

## **REQUEST FOR QUALIFICATIONS: SHELTER VETERINARY SERVICES**

### **Description:**

The intent of this Request for Qualifications (“RFQ”) is to allow the County of Burlington to create a pool of qualified Shelter Veterinarians for the period of January 1, 2022 through December 31, 2024, duly licensed in the State of New Jersey and in good standing, to furnish part time Shelter Veterinary Services for Burlington County when the County staff veterinarian is not available. The services required by the qualifying veterinarians as contractor(s) with the County are described below in the section entitled “Scope of Work” but generally include the provision of shelter animal care, spay/neuter procedures, disease outbreak management, veterinary consultation for shelter staff and clinical supervision of shelter staff in animal care, peri-operative procedures and euthanasia. The term of the contract will be from January 1, 2022 through December 31, 2022.

### **Qualification Requirements:**

Successful candidates must:

1. Submit a resume/curriculum vitae that demonstrate the criteria established below.
2. Subscribe to the codes of ethics of the New Jersey Veterinary Medical Association.
3. Be duly licensed in New Jersey by the State Board of Veterinary Medical Examiners and hold such license in good standing.
4. Have not less than three (3) years of experience performing spay/neuter surgeries on dogs and cats.
5. Have not less than two (2) years of experience performing (at least 15 surgeries per year) spay and neuter surgeries on puppies and kittens younger than four (4) months of age
6. Be available for consultation with shelter supervisory staff should post-operative problems arise.
7. Provide appropriate supervision and direction to assigned veterinary technicians.
8. Have the ability to prescribe and dispense prescription and non-prescription medications.
9. Provide consultation and direction in the management of disease outbreaks.
10. Be available for consultation by phone during normal shelter operating hours and by phone after normal operating hours should urgent or emergent medical issues arise.
11. Be available in the event that the shelter takes control of a large number of animals due to a cruelty situation or any other event where the county animal response team has been deployed in Burlington County. Such emergency response shall include the examination of said animals for medical clearance into the shelter and the provision of first aid and other emergent treatments as practicable.

12. Not be on New Jersey's debarred contractor or vendor list.

**Conflicts of Interest:**

Candidates must execute and deliver with the response to this RFQ a certification in the form provided stating that the candidate has no conflicts of interest, actual or apparent, that would compromise his/her independence of judgment in the performance of the designated services. (See attached conflict of interest certification to be executed and returned with submission of package).

**Compliance with Laws:**

If awarded a contract, candidate must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (see attached affirmative action language). The selected vendor(s) shall comply with the requirements of P.L. 1975, c.127 by submitting an employee information report or certificate of employee information approval. This obligation shall be addressed within the formal agreement.

**Scope of Work:**

Successful candidate(s) must:

1. Have a working knowledge of animal health care in compliance with New Jersey laws and regulations – in particular, N.J.A.C. 8:23A including, but not limited to, assisting the Shelter in obtaining such controlled substances as are needed at the Shelter, complying with State reporting requirements, and providing shelter animal care and animal disease surveillance.
2. Perform duties included but not limited to the following:
  - A. the provision of routine shelter animal veterinary medical care and documentation of same. Such care shall include but not limited to pain management, treatment of respiratory, gastrointestinal or dermatologic conditions and the administration of vaccines;
  - B. the provision of spay/neuter surgeries and other minor surgeries that enhance the adoptability of canines and felines;
  - C. the provision of peri-operative surgical care;
  - D. supervision and direction of assigned shelter veterinary technicians;
  - E. the provision of directions to shelter staff for the care and treatment of shelter animals undergoing euthanasia;
  - F. the provision of availability for consultation by shelter management during the shelter's normal operating hours: Thursdays from 8 am to 7 pm and all other days of the week from 8 am to 5 pm;
  - G. the provision of availability for consultation by shelter management outside of normal operating hours should an urgent or emergent condition arise within a shelter animal or among animals that may be delivered to the shelter in event of emergency;
  - H. the provision of veterinary medical services in the event that the shelter takes control of a large number of animals due to a cruelty situation or any other event where the county animal response team has been deployed in Burlington County. Such

- emergency response shall include the examination of said animals for medical clearance into the shelter and the provision of first aid and other emergent treatments as practicable;
  - I. the provision of consultation and direction in the management of disease outbreaks including isolation and quarantine procedures;
  - J. the performance of once weekly clinical rounds on shelter animals.
3. Perform duties and follow rules and regulations according to the current policies and procedures of the Burlington County Animal Shelter.
  4. Must be responsible for the renewal and maintenance of a valid and in good standing professional Veterinary license(s) and advise Burlington County of any potential change to license(s) or any review/discipline and/or hearing by the New Jersey State Board of Veterinary Medical Examiners. This is a material term of the Contract.

**Submission of Qualifications:**

Qualified veterinarians shall submit proof of qualifications as outline above for services the veterinarian will perform as outlined below. The volume of work shall fluctuate in response to the County’s actual needs. Any estimates that may be provided regarding the volume of services to be performed is not a guarantee of payment. Payment shall be made on a monthly basis upon submission of vouchers certifying the actual services performed on a “per case” or per diem basis, and in accordance with procedures used by the Burlington County Treasurer’s Office. The County will not pay for office or related expenses.

1. Consultation during normal business hours	\$150 per day
2. Consultation outside of normal business hours	\$200 per day
3. Spay/Neuter surgery sessions (four-hour sessions)	\$800 per day
4. Optional surgical procedures	\$150 per case
5. Clinical rounds (once weekly)	\$300 per day
6. Treatment of illness or injury of shelter animals	\$100 per case
7. Rabies clinic (one hour, once monthly)	\$200 per session
8. Emergency response	\$1000 per response

Note: all services shall include providing a written report, where applicable.

The County intends to award a contract for physician services pursuant to N.J.S.A. 40A:11-5(1)(a)(i). The contract period shall be January 1, 2022 through December 31, 2022 subject to approval as to funding in the applicable County Budget. The Office of the County Solicitor will supply the form of contract.

This RFQ is open to all qualified veterinarians. The County of Burlington will not discriminate on the basis of gender, race, age, ethnicity, handicap or any other legally protected class. A review committee will be established within the Burlington County Health Department, which shall review and evaluate all responses and determine a limited number of best-qualified applicants with which to negotiate. After negotiations, the review committee will recommend to the Burlington County Board of County Commissioners that candidate or candidates to which a contract award should be made. If the review committee's recommendations(s) are accepted by

the Board, the award of the contract(s) shall be formalized by Resolution of that Board. The language of the RFQ controls the Contract.

**Responses must be submitted to the Burlington County Solicitor's Office, 49 Rancocas Road, Room 225, P.O. Box 6000, Mount Holly, New Jersey 08060. Responses are scheduled to be opened on Tuesday, November 30, 2021 at 3:00 p.m. at which time all responses will be opened.** Any responses received after said opening, whether by mail or otherwise will be returned unopened. No responses will be accepted after the above referenced date. Qualifications must be submitted in sealed envelopes with the name of the RFQ clearly marked on the outside of the envelope. Responses may not be e-mailed, faxed or transmitted over the telephone.

### **Insurance Requirements:**

It is recommended that the successful vendor provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request for Qualifications:

- a. Statutory Worker's Compensation and Employer's Liability Insurance; and
- b. Commercial General Liability including Products Completed Operations coverage for Personal Injury and Property Damage of not less than one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) annual aggregate.
- a. Physicians and Surgeons Professional Liability insurance in the amount \$1,000,000 for each wrongful act/\$2,000,000 aggregate.

Prior to the effective awarding of the contract, and as a condition precedent to such contract taking effect, the provider shall provide a Certificate of Insurance as verification of the required insurance. Approval of the coverage and Certificate of Insurance is a condition precedent to the awarding of the contract. The certificate should be issued to:

Burlington County Board of County Commissioners  
49 Rancocas Road  
P.O. Box 6000  
Mt. Holly, NJ 08060-6000  
Attn: Insurance & Risk Management

**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 et seq. (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

**Part I** Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type)       Limited Liability Company (LLC)
- Partnership       Limited Partnership       Limited Liability Partnership (LLP)
- Other (be specific): \_\_\_\_\_

**Part II**

The list below contains the names and addresses of all stockholders in the corporation who own ten percent (10%) or more of its stock, of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein, or of all members in the limited liability company who own a ten percent (10%) or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

No one stockholder in the corporation owns ten percent (10%) or more of its stock, of any class, or no individual partner in the partnership owns a ten percent (10%) or greater interest therein, or no member in the limited liability company owns a ten percent (10%) or greater interest therein, as the case may be.

**(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

**Part III DISCLOSURE OF TEN PERCENT (10%) OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a Bidder/Proposer has a direct or indirect parent entity which is publicly traded, and any person holds a ten percent (10%) or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a ten percent (10%) or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a ten percent (10%) or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the ten percent (10%) ownership criteria established pursuant to N.J.S.A. 52:25-24.2 et seq. has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the Bidder/Proposer; that the **County of Burlington** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the **County of Burlington** to notify the **County of Burlington** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **County of Burlington** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):			
Signature:			

**STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE**

P.L.2004, c.57 (Chapter 57) amends and supplements the business registration provisions of N.J.S.A. 52:32-44 which impose certain requirements upon a business competing for or entering into a contract with a public contracting agency.

All bidders must submit a copy of their State of New Jersey Business Registration Certificate prior to contract execution.

The bidder must include the proofs of all named or listed subcontractors in a construction bid as part of the bid submission.

The State Division of Revenue issues Business Registration Certificates. There is no cost to file, and renewal is unnecessary, though changes to information must be submitted.

Information on how a business can obtain a certificate on the Internet at [www.nj.gov/njbgs](http://www.nj.gov/njbgs) or by phone at (609) 292-1730.

**NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS**

The contractor shall provide written notice to its subcontractors of the responsibility to submit proof of business registration to the contractor.

Before final payment on the contract is made by the contracting agency, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-44(g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L.2001, c.134 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L.1977, c.110 (C.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

**CONFLICT OF INTEREST CERTIFICATION**

The undersigned certifies to the Board of Chosen Freeholders of the County of Burlington ("Board") that in performing services to Burlington County he knows of no circumstance that would constitute a conflict of interest, financial or otherwise, between himself or his firm and the Board, its members or with the interest of the County of Burlington in general. The undersigned further certifies that he knows of no circumstances or relationships between himself or his firm and third parties that would cause the actual or appearance of a conflict of interest or a compromise of judgment and independence in the performance of the designated services.

The undersigned acknowledges this is a continuing certification and shall remain in effect for the term of the veterinary services.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

By: \_\_\_\_\_

DATED:

(REVISED 4/10)

## **EXHIBIT A**

### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L. 1975, C.127) N.J.A.C. 17:27**

#### **GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will received consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2. The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will

discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job—related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award by prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conduction a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**