs (with sedation) • Mange Treatment • Urinary Tract Infection • Canine URI/Kennel Cough • Minor Wound Treatment • Umbilical Hernia • Dystocia (medical management) • Ultrasound • Other similar diagnosis with ASD consultation and approval
HUMANE EUTHANASIA		TIER 4 \$150
<p>Small (under 40 lbs.) \$70</p> <p>Includes euthanasia and communal cremation of cats and small dogs</p>	<p>Large (over 40 lbs.) \$125</p> <p>Includes euthanasia and communal cremation of cats and small dogs</p>	<ul style="list-style-type: none"> • Major Skin Issues • Aural Hematoma Repair • Minor Mass Removal (histopathology not covered) • Other similar diagnosis with ASD consultation and approval
TIER 5 \$250	TIER 6 \$300	TIER 7 \$450
<ul style="list-style-type: none"> • Full Mouth Extraction • In-Patient Parvo Treatment • Pancreatitis • Perianal Hernia Repair • Inguinal Hernia Repair • Prolapse Repair • Other similar diagnosis with ASD consultation and approval 	<ul style="list-style-type: none"> • Major Wound Treatment • Dystocia (surgical management) • Blocked Cat (medical management) • Severe Dental • Pneumonia • Other similar diagnosis with ASD consultation and approval 	<ul style="list-style-type: none"> • Enucleation • Foreign Body Obstruction • Bladder Stone Removal • Other similar diagnosis with ASD consultation and approval
TIER 8 \$500		
<ul style="list-style-type: none"> • Pyometra and follow up care (fluids) • Amputation • Fracture Repair (potential to splint) • Perineal Ureterostomy • Other similar diagnosis with ASD consultation and approval 		