

# Mayor and Council Communication

DATE: 05/23/23

M&C FILE NUMBER: M&C 23-0397

LOG NAME: 13P RFP 23-0029 TEMPORARY VETERINARIAN SERVICES MC CODE

**SUBJECT**

(ALL) Authorize Execution of Non-Exclusive Purchase Agreements with VetIQ Staffing, Inc and RSVP Services, LLC for Temporary Veterinarian Services in an Annual Amount Up to \$250,000.00 for the Initial Term and Authorize Four One-Year Renewal Options for the Same Amount for the Code Compliance Department

**RECOMMENDATION:**

It is recommended that the City Council authorize execution of non-exclusive purchase agreements with VetIQ Staffing, Inc and RSVP Services, LLC for temporary veterinarian services in an annual amount up to \$250,000.00 for the initial term and authorize four one-year renewal options for the same amount for the Code Compliance Department.

**DISCUSSION:**

The Code Compliance Department approached the Purchasing Division to procure an agreement with qualified vendors to provide relief licensed Doctor of Veterinary Medicine (Veterinarian) and licensed Veterinarian Technician services to the City of Fort Worth (City). The City will utilize this agreement to provide care to animals housed at the City's Animal Care and Control facilities.

In order to procure these services, staff issued Request for Proposal (RFP) No. 23-0029. The RFP consisted of detailed specifications of services to be performed by the relief personnel. Furthermore, the RFP required that potential bidders must comply with minimum requirements; in particular, the ability to provide personnel within ten (10) business days, licensing requirements and efficiency of the bidder's onboarding process.

The RFP was advertised in the *Fort Worth Star-Telegram* on February 8, 2023, February 15, 2023, February 22, 2023, March 1, 2023, March 8, 2023, and March 15, 2023. The City received two (2) responses.

An evaluation panel, consisting of representatives from the Code Compliance and Police Departments reviewed and scored the submittal using Best Value criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the following table:

Bidders	Evaluation Criteria					
	a	b	c	d	Total Score	Rank
VetIQ Staffing, Inc	12.50	10.00	10.00	35.00	67.50	1
RSVP Services, LLC	15.00	10.00	10.00	11.73	46.73	2

Best Value Criteria:

- a. Bidder's qualifications, experience and references of Licensed Doctor of Veterinary Medicine (Veterinarian) and Licensed Veterinary Technicians;
- b. Bidder's ability to meet the City's needs;
- c. Bidder's approach and methodology to provide services related to the scope of work; and
- d. Cost of service.

After evaluation, the panel concluded that VetIQ Staffing, Inc and RSVP Services, LLC presented the best value to the City. Therefore, the panel recommends that Council authorize non-exclusive purchase agreements for temporary veterinarian services with VetIQ Staffing, Inc and RSVP Services, LLC. No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendors' bids meet specifications.

FUNDING: The maximum amount allowed under this agreement will be \$250,000.00; however, the actual amount used will be based on the need of the department and available budget. The annual department allocation for this agreement is:

Department	Estimated Annual Amount	Account Name
Code Compliance	\$250,000.00	Other Contractual Services

Funding is budgeted in the Code Compliance rollup within the General Fund.

DVIN-BE: A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

AGREEMENT TERMS: Upon City Council approval, this agreement shall begin upon execution and shall expire one year from that date.

RENEWAL OPTIONS: The City shall have four one-year options to renew the Agreement. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the General Fund to support the approval of the above recommendation and execution of the purchase agreement. Prior to any expenditure being incurred, the Code Compliance Department has the responsibility to validate the availability of funds.

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