

REQUEST FOR INFORMATION (RFI)

SANDOVAL COUNTY COMMUNITY SERVICES

**Administration and Management of a Pilot
Fertility Control Program for the Free Roaming
Horses of the Placitas Area**



RFI# FY19-SCCS-01

Release Date: November 4, 2018

Due Date: December 18, 2018 at 3:00 p.m.

1 INTRODUCTION

1.1 PURPOSE OF THIS RFI

The Sandoval County Board of County Commissioners is requesting information on behalf of Sandoval County Community Services for the **Administration and Management of a Pilot Fertility Control Program for the Free Roaming Horses of the Placitas Area**. The responses will be accepted in the Finance Department, Attn: Ms. Trish Greene, Sandoval County Administrative Bldg., 1500 Idalia Road, Bldg. D, 2nd Floor, and P.O. Box 40, Bernalillo, New Mexico until 3pm (Mountain Standard Time) on December 18, 2018. The Sandoval County Board of Commissioners reserves the right to reject any and all responses.

Sandoval County ("County"), members of the Placitas community, and other stakeholders continue to grapple with humane, legal, sustainable solutions for the area's free roaming horses.

In 2014, The County commissioned a Task Force conducted by New Mexico First designed to share information and suggest solutions for the humane treatment of the horses, sustainability of the environment, and potential actions for residents, neighborhoods, and government agencies. Efforts to implement the resulting recommendations have been challenging and fractured for a whole host of reasons, and since then herd sizes have only continued to grow.

One of the recommendations from the New Mexico First Report included the administration of a fertility control program, which is something the County has been exploring with the Bureau of Land Management ("BLM") and the New Mexico Livestock Board ("NMLB").

As an initial step in the procurement process, this Request for Information ("RFI") has been prepared to assist the County in fully understanding the number of prospective eligible vendors currently available.

This is a request for information ONLY and not a solicitation.

1.2 HOW TO SUBMIT A RESPONSE

Interested parties who wish to submit a response may submit relevant information as outlined below in Section 4 (QUESTIONS, DUE DATE, RESPONSE and FORMAT).

Interested parties intending to respond should review information about this topic contained on the County website.

1.3 FURTHER ACTIONS

The County will review the response(s) to this RFI, which may subsequently lead to requests for further clarification and further investigation.

Information received in response to this RFI may be used in the preparation of a Professional Services Agreement consistent with County Policy and in full compliance with the Procurement Code.

Failure to respond to this RFI **DOES NOT** disqualify any firm or organization from being considered for future Request for Proposals (RFP) solicitations.

2 SCOPE

The County desires a fertility control and management vendor that knows the complexity behind the issue of the free roaming horses in the Placitas area, is or is willing to become properly certified and insured to administer such a program, possess the capacity to appropriately manage such a program, is an established and sustainable organization, is (preferably) a local organization, and has cooperative relations with members of the community, the County, the BLM, and the NMLB. Eligible vendors must be in good standing with the Internal Revenue Service, the New Mexico Attorney General's Office, and the New Mexico Secretary of State. They must also meet all required County insurance provisions.

The work of the vendor would be overseen by a multidisciplinary Advisory Council consisting of members from the community, The County, and related government entities.

3 INFORMATION REQUESTED

Please provide a description of how your organization would address the requirements listed in the sections below. *Please provide any other information that may have been overlooked or that you feel may prove useful.*

1. Please provide a full description of your Organization, to include relevant experience, specialized certifications, staffing, insurance, capacity, competence, ability and related factors.
2. Please provide the method your Organization would use to administer and manage such a program, to include information such as safety precautions, identification, inventory, tracking, and related specifications.
3. Please affirm your Organization's willingness to defer to the described multidisciplinary Horse Advisory Council for this project should your organization be considered to provide this Professional Service. Please note that this Council is intended to provide strategic support, help with planning, and partnered guidance throughout this process.
4. Please provide a proposed cost for your organization to administer such a program.

4 QUESTIONS, DUE DATE, RESPONSE and FORMAT

4.1 QUESTIONS REGARDING THIS REQUEST FOR INFORMATION (RFI) SHOULD BE ADDRESSED TO:

Name: Trish Greene, Senior Procurement Specialist
 Address: Sandoval County Finance Department
 1500 Idalia Road Bldg. D 2nd Floor
 PO Box 40
 Bernalillo, NM 87004
 Telephone: (505) 404-5873
 Fax: (505) 867-7605
 Email: tgreene@sandovalcountynm.gov

SEQUENCE OF EVENTS:

Action	Responsible Party	Due Dates
1. Issue of RFI	Sandoval County	November 4, 2018
2. Deadline to Submit Written Questions	Potential Responders	November 20, 2018 by 12:00 p.m. Noon MST
3. Response to Written Questions	Procurement Manager	November 30, 2018 by 3:00 p.m. MST
4. Submission of Information	Potential Responders	December 18, 2018 by 3:00 p.m. MST

Only questions submitted by email to tgreene@sandovalcountynm.gov will be answered.

4.2 RESPONSES, DUE DATE AND FORMAT

ALL REQUESTS FOR INFORMATION (RFI) MUST BE RECEIVED BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 3:00 PM MOUNTAIN STANDARD TIME ON **December 18, 2018**. RFI's received after this deadline will not be accepted. The date and time of receipt will be recorded on each Request for Information (RFI).

Respondents shall deliver one (1) original and one (1) copy to the Procurement Manager by the submission deadline.

RFI's must be addressed and delivered to the Procurement Manager at the address listed in above. **RFI's must be sealed and labeled on the outside of the package to clearly indicate the name of the RFI and addressed to Trish Greene, Senior Procurement Specialist.** RFI's submitted by facsimile, or other electronic means will not be accepted.

Vendors are encouraged to submit their response consistent with the content requested and in the order in which it is presented in the INFORMATION REQUESTED section.

5 OWNERSHIP AND CONFIDENTIALITY

5.1 OWNERSHIP

Responses to this RFI shall become the exclusive property of the County.

5.2 CONFIDENTIALITY

1. Information provided in responses will be analyzed and may appear in various reports and/or requests, with the exception of those parts of each submission, which may meet the definition of "Trade Secret" and are plainly marked as "Trade Secret" or "Proprietary".
2. A blanket statement of confidentiality, or the marking of each page of the submission as confidential, shall not be deemed sufficient notice of exception. Respondents must specifically label only those provisions of the submission which are confidential in nature under the provisions of the Uniform Trade Secrets Act, 57-3-A-1 to 57-3A-7 NMSA 1978, or as provided by the Confidential Materials Act (14-3A-1, 1978 14-3A-2 NMSA 1978).
3. The County shall not, in any way, be liable or responsible for the disclosure of any such record, or any parts thereof, if disclosure is required or permitted under the New Mexico Public Records Act, or otherwise by law.