

REQUEST FOR INFORMATION (RFI)

SANDOVAL COUNTY COMMUNITY SERVICES

Animal Medical and Shelter Services



RFI# FY21-SCCS-01

Release Date: July 26, 2020

Due Date: August 26, 2020 at 3:00 p.m.

1 INTRODUCTION

1.1 PURPOSE OF THIS REQUEST FOR INFORMATION

The Sandoval County Board of County Commissioners is requesting information on behalf of Sandoval County Community Services for **Animal Medical and Shelter Services** (NIGP Commodity Codes # 96186 and 96206).

This Request for Information (“RFI”) has been prepared to inquire and learn about the number and type of prospective eligible organization(s) currently interested and available to provide these services, and the County invites and appreciates responses from the professional community.

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 **3p.m. (Mountain Standard Time) on August 26, 2020.**

The Sandoval County Board of Commissioners reserves the right to reject any and all responses.

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).

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.

Failure to respond to this RFI does not disqualify any firm or organization from being considered for future solicitations.

2 SCOPE

Sandoval County (“County”) is a Class A County located in central New Mexico. It covers over 3,700 square miles of both urban and rural areas with a population of approximately 140,000 people according to the 2010 census. Each government entity is independently responsible to provide their own Animal Control according to their own respective Ordinance.

Within Sandoval County, the City of Rio Rancho operates the only public animal shelter which serves the City of Rio Rancho. The County and remaining municipalities rely on other shelter resources, and this is not sustainable long term on balance with an every growing population. As such, the County has placed establishing an Animal Shelter as among its priorities and is interested in exploring operational model options as part of this endeavor.

Sandoval County Animal Control is currently overseen by the Sandoval County Sherriff's Office (SCSO) and administered by two Animal Control Officers in accordance with the associated Ordinance included with this RFI as Exhibit A.

According to the SCSO, their most recent annual averages are as follows:

- Total Calls for Service: 518
- Self-Initiated Calls: 1,112
- Total Animal Control Reports: 144
- Total Livestock Attacks: 65
- Total Bite Investigations (Human) Reports: 11
- Total Other (Dog vs Dog) Investigation Attacks: 15
- Total Dogs Impounded: 83
- Total Dogs Adopted (Direct from Animal Control): 14
- Total Dogs Transferred to Other Shelters: 20
- Total Dogs Euthanized (injury/dangerous/unadoptable): 16
- Total Citations: 129
- Total Reports by Animal: Dog/131; Cat/6; Bat/2; Snake/5

While the shelter services component of this RFI technically is specific to animals impounded by SCSO within the unincorporated areas of the County, responding organizations should assume that area municipalities and/or Sovereign Nations might also wish to utilize these shelter services.

When such instances from neighboring governments may arise, the County will want to accommodate these requests but only with an established Cost of Care Agreement in place and in consultation with the shelter entity to ensure enough capacity to sufficiently satisfy such requests.

And while the County is open to all viable site possibilities, it is presently researching those contained along the I-25 corridor between the Town of Bernalillo and Algodones as this is considered an easily accessible "gap" area that would provide high regional visibility with high volume traffic yet absent infringement upon any particular neighborhood. This corridor additionally boasts ease of access by both patrons and other shelter partners (statewide and nationally) for transferred pets. This area as well allows for proper zoning to accommodate both small and large animals. And this area qualifies under rural economic development funding

opportunities, and would provide local job creation opportunities to benefit the community as a whole.

Ultimately, the County desires a collaborative public/private partnership that develops an initial anchor site model center inclusive of co-located veterinary medical care, full scope animal shelter services (i.e. “nose-to-tail” from intake to adoption), community outreach, and professional mentorship and training collectively aimed at advancing animal welfare within the region and would eventually include satellite sites as community needs and demands grow.

The County recognizes that the development of such a model would need to occur in phases and as resources allow. Because current resources are extremely limited due to the economic devastation created by COVID-19, the County will need to weigh costs of possibly renovating an existing structure vs the costs of a new build as it continues to explore potential initial site options.

All things considered, the County’s priority now and for the near term is to begin with something smart and sufficient, and over time phase-in additional development as demands and resources allow.

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(s), and please include relevant experience, professional specializations, staffing, insurance, capacity, and related factors.
2. Eligible organizations responding to this RFI must be in good standing with the Internal Revenue Service, the New Mexico Attorney General’s Office, the New Mexico Secretary of State, and all relevant licensing authorities. Please affirm that your organization(s) meet these eligibility criterion.
3. In understanding that the County desires a collaborative public/private partnership that develops an initial anchor site model center inclusive of co-located veterinary medical care, full scope animal shelter services (i.e. “nose-to-tail” from intake to adoption), community outreach, and professional mentorship and training collectively aimed at advancing animal welfare within the region and would eventually include satellite sites as needs and demands grow, please describe how your organization(s) might administer, manage, and operate such services.

4. In 2018, the State Animal Sheltering Act & Board was converted to a Committee and moved under the auspices of the New Mexico Veterinarian Association with authority to administer compliance and oversight of updated Standards intended for adoption as Rules under the New Mexico Administrative Code. Please see Exhibit B and please affirm your organization(s) ability to meet these Standards once these take effect.
5. Please share how your organization(s) will ensure the Public Trust with full transparency regarding humane and proper treatment of shelter animals, software used for tracking and published statistics including those of live release rates, collaborations with other organizations to help ensure forever homes of all adoptable animals, and related other measures.
6. Please describe how your organization(s) might help to market such a multi-service animal care, shelter, and professional training center.
7. Please provide a proposed cost for your organization(s) to operate such a center.

4 QUESTIONS, DUE DATE, RESPONSE and FORMAT

4.1 QUESTIONS REGARDING THIS REQUEST FOR INFORMATION 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	July 26, 2020
2. Deadline to Submit Written Questions	Potential Responders	July 31, 2020 by 12:00 p.m. Noon MST
3. Response to Written Questions	Procurement Manager	August 4, 2020 by 3:00 p.m. MST
4. Submission of Information	Potential Responders	August 26, 2020 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 **August 26, 2020**.

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 two (2) copies 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 with "RFI #FY21-SCCS-01 and Animal Medical and Shelter Services" 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.

Attachments:

Exhibit A: Sandoval County Animal Control Ordinance

Exhibit B: Sheltering Standards