

**Department of Animal Care and Regulation**  
David Dickinson, Director



**Municipal Services**  
Navdeep S. Gill,  
County Executive  
Robert B. Leonard,  
Deputy County Executive

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**County of Sacramento**

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**REQUEST FOR QUALIFICATIONS AND PROPOSALS**  
**FOSTER VETERINARY SERVICES**

August 29, 2017

The Bradshaw Animal Shelter, County of Sacramento Department of Animal Care (the "County") is seeking proposals from qualified veterinary clinics to provide veterinary services for animals in foster care.

**Background**

**Foster-Rescue Program.** In March 2014, the County hired an Animal Care Attendant (ACA) as the Bradshaw Animal Shelter's Foster-Rescue Program Coordinator. Prior to 2014, foster-rescue efforts were shared among several employees as they could fit such efforts into already full work schedules. The County currently has two individual contractors providing assistance to the program coordinator. In Fiscal Year 2016-17, 1,822 animals were fostered with the goal to resolve medical or behavioral issues or to attain sufficient age and weight for adoptability. Of that 1,822 total, 236 were dogs, 118 were puppies, 205 were cats, 1,215 were kittens, 35 were rabbits, and 13 were other species (livestock, guinea pigs, birds, etc.). The shelter provides food, supplies, vaccinations, wellness exams, spay/neuter surgery, and continuity of veterinary medical care while animals are in foster homes. The shelter veterinary team is very busy caring for in-shelter animals, which makes for difficulty coordinating visits by foster providers for follow-up care with foster animals.

**Foster Veterinary Care.** The Fiscal Year 2017-18 budget includes \$30,000 for foster veterinary care to provide more timely responsiveness to foster provider and foster animal needs while relieving the shelter veterinary team from coordinating to bring foster animals in for care in a very busy schedule of treating in-shelter animals.

**Scope of Services**

**Foster Veterinary Care.** Provide veterinary services, by appointment and on emergency need basis, for animals in foster care from the Bradshaw Animal Shelter, including but not limited to routine vaccinations, examinations and treatments for illness, disease and injury, and, as applicable, euthanasia, if animal, in veterinarian's determination, is irretrievably suffering.

**County-Reserved Rights.** While reasonable effort will be made to adopt animals that are in the foster program, the County reserves the right to terminate veterinary medical care and foster program eligibility of the animal if, in the County's sole judgment, the animal is not successfully recuperating from injury, disease, behavioral problem, etc. for which it

was placed in foster care or which has developed while in foster care. In making such judgment, the County reserves the right to euthanize the animal.

### **Compensation**

Compensation for Fiscal Year 2017-18 is budgeted at \$30,000, subject to adoption of final budget in September 2017.

### **Independent Contractor**

The veterinary clinic will be an independent contractor.

### **Indemnification**

The successful proposer shall indemnify the County as follows:

- A. For work or services provided under this Agreement, which are not professional services, VETERINARIAN shall indemnify, defend, and hold harmless COUNTY, its Board of Supervisors, officers, directors, agents, employees and volunteers from and against any and all claims, demands, actions, losses, liabilities, damages, and costs, including reasonable attorneys' fees, arising out of or resulting from performance of this Agreement, regardless of whether caused in part by a party indemnified hereunder, except for loss caused by the sole negligence of COUNTY, its Board of Supervisors, officers, directors, agents, employees and volunteers.
- B. For professional services provided under this Agreement, VETERINARIAN shall indemnify, defend, and hold harmless COUNTY, its Board of Supervisors, officers, directors, agents, employees and volunteers from and against any and all claims, demands, actions, losses, liabilities, damages, and costs, including reasonable attorneys' fees, arising out of or resulting from the negligent performance of the professional services provided under this Agreement.
- C. The provisions of this indemnity shall survive the expiration or termination of this Agreement.
- D. This indemnity shall not be limited by the types and amounts of insurance or self-insurance maintained by the VETERINARIAN or VETERINARIAN'S subcontractors.
- E. Nothing in this indemnity shall be construed to create any duty to, any standard of care with reference to, or any liability or obligation, contractual or otherwise, to any third party.

### **Insurance Requirements**

The successful proposer to whom a contract is awarded shall maintain and provide evidence of insurance to the County: general liability shall be \$1 million per occurrence, \$2 million aggregate; auto liability shall be \$1 million combined single limit for commercial coverage; workers' compensation coverage shall be statutory; employer's liability shall be \$1 million per accident; professional liability shall be \$1 million per claim and aggregate. The County shall be named as an additional insured for general and auto liability, and a waiver of subrogation in favor of the County shall be provided for workers' compensation coverage.

### **Proposal Content**

Proposals should specifically address the following topics. Please refrain from submitting general marketing materials which do not explicitly respond to the questions below. Proposals should not exceed 5 pages in length excluding a maximum two-page cover letter and resumes.

- 1) Include a brief summary about the veterinary clinic, its managing licensee veterinarian, associate veterinarians, and background. Include the clinic's California Veterinary Medical Board veterinary premise permit number and managing licensee permit number.
- 2) Provide a statement of the clinic's capabilities, qualifications and experience for performing the subject services.
- 3) Identify how the clinic proposes to be available and support foster care providers with provision of veterinary services needed for animals in foster care from the Bradshaw Animal Shelter. Include proposed hours and scheduling.
- 4) Indicate requested rates of compensation for the subject services, including rate of discount from usual and customary charges.
- 5) The proposal should identify any actual, apparent or potential conflicts of interest that may result from the performance of the subject services.
- 6) Include a list of references that may be contacted.
- 7) State any exceptions or additions to the indemnification and insurance requirements that you wish to negotiate. The County reserves the right to refuse exceptions and additions.

### **Selection Criteria and Evaluation of Proposals**

Proposals will be evaluated based upon the responsiveness to this Request for Qualifications and Proposals, qualifications, experience, abilities, proposed work plan, proposed schedule, proposed fees/charges for services, references, and other factors that the selection team deems relevant. A panel made up of County staff and advisors will evaluate the proposals for the purpose of selecting an individual/group/company for interviews at a later date. The County will determine the size and composition of the selection committee as part of the selection process. The County reserves the right to award a contract to any proposer or to reject all proposals.

### **Submission Requirements**

Three (3) hard copies of your proposal must be submitted by 5:00 p.m., September 22, 2017, to:  
Susan Wright, Administrative Services Officer II  
Department of Animal Care and Regulation  
County of Sacramento  
3839 Bradshaw Road  
Sacramento, CA 95827

If you have any questions regarding this request for qualifications and proposals, please contact Susan Wright at [wrights@saccounty.net](mailto:wrights@saccounty.net).

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