

# ***REQUEST FOR PROPOSALS***



## **Veterinary Services for the Pender County Animal Shelter**

**RFP # 220711-230**

Date of Issue: July 11<sup>th</sup>, 2022

Questions Due: July 27<sup>th</sup>, 2022 by 5:00 PM (EST)

Answers Issued via Addendum: July 29<sup>th</sup>, 2022

**Proposals Due: August 11<sup>th</sup>, 2022 by 5:00 PM (EST)**

**Pender County Health Department  
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**INTRODUCTION**

The County of Pender is seeking letters of proposal from North Carolina licensed veterinarians experienced with shelter veterinary medicine and high-volume spay/neuter to provide shelter veterinary medical and surgical services for the Pender County Animal Shelter. The successful candidate will have proven surgical and medical skills preferably in a shelter or similar setting, a collaborative spirit, a positive and flexible approach to problem-solving, clear and compassionate communication skills, and an energetic pace. A high level of professionalism and strong interpersonal skills are required.

**SCOPE OF WORK**

**Contractor Responsibilities:**

- Provide basic veterinary and professional services an average of one (1) day a week that will include, but are not limited to animal examinations, medical treatment and care, vaccinations, spay and neuter surgery and consultation services in accordance with Pender County Animal Shelter’s standard operating procedures and established industry standards and best practices.
- Provide training for Animal Shelter staff members as requested by the Pender County Animal Shelter Manager or designee related to topics including but not limited to animal care, animal handling and behavior, shelter medicine, North Carolina certified rabies vaccinator program, euthanasia etc.
- Consult with Animal Shelter Manager or designee to develop and monitor standard operating procedures that include, but are not limited to, animal health and husbandry; disease outbreak and management and the care of individual animals that are injured or ill.
- Perform examinations, make recommendations, and provide medical care to animals involved in animal cruelty or neglect cases and provide expert testimony regarding same as needed.
- Provide emergency veterinary care to ill and injured animals as requested by the Pender County Animal Shelter Manager or designee. The scope of care provided in these situations shall be limited to life saving measures for the purpose of stabilizing a pet in order to provide an opportunity for the owner of a pet to recover the pet, and to relieve suffering and pain.

- Ensure consistency with current industry standards and best practices for high- volume, high-quality, low cost spay/neuter as recommended by the Humane Alliance and the Association of Shelter Veterinarians Guidelines for Spay/Neuter.
- Maintain Federal Drug Enforcement Administration and North Carolina Department of Health & Human Services Division of Mental Health, Developmental Disabilities and Substance Abuse Services licensure for the handling and keeping of controlled substances used for spay/neuter and field services activities at the Pender County Animal Shelter. Provide oversight of these drug records to the extent necessary to meet the requirements of the North Carolina Controlled Substances Act and Department Policy and Procedure regarding the handling, storage and record keeping for controlled substances.
- Maintain a license to practice veterinary medicine that is current and in good standing in the state of North Carolina as well as the level of expertise and education necessary to keep abreast of current industry standards and practices.
- Be a member in good standing of the American Veterinary Medical Association.

**County Responsibilities:**

- Provide needed supplies for surgery, staffing, and general animal care, said supplies to be purchased by the County and kept at the Pender County Animal Shelter.

**CONTRACT TERMS:**

- The contract term will be one (1) year with four (4) renewals for one (1) year each upon mutual agreement by both parties.
- Modifications and/or changes to the contract including but not limited to cost and services shall be in writing. The County must acknowledge and approve the cost changes prior to any services being conducted at the new cost.
- Either party may cancel the contract by providing the other party a (30) day written notice of cancellation.

**SELECTION CRITERIA**

The factors to be considered in awarding the contract are as follows:

- The contractor's professional experience with shelter medicine and high volume spay neuter
- The contractor's demonstrated ability to meet the requirements under scope of responsibilities
- The contractor's ethical and professional standing
- The contractor's daily rate
- The contractor's hourly rate for consultation and emergency response (as needed) for work performed outside the scheduled one day a week.

**SUBMITTAL PROCESS**

- Any questions related to this Request for Proposal should be submitted in writing via e-mail to Chasity Smith, Purchasing Agent at [purchasing@pendercountync.gov](mailto:purchasing@pendercountync.gov) by July 27<sup>th</sup>, 2022 at 5:00pm EST. Answers will be provided and attached an Addendum on July 29<sup>th</sup>, 2021
- **Proposals are due on or before 5:00 pm EST on August 11<sup>th</sup>, 2022.** The submittal package should be clearly marked “RFP # 220711-230 Shelter Veterinarian” and clearly identify the contractor submitting the proposal.
- Proposals shall be addressed to the **attention of Chasity Smith, Purchasing Agent** at the one of the following addresses:

In person, by mail, by courier:  
803 S. Walker St  
Burgaw, NC 28425

By email:  
[purchasing@pendercountync.gov](mailto:purchasing@pendercountync.gov)

**CLOSING**

All responses submitted become the property of the Pender County Government. Submitting a proposal in response to this RFP does not commit Pender County to award a contract or pay any costs incurred in preparation, or travel to Pender County. The County reserves the right to contract with one or more veterinarians. Additionally, the County reserves the right to cancel this Request for Proposal in part or in its entirety.