

**CITY OF HOUSTON  
ADMINISTRATION & REGULATORY AFFAIRS  
DEPARTMENT  
S11-Q24038  
NOTICE OF REQUEST FOR QUALIFICATION  
(RFQ)  
FOR VETERINARY SERVICES**

**STRATEGIC  
PURCHASING DIVISION**  
901 Bagby Street, Concourse  
Level  
Houston, Texas 77002  
(832) 393-8750  
(832) 393-8759 Fax

**GENERAL TERMS & INSTRUCTIONS**

The City of Houston ("City") is soliciting Statements of Qualifications (SOQs) from veterinarians with experience in providing complete equine veterinary services for the Houston Police Department's Special Operations Division, Mounted Patrol.

**STATEMENTS OF QUALIFICATIONS ARE DUE:**

The Scope of Work/Services for this requirement is outlined below in Sections 2 and 3. If you believe that your company/organization meets the minimum requirements of this RFQ, please submit your response to Gloria Jordan-King, Sr. Procurement Specialist, at [gloria.king@houstontx.gov](mailto:gloria.king@houstontx.gov) by **Friday, October 21, 2011 at 2:00 p.m. CST.**

**ADDITIONAL INFORMATION:**

If you should need additional information/clarification regarding this request for qualification, please e-mail Gloria Jordan-King at [gloria.king@houstontx.gov](mailto:gloria.king@houstontx.gov). The deadline for submitting questions is **Friday, September 23, 2011 at 4:00 p.m. CST. No questions will be accepted after this date and time.** All relevant questions will be answered via letter of clarification to this RFQ and posted on the City's e-bidding website and automatically e-mailed to all who registered to receive this RFQ.

**SUBMITTAL PROCEDURES:**

The response can be delivered as follows:

E-mail (preferred method): [gloria.king@houstontx.gov](mailto:gloria.king@houstontx.gov)

Fax Number: (832) 393-8759

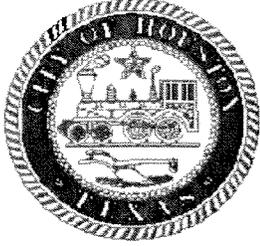
Mail: City of Houston  
Strategic Purchasing Division (Suite B500, Room B512)  
901 Bagby Street  
Houston, Texas 77002

The length of submittal document shall not exceed ten (10) pages (single sided), excluding resumes' of personnel being presented. (See paragraph 3.0 below for specific submittal requirements).

The deadline for the submittal of the Response to the "City" is no later than the date and time stated above. Respondents who fail to submit all requested information as stated in this RFQ may be subject for disqualification from the RFQ process.

To be considered for contract award, individuals/firms should submit a specific statement of qualifications (SOQ) for equine veterinarian services that includes:

- Plan for providing the services listed below.
- Clinic layout, including equipment and personnel, laboratory, staffing, etc.



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- Prior experience with treating horses.
- Emergency care, Major Injuries/Illnesses/Surgeries and hospitalization plan.

This RFQ is comprised of the following sections:

- Section 1: Introduction
- Section 2: Scope of Work/Services
- Section 3: Statement of Qualification
- Section 4: Evaluation and Selection Process
- Section 5: Additional Instructions, Notifications and Information

## **1.0 INTRODUCTION**

1.1 The City of Houston ("City") is soliciting Statements of Qualifications ("SOQ") from veterinarians with experience in providing complete equine veterinary services for the Houston Police Department's Special Operations Division, Mounted Patrol. The selected Veterinarian will be required to provide basic medications to the horses used by the Mounted Patrol. The Veterinarian will be required to be available seven days a week, 24 hours a day to provide such services. Also, the selected veterinarian shall be licensed by the Texas State Board of Veterinary Medical Examiners and practice equine veterinarian services on equine.

1.2 The term of the contract will be for three (3) years with the possibility of renewal for an additional two (2) years, if mutually acceptable. The fee schedule will be negotiated with the selected veterinarian. Should the City and the selected veterinarian be unable to negotiate a mutually agreeable fee schedule, the City reserves the right to negotiate with the next best qualified respondent.

## **2.0 SCOPE OF WORK/SERVICES**

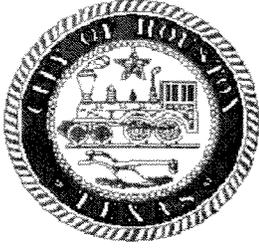
The Veterinarian (Contractor) shall be required to provide complete veterinary services to the Houston Police Department's Special Operations Division, Mounted Patrol, including providing basic medications to and for the horses used by the Mounted Patrol. The Contractor shall be available seven days a week, 24 hours a day to provide such services. The City is not obligated to refer any set number of equines and the City's obligation for payment is limited to the actual number of equines referrals and services rendered. The procedures or services and frequencies are indicated as follows.

### **2.1 TREATMENT**

2.1.1 Dental examinations will be performed once a year by a Certified Practitioner of Equine Dentistry.

2.1.2 The Veterinarian must be on call 24 hours per day, 7 days per week and available by cell phone.

2.1.3 The parasite program shall be considered a herd health issue. All horses will be maintained on the same worming schedule to prevent cross contamination. The program will be monitored and adjusted accordingly.



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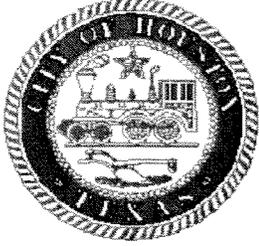
- 2.1.4 Vaccinations will be based on risk assessment and will be individualized. The core vaccines will consist of Rabies every three years and EWVT vaccines once per year. West Nile and Rhino Flu will be given annually, and Strangles as needed. Horses exhibiting signs of illness will not be vaccinated.
- 2.1.5 Coggins tests will be performed in accordance with Texas Law.
- 2.1.6 Horses requiring radiographs will be referred to Waller Equine.
- 2.1.7 Chiropractic/osteopathic service will be provided on site.
- 2.1.8 Chronic disease will be diagnosed and treated by College of Veterinary Medicine, Texas A & M University at College Station, Texas ("Texas A & M") or Waller Equine.
- 2.1.9 Major illness and surgeries will be referred to Waller Equine or Texas A & M.
- 2.1.10 CBC (Complete Blood Count) test will be performed annually on each horse.

**3.0 STATEMENT OF QUALIFICATION (SOQ)**

- 3.1 This RFQ is seeking responses (outlined in the Statement of Work) from qualified veterinarians. Response to this RFQ should be submitted in the following order:
  - A. Outside cover and/or first page: Shall contain the name of the SOQ ("Statement of Qualifications for Veterinary Services"), the name of the respondent and the submittal date. Remember to label the cover of one copy, with original documents in it, and marked "ORIGINAL".
  - B. Table of Contents: The next page shall be a table of contents
  - C. Section 1 Divider (Letters)
    - 1. Transmittal Letter: The first page following the divider shall be a one-page letter transmitting the SOQ to the Office of the City Purchasing Agent, Calvin D. Wells, Administration & Regulatory Affairs Department, and Strategic Purchasing Division. The transmittal letter shall state that the submittal is valid for 120 days and that the signer of the document is authorized to sign the document and bind the respondent to the representation(s) contained therein. The transmittal letter shall contain the name(s) of the respondent(s). At least one copy of the transmittal letter shall contain the original signature of the veterinarian partner, principal, or officer of the clinic or animal hospital, if the respondent is affiliated with a clinic or animal hospital.

**NOTE:** Acknowledge receipt of all Addenda, if any, in this Transmittal Letter.

- 2. MWBE Letter(s): Following the transmittal letter shall be a one-page letter from each City-certified MWBE firm included on the Team, indicating firm's desire to be included on the Team.



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**D. Section 4 Divider (References)**

Provide references, including names, addresses and telephone numbers of at least three (3) firms that you or your firm has provided veterinary services to. Preference will be given to firms that provide references for engagements related to veterinary services on equines.

**E. Section 6 Divider (MWBE)**

Describe how you or your firm plan to subcontract 5% of the estimated contract amount to a City of Houston Certified Minority or Women Business Enterprise(s) identified in Section 1 of the submittal.

**F. Section 7 Divider (Company Presence in City of Houston)**

Describe the Respondent's current Significant Business Presence in the Local Area as those terms are defined below.

Significant Business Presence means an established place or places of business in the Local Area from which 20% or more of the entity's workforce are regularly based, and from which a substantial role in the entity's performance of a commercially useful function is conducted. A location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not be construed to constitute a Significant Business Presence.

Local Area means the eight counties in and surrounding Houston city limits. The counties are Harris, Fort Bend, Montgomery, Brazoria, Galveston, Chambers, Waller and Liberty, or as hereinafter may be determined pursuant to Chapter 15 of the Code of Ordinances.

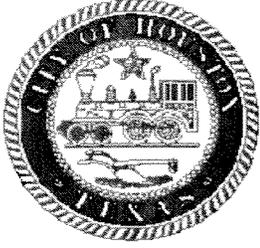
**4.0 EVALUATION AND SELECTION PROCESS**

**4.1 EVALUATION SUMMARY:**

4.1.1 An evaluation committee may develop a short list of Respondent(s) based upon the initial review of each SOQ received. The short listed Respondent(s) may be scheduled for a structured oral presentation, demonstration and/or interview. Such presentations will be at no cost to the City of Houston. At the end of the oral presentation, demonstration and/or interview, the evaluation of the short listed Respondent(s) will be completed. However, the evaluation committee reserves the right to issue letter(s) of clarity when deemed necessary to any or all Respondent(s). The oral presentations, demonstrations and/or interview may be recorded and/or videotaped.

**4.2 SELECTION PROCESS:**

4.2.1 The award of this contract will be made to the respondent(s) offering the response which best meets



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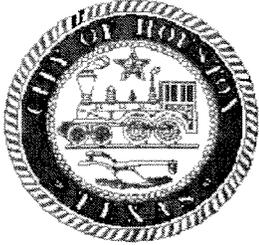
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the needs of the City. The City may make investigations, as it deems necessary, to determine the capabilities of the Respondent(s) to create, modify and implement the required application modules. The Respondent(s) shall furnish to the City such data as the City may request for this purpose. The City reserves the right to reject any offer if the evidence submitted by or the investigation of the Proposer(s) fails to satisfy the City or the Respondent(s) is deemed unqualified to provide the services contemplated. Each SOQ will be evaluated on the basis of the following evaluation criteria:

- Must possess a Doctorate of Veterinary Medicine (DVM) from an accredited college and be currently licensed by the State of Texas. **(15%)**
- Must be in good standing with Texas State Board of Medical Examiners. **(15%)**
- Must possess a current DEA and DPS Controlled Substance License. **(15%)**
- Must be proficient in safe horsemanship handling measures of large equines. **(10%)**
- Must have understanding and knowledge of Natural Hoof Care. **(10%)**
- Must be available 7 days a week, 24 hours a day to provide needed services. **(5%)**
- Local Houston Business **(5%)**
- Must have a qualified "Back-Up" DVM who meets all listed criteria when contracted DVM is on Vacation or unavailable for any reason. **(12.5%)**
- Must have access to Equine Surgical Facilities, X-Rays, etc., within a reasonable distance from Mounted Patrol Facility. **(12.5%)**

**ADDITIONAL INSTRUCTIONS, NOTIFICATION AND INFORMATION**

- 5.1 In addition to the SOQ, responding veterinarians firms must provide a statement that the firm understands:
- 5.1.1 Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.
- 5.1.2 The City reserves the right to conduct investigations with respect to the information provided by each Respondent and to request additional information or clarification of SOQs. Respondents who provide false or misleading information, whether intentional or not, in any documents presented to the City for consideration in the selection process may be excluded. Any false or misleading information in these documents would, in effect, render the entire document suspect and therefore useless.



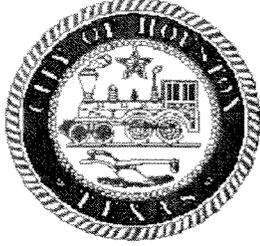
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- 5.1.3 **INTERVIEWS** – After the screening of SOQs, Respondents will be notified, in writing, of their status in the selection process. If interviews are needed, short-listed Respondents may be given additional information for interviews. These interviews will relate less to the past experience and qualifications already detailed in the submittal than to identification of the Respondent's program approach and to an appraisal of the people who would be directly involved in the project.
- 5.1.4 **INQUIRIES** – Please do not contact the City during the selection process to make inquiries about the progress of the selection process. Respondents will be contacted at the appropriate times.
- 5.1.5 **COST OF SOQs** – The City will not be responsible for costs incurred by anyone in the submittal of qualifications or for any costs incurred prior to the execution of a formal contract.
- 5.1.6 **CONTRACT NEGOTIATIONS** – This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the City; a specific scope of work, fees, insurance coverage and other contractual matters will be determined during contract negotiations.
- 5.1.7 **PUBLIC NATURE OF DOCUMENTS AND DISCLOSURE OF CONFIDENTIAL INFORMATION** – Upon the completion of the Veterinary Services as signified by either: (a) the execution of a Professional Services Agreement between the City and a Veterinarian; or (b) the decision of the City Council to pursue some other course of action. Submittals, SOQs, forms of agreements, other submissions, correspondence, meeting minutes and notes (Documents) shall be open and to the public in compliance with Texas law governing public records. Prior to that time, the City may release summaries of the contents of the Documents.
- 5.1.8 **BY SUBMITTING A SOQ IN RESPONSE TO THIS RFQ, RESPONDENTS RECOGNIZE AND AGREE THAT THE CITY WILL NOT BE RESPONSIBLE OR LIABLE IN ANY WAY FOR ANY LOSSES THAT THE REP MAY SUFFER FROM THE DISCLOSURE OF SUBMITTED INFORMATION OR MATERIALS TO THIRD PARTIES.**

**CITY POLICIES & ORDINANCES** – Respondents should be aware of and therefore, familiar with all pertinent City of Houston Ordinances and policies which relate to contracting with the City. More detailed guidance is available on request. The following is a partial list of relevant subjects:

1. Equal Employment Opportunity
2. **MWBE Participation Goal of 5%**
3. City of Houston Fair Campaign Ordinance
4. Mayor's Drug Detection and Deterrence Policy and Procedures
5. City Contracts and Indebtedness to Taxing Authorities



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6. Insurance requirements

5.1.9 The City of Houston reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) select Respondents for the submittal of more detailed qualification; (4) accept any submittal or portion of a submittal; (5) to make changes to the procurement process set forth in this RFQ or to cancel it with or without substitution of another procurement process; and/or (6) reject any or all Respondents submitting qualifications, should it be deemed in the City's best interest.

5.1.10 All SOQs shall become the property of the City and will not be returned. At the conclusion of the process, the City may dispose in compliance with Texas law governing records retention of any and all SOQ copies, correspondence, or documents associated with this RFQ.

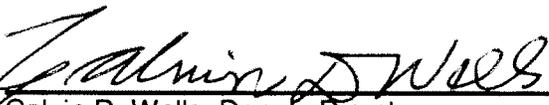
**Additional Required Documents:**

The documents listed in the table below must be provided with the SOQ:

| <b>TABLE 1 - REQUIRED FORMS</b>                                                          |
|------------------------------------------------------------------------------------------|
| Affidavit of Ownership.doc                                                               |
| Fair Campaign Ordinance.doc                                                              |
| Statement of Residency.doc                                                               |
| Drug Forms                                                                               |
| Pay or Play Acknowledgement Form & Certification of Agreement to Comply with Pay or Play |
| All Applicable Items as Referenced and Required in Scope of Work/Specifications          |

The Documents listed in Table 1 can be found on the SPD e-bid website at:

[http://purchasing.houstontx.gov/solicitation\\_forms.html](http://purchasing.houstontx.gov/solicitation_forms.html)

  
 Calvin D. Wells, Deputy Director  
 City Purchasing Agent

9-13-11  
 Date