



REQUEST FOR INFORMATION (RFI)

**Relief Veterinarian Services
for
Animal Care and Protective Services Division**

RFI NO: AD-0559-18

OPEN DATE: 9/19/2018

TIME: 2 P.M.

**PLACE: 1st FLOOR, ED BALL BUILDING. 214 N. HOGAN ST, STE #105
JACKSONVILLE, FL**

**CITY OF JACKSONVILLE
PROCUREMENT DIVISION**

LENNY CURRY

MAYOR

GREGORY PEASE

**CHIEF PROCUREMENT
DIVISION**

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1.0 Introduction

The City of Jacksonville's Animal Care and Protective Services Division ("ACPS") is seeking INFORMATION ONLY responses to this Request for Information ("RFI") from qualified Doctors of Veterinary Medicine to supply to ACPS veterinarian services as needed for periodic relief of staff and as otherwise needed.

ACPS is not required to act upon any information obtained from this RFI. All information submitted in response to this RFI is subject to the City of Jacksonville and State of Florida Public Records Law of Chapter 119 F.S otherwise known as the Sunshine Law. If you provide any information that you believe is confidential and proprietary, please mark it accordingly, provided that marking such information in itself will not exempt it from the Florida Public Records Law if such information does not fall within any exemptions available under the Public Records Law.

This successful applicant for the position in this RFI will not be considered as an employee of the City of Jacksonville, but will be a contract worker. The City will engage the services of the Relief Veterinarian through a purchase requisition. The person or agency engaged for services is required to provide a W-9 and register as a vendor through the City's purchasing system, JaxPro.

ACPS provides animal control to the citizens in Jacksonville by fair enforcement and community education. ACPS also enhances the quality of life in our neighborhoods by offering quality pets for adoption at a reasonable cost. ACPS is dedicated to providing a high level of service to the citizens in Jacksonville and to saving the lives of all adoptable animals in our community.

More information about ACPS, including its location, services, programs, and affiliations may be found on our website at <http://www.coj.net/departments/neighborhoods/animal-care---protective-services.aspx>.

2.0 Scope of Work

ACPS requires that the applicant be a Doctor of Veterinary Medicine and must have at least two (2) years of professional experience. Possession of a Shelter Medicine Certificate from an accredited institution may be accepted in lieu of professional experience. The applicant must be licensed by the State of Florida to practice veterinary medicine prior to appointment and maintain said license during employment with the City of Jacksonville.

ACPS will evaluate applicants based on the required credentials and experience. A current resume or Curriculum Vitae (CV), along with proof of the credentials, must accompany the RFI response.

2.1 Core Functions

The anticipated scope for the position in this RFI includes the following as required duties:

- Examples of Work
 - Performs high volume (averaging 15-25/day) spay/neuter and alternative surgeries.
 - Performs examinations on current shelter population and newly arriving animals as needed.
 - Prescribes and performs treatment, therapy, medication, vaccination and other medical care.
 - Performs and/or interprets results from necropsies for criminal cases; and testifies to same as needed.
 - Helps to ensure that shelter SOPs and policies are being implemented and followed appropriately.

3.0 Relief Veterinarian Requirements

3.1 Relief Veterinarians must meet certain criteria in order for the information submitted in response to this RFI to be reviewed, including.

- Proof of completion of a Doctor of Veterinary Medicine (DVM) Degree from an accredited institution
- The applicant's Veterinarian license number issued by the State of Florida to practice veterinary medicine

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- o At least two (2) years of professional experience (Possession of a Shelter Medicine Certificate from an accredited institution may be accepted in lieu of professional experience.)

3.2 Applicants must be able to work effectively in a high volume shelter environment.

3.3 Applicants must be able to work in the Duval County area.

4.0 General Instructions

Please note that this RFI is issued solely for the purpose of obtaining information. Nothing in this RFI shall be interpreted as a commitment on the part of the ACPS to enter into a contract with any applicant thereof to make any procurement.

4.1 Response Requirements

4.1.1 All responses to this RFI are due no later than 2:00PM (EST), Wednesday, **September 19, 2018**.

4.1.2 Applicants should submit one (1) electronic copy on CD or flash drive. All responses must include on the first page the official name of the firm or entity submitting the response. Please consecutively number all pages of the response.

4.1.3 Applicants must include a response to each of the questions set forth under Section 5. Responses must contain pricing terms or any other cost considerations.

The City requests that all responses be submitted with a point-by-point response to each question in every section. If a applicant opts not to respond to any item(s) an explanation for the lack of response must be included.

Applicants may request an electronic Word copy of **Section 5 – Questions and Applicant Responses via email to the contact person in Section 4.2.2**, or may use additional separate sheets as necessary to respond to the questions. Responses must contain pricing terms or any other cost considerations.

4.2 Submission of Information

4.2.1 Pre-Informational Session: There will be **no** pre-informational sessions associated with this RFI.

4.2.2 Please direct all communications, questions, and responses to the following contact:

Annette L. Burney
Purchasing Analyst
(904) 255-8810
aburney@coj.net

4.2.3 Inquiries/questions will only be entertained until **4:00 p.m., Monday, August 27, 2018**.

4.3 Additional Information

4.3.1 Requests for Additional Information: The City of Jacksonville, Animal Care and Protective Services Division retains the right to request additional information from applicants which may include a demonstration of skills.

4.3.2 Cost Incurred: By submitting a response, applicant agrees that any cost incurred in responding to this RFI, or in support of activities associated with this RFI, shall be the sole responsibility of applicant. The City of Jacksonville, Animal Care and Protective Services

Division shall not be held responsible for any costs incurred by applicant in preparing their respective responses to this RFI.

- 4.3.3 Review Rights:** Responses to this RFI may be reviewed and evaluated by any person(s) at the discretion of the City of Jacksonville, Animal Care and Protective Services Division, including independent consultants retained now or in the future.

5.0 Questions and Applicant Responses

This RFI covers the entire scope of information that the Animal Care and Protective Services Division needs to evaluate its options, although some questions may not apply to all applicants. Applicants should answer all questions that apply to their own services and qualifications, and provide a brief reason for any questions they do not answer (e.g., "N/A - function is outside the scope of offering").

<p>Below are a series of questions for which the Animal Care and Protective Services Division is seeking information. Please describe any assumptions you make in answering these questions, as part of each response.</p>	
<p>QUESTIONS</p>	
<p>General Questions</p>	
1.	<p>Please provide the following information as applicable:</p> <ul style="list-style-type: none"> • Legal/registered name of applicant. • Mailing and physical address. • Company Website URL (if available). • Name of company representative that will be the primary point of contact for inquiries. • Contact telephone number (toll-free preferred). • Contact facsimile number (toll-free preferred). • Contact e-mail address.
	<p><< Insert your response here >></p>
2.	<p>The Veterinarian shall be a Doctor of Veterinary Medicine (DVM), must have at least two years of professional experience, with experience in a public shelter or high volume spay/neuter clinic desirable, but not a requirement. Possession of a Shelter Medicine Certificate from an accredited institution may be accepted in lieu of professional experience. DEA License is desirable, but not a requirement. Must be licensed by the State of Florida to practice veterinary medicine prior to appointment and maintain said license during employment with the City of Jacksonville.</p> <p>Client List - Submit proof of your DVM credentials, your license number from the state of Florida.</p>
	<p><< Insert your response here >></p>
<p>Qualification Questions</p>	
3.	<p>Please describe your Veterinarian background to include your education and experience.</p>

	<< Insert your response here >>
4.	Please provide professional references
	<< Insert your response here >>
5.	Please describe any shelter experiences and/or high volume spay/neuter clinic experience you have.
	<< Insert your response here >>
6.	Please describe any extraordinary or difficult situations you have face in veterinary medicine and your response to the situation.
	<< Insert your response here >>
7.	How do you stay up to date in the field of veterinary medicine?
	<< Insert your response here >>
8.	Have you had experience with preventative care? If so, please describe.
	<< Insert your response here >>
9.	Have you had experience with euthanasia? If so, please describe.
	<< Insert your response here >>
10.	Have you had experience with mistakenly causing the death of an animal? If so, please describe the incidents and the actions taken.
	<< Insert your response here >>
11.	Have you ever been involved in the treatment of an animal but lacked the appropriate resources (diagnostic equipment)? If so, what was your response? If not, how will you respond in the future?
	<< Insert your response here >>

12	Do you have another position that may conflict with your ability to work for ACPS?
	<< Insert your response here >>
Working Hours and Notice Questions	
13.	How many hours per week or per month you would like to work?
	<< Insert your response here >>
14.	Would you like to work a specific day of the week, if so, what day?
	<< Insert your response here >>
15.	How far in advance would you need notice to come in and work?
	<< Insert your response here >>
16.	Would you prefer a set schedule or just be called on an as needed basis? What would you like your schedule to be?
	<< Insert your response here >>

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