

## **4.0 EVALUATION CRITERIA AND FACTORS**

- 4.1 The award of the contract shall be made to the responsible offeror, whose proposal is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other factors set forth in the Request for Proposals in accordance with Vernon's Texas Code Annotated, ~~Local Government 262.030~~ **Texas Government Code 2254**.

The Evaluation Committee will review all proposals received by the Opening date and time as part of a documented evaluation process. For each decision point in the process, the County will evaluate contractors according to specific criteria and will elevate a certain number of contractors to compete against each other. The proposals will be evaluated on the following criteria.

The County will use a competitive process based upon "selection levels." The County recognizes that if a contractor fails to meet expectations during any part of the process, it reserves the right to proceed with the remaining contractors or to elevate a contractor that was not elevated before. The selection levels are described in the following sections.

The first part of the elevation process is to validate the completeness of the proposal and ensure that all the RFP guidelines and submittal requirements are met. Offerors may, at the discretion of the County, be contacted to submit clarifications or additional information within two business days. Incomplete or noncompliant RFPs may be disqualified.

### **LEVEL 1 - CONFORMANCE WITH MANDATORY REQUIREMENTS**

4.1.1 The first part of the elevation process is to validate the completeness of the proposal and ensure that all the RFP guidelines and submittal requirements are met. Those offerors who do not meet all the requirements for the RFP may, at the discretion of the County, be contacted to submit the missing information within two business days. Incomplete or noncompliant RFPs may be disqualified.

4.1.1.1 Vendor shall have a valid, current and verified license and/or certification as required under the laws of the State of Texas. Vendor shall provide proof of such licenses and/or certifications to Collin County prior to being accepted as an approved provider.

4.1.1.2 Veterinarian with a minimum of two (2) years' experience working as an accredited veterinarian in private practice or in a state approved teaching facility.

4.1.1.3 Response to Section 6.0

### **LEVEL 2 – DETAILED PROPOSAL ASSESSMENT**

4.1.2 The Evaluation Committee will conduct a detailed assessment of all proposals elevated to this Level. Criteria evaluated in Level 2:

Points	Evaluation Criteria
30	Fit to General Requirements (Proposal Format Item (6.4)
25	Qualifications of Firm/Staff Qualifications (6.2 and 6.3)
15	Experience/References with Similar Services (6.3)
30	<del>Cost (Proposal Format Item 6.6)</del>

It is anticipated that Collin County will elevate proposals scoring at least 52.5 points (75%) to Level 3.

**LEVEL 3 – COST (MAXIMUM 30 POINTS)**

Offerors who are elevated to level 3 will have their points combined from level 2 for a maximum of 100 points total.

Points	Evaluation Criteria
30	Cost (Proposal Format Item 6.6)

**LEVEL 4 – BEST AND FINAL OFFER**

Offerors who are susceptible of receiving award will be elevated to Level 4 Best and Final Offer. Offeror will be asked to respond in writing to issues and questions raised by the County as well as any other cost and implementation planning considerations in the proposal, and may be invited to present their responses on-site. Proposals will be re-evaluated based upon Criteria in level 2 and 3.

Based on the result of the Best and Final Offer evaluation, a single offeror will be identified as the finalist for contract negotiations. If a contract cannot be reached after a period of time deemed reasonable by the County, it reserves the right to contact any of the other contractors who have passed the criteria in Level 2 and enter into negotiations with them.

<b>5.0 SPECIAL CONDITIONS AND SPECIFICATIONS</b>
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- 5.1 Authorization: By order of the Commissioners’ Court of Collin County, Texas sealed proposals will be received for Veterinary Services, Animal Shelter, General and Spay/Neuter.
- 5.2 Purpose: The intended use/purpose for this Request for Proposal is to describe services required for Veterinary Services, Animal Shelter, General and Spay/Neuter.

- 5.3 Term: Provide for a term contract commencing on the date of award, and continuing through and including September 30, 2018 option of with two (2) optional one (1) year renewal periods provided there is no change in the terms, conditions, specifications, and prices provided that such renewals are mutually agreed to by both parties.
- 5.4 Funding: Funds for payment have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved.
- 5.5 Price Reduction: If during the life of the contract, the vendor's net prices to its customers for the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that the County shall receive such price reduction.
- 5.6 Price Redetermination: A price redetermination may be considered by Collin County only at the twelve (12) month and twenty-four (24) month anniversary dates of the contract. The anniversary date for each year will be October 1st. All requests for price redetermination shall be received at least 90 (ninety) days before the anniversary date in written form and shall include documents supporting price redetermination such as Manufacturer's direct cost, postage rates, Railroad Commission rates, Federal/State minimum wage law, Federal/State unemployment taxes, F.I.C.A, Insurance Coverage Rates, etc. The bidder's past experience of honoring contracts at the bid price will be an important consideration in the evaluation of the lowest and best bid. Collin County reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the County.
- 5.7 Delivery/Completion/Response Time: Spay and Neuter Services will be required at a minimum of 1 full day a week. The Collin County Animal Shelter is located at 4750 Community Ave, McKinney, TX 75071.
- 5.8 Approximate Value/Usage: Currently Collin County has two (2) Veterinarians that perform spay/neuter services at the Collin County Animal Shelter. Each Veterinarian is on-site one day a week (for a total of two (2) days).

Spay/Neuter Services:

Numbers from October 1, 2016 – June 30, 2017

Neuter Cat	71
Neuter Dog	226
Spay Cat	86
Spay Dog	213

Estimated expenditure for Spay/Neuter is \$63,000

General Veterinary Services: up to 15 hours maximum per week (shelter supervisor may allow some services to be performed at vendors practice location).

Estimated Expenditure for General Veterinary Services is \$13,500

- 5.9 Award: Collin County reserves the right to award this contract in the best interest of the County which may be one (1) vendor or multiple vendors. Each vendor will execute Attachment A – Professional Services Agreement.
- 5.10 Requirements: General Veterinary Services

5.10.1 The goal is to have zero animals leave the shelter that have not had a health assessment or been properly vaccinated. Services are for dogs, cats, livestock, birds, alligators or any type of animal that comes into the shelter. The County will provide supplies needed to perform the following services:

- 5.10.1.1 Verify animal's health
- 5.10.1.2 Perform basic first aid
- 5.10.1.3 Administer rabies vaccinations
- 5.10.1.4 Perform skin scrapings
- 5.10.1.5 Perform fecal tests
- 5.10.1.5 Perform blood tests
- 5.10.1.6 Prescribe medical treatment in connection with the Animal Shelter
- 5.10.1.7 Veterinary will supervise Animal Shelter staff in ordering and using controlled substances for use at the Animal Shelter.
- 5.10.1.8 Provide training as needed to Animal Shelter staff.

5.10.2 Services will only be performed on animals that have yet to be adopted.

#### 5.11 Requirements: Spay/Neuter Services

5.11.1 The goal is to have zero animals leave the shelter that have not been properly sterilized. The Veterinary shall perform spay and neutering services in connection with the Collin County Animal Shelter and shall only perform services on those animals selected and designated by Collin County. The County will provide supplies needed to perform the following services:

- 5.11.1.1 Dog Sterilization (spay or neuter)
- 5.11.1.2 Cat Sterilization (spay or neuter)
- 5.11.1.3 Other animals such as ferrets or rabbits (not common)

## **6.0 PROPOSAL FORMAT**

In accordance with the directions below, offeror shall provide a response for each item in Sections 5.10- 5.11 and Sections 6.2-6.6 in order and include item numbers in response. Answer all questions fully, clearly, and concisely, giving complete information. Do not skip items. Do not refer to other parts of your proposal for the answers. You may not modify either the order or language of the question. **Responses shall include a statement of “agree”, “confirmed”, “will provide”, “not applicable”, or “exception taken” along with any additional information.** If an item is “not applicable” or “exception taken”, offeror shall state that and refer to Section 7.0 Exceptions, with explanation.

Offeror shall adhere to the instructions in this request for proposals on preparing and submitting the proposal. If offeror does not follow instructions regarding proposal format, points will be deducted during the evaluation process.

6.1 **PROPOSAL DOCUMENTS:** To achieve a uniform review process and to obtain a maximum degree of comparability, the proposal shall, at a minimum include a Table of Contents detailing sections and corresponding page numbers.

6.1.1 Proposals may be submitted online via <http://collincountytx.ionwave.net> or submitted via CD-ROM or Flash Drive. Electronic submissions are preferred.

6.1.2 If submitting manually, proposal shall be submitted in a sealed envelope or box with RFP name, number, and name of firm printed on the outside of the envelope or box. Manual submittals shall be sent/delivered to the following address and shall be received prior to the date/time for opening:

Collin County Purchasing  
2300 Bloomdale, Suite 3160  
McKinney, TX 75071

Paper copies shall be printed on letter size (8 ½ x 11) paper and assembled using spiral type bindings, staples, or binder clips. Do not use metal-ring hard cover binders. Manual submittals shall include an electronic copy in a searchable format.

It shall be the responsibility of the offeror to insure that their proposal reaches Collin County Purchasing prior to the date/time for the opening no matter which submission method is used.

## 6.2 **FIRM OVERVIEW/ GENERAL QUESTIONS**

Offeror shall respond to the following questions:

6.2.1 A descriptive background of your company's history.

6.2.2 State your principal business location and any other service locations.

6.2.3 State the hours of operation.

6.2.4 What is your primary line of business?

6.2.5 Copy of current certificate of professional liability/malpractice insurance.

6.2.6 If selected, state when you will be available to be onsite for the following (state day(s) of week and hours):

6.2.6.1 Spay/Neuter

6.2.6.2 General Veterinary Services

## 6.3 **STAFF QUALIFICATIONS/EXPERIENCE/CREDENTIALS & ADDITIONAL INFORMATION**

6.3.1 Offeror is requested to provide qualifications including:

6.3.1.1 Copy of Veterinary diploma

6.3.1.2 Copy of current Veterinary license

6.3.1.3 Copy of current resume

6.3.1.4 Veterinarian will provide documentation that they have a minimum of two (2) years' experience working as an accredited veterinarian in private practice or in a state approved teaching facility.

## 6.4 **GENERAL REQUIREMENTS**

6.4.1 Offeror shall provide a response for each of the requirements in Section 5.10 – 5.11

6.4.2 Offeror shall follow format outlined in Section 6.0 when submitting responses.

## 6.5 **REFERENCES**

The offeror shall furnish the following reference information:

6.5.1 The name and address of the organization, as well as the name, position, email and telephone number of the contact in the referred organization, for the three clients similar to Collin County who have had services for at least one (1) year.

## 6.6 **PRICING/FEES**

6.6.1 State hourly fee for General Veterinary Services

6.6.2 State rate for Dog Sterilization (Spay or Neuter) – Done at Shelter:

6.6.2.1 Male or Female under 50lb

6.6.2.2 Male or Female 50-80lbs

6.6.3.2 Male or Female over 80lbs

6.6.3 State rate for Cat Sterilization (Spay or Neuter) – Done at Shelter:

6.6.3.1 Female

6.6.3.2 Male

6.6.4 State additional fees to services listed above:

6.6.4.1 Female in heat

6.6.4.2 Female that is pregnant

6.6.4.3 Male dog or cat that only has one testicle descended

6.6.6 State any additional fees associated with Spay or Neuter completed at Veterinarian's location.

## 7.0 **EXCEPTIONS**

Instructions for completing section:

The exception table shall be completed for any exception from requirements identified in this RFP. Please complete the following worksheet listing any and all exceptions from the information requested in the Request for Proposal. Attach additional pages as needed. If no exceptions are listed in Section 7.0 it is understood that the offeror has agreed to all RFP requirements, the response will be considered as confirmed even if it is listed elsewhere as an exception.

Section Number/ Question Number	Required Service You are Unable to Perform	Steps Taken to Meet Requirement