

Open-Ended RFQ Information Sheet

- This document has been provided for informational purposes only.
- The OSP Contact Information provided below is specific to the referenced Request for Qualifications (RFQ) and is subject to change.

RFQ Number: S000000050

Description: Equine Veterinarian Services

OSP Contact: Kimberly Haywood
Kimberly.Haywood@arkansas.gov
501-683-2222

Note: This solicitation is an open-ended RFQ used to establish and maintain a Qualified Vendor's List (QVL). Prospective Contractors interested in being listed on the QVL after the initial term may submit a response to this RFQ at any time. Responses submitted for consideration as stated in the RFQ, will be evaluated and the resulting qualified vendors listed on the QVL for the applicable renewal term.

This RFQ will remain open for submission of responses each year for a period of up to seven (7) years from the issuance date of December 1, 2021. The State reserves the right to close/end this RFQ for submissions at any time prior to the completion of the seven (7) year period, if it is in the best interest of the State to do so.



STATE OF ARKANSAS
DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES
OFFICE OF STATE PROCUREMENT
501 Woodlane St., Ste. 220
Little Rock, Arkansas 72201-1023

REQUEST FOR QUALIFICATION-OPEN ENDED
SOLICITATION DOCUMENT

SOLICITATION INFORMATION			
Solicitation Number:	S000000050	Solicitation Issued:	September 28, 2021
Description:	Equine Veterinarian Services		
Department:	DFA-Division of Racing Commission		

SUBMISSION DEADLINE AND DELIVERY OF RESPONSE DOCUMENTS			
Response Opening Date:	November 30, 2022	Response Opening Time:	2:00 pm, Central Time
Response submissions for this Request for Qualification must be submitted through ARBuy, the State's eProcurement system. It can be accessed at https://arbuy.arkansas.gov . Responses received after the submission deadline may be rejected as untimely. See Section 1.2 for information regarding Live Response Openings.			

TSS OFFICE OF STATE PROCUREMENT CONTACT INFORMATION			
TSS OSP Buyer:	Jennifer Trancoso	Buyer's Direct Phone Number:	501-371-6070
Email Address:	Jennifer.Trancoso@arkansas.gov	TSS OSP's Main Number:	501-324-9316
TSS OSP Website:	https://www.transform.ar.gov/procurement/		

SECTION 1 - GENERAL INSTRUCTIONS AND INFORMATION

A. **Do not** provide responses to items in this section unless specifically and expressly required.

1.1 PURPOSE

The TSS Office of State Procurement (TSS OSP) issues this Request for Qualification (RFQ) on behalf of DFA- Division of Racing Commission to establish a Qualified Vendor's List (QVL) containing a selection of Prospective Contractors qualified to provide Equine Veterinarian Services for the DFA- Division of Racing Commission. Prospective Contractors listed on the resultant QVL will be eligible to contract with the State of Arkansas, as requested, to provide Equine Veterinarian Services. Direct any questions, comments, or concerns regarding this solicitation to the TSS Office of State Procurement, not the DFA- Division of Racing Commission.

1.2 LIVE RESPONSE OPENING

The response opening may be viewed online as follows:

Zoom Meeting Link:

<https://arkansas-gov.zoom.us/j/82316767371?pwd=aVE1T1FnMm1yT1ZKa2VYYjRoZXU2UT09>

Meeting ID 823 1676 7371

Meeting Password 270250

Dial-In Information: 877 853 5257 US Toll-free
888 475 4499 US Toll-free

1.3 TYPE OF CONTRACT

- A. As a result of this open-ended RFQ, TSS OSP intends to create a Qualified Vendor's List (QVL). The anticipated starting date for the QVL is December 1, 2021 except that the QVL start date may be adjusted forward unilaterally by the State for up to three (3) calendar months. By submitting a signed response to the RFQ, the Prospective Contractor represents and warrants that it will honor its response as being held open as irrevocable for this period.
- B. The initial term of a resulting QVL will be for one (1) year. Upon mutual agreement by the Contractor and Department, the QVL may be renewed by OSP for up to six (6) additional one-year terms or portions thereof, not to exceed a total aggregate QVL term of seven (7) consecutive years.

1.4 SOLICITATION SCHEDULE

- A. For informational purposes, TSS OSP is providing a Solicitation Schedule; however, dates listed and noted with an asterisk (*) are anticipated dates only and are subject to change at the discretion of the State.

TABLE A: TENTATIVE SOLICITATION SCHEDULE

ACTIVITY	DATE
RFQ Release to Prospective Contractors	September 27, 2021
Response Due Date	November 30, 2022 2:00pm, Central Time
Post Anticipation to Award*	October 18, 2021
Award Contract*	December 1, 2021

1.5 CLARIFICATION OF SOLICITATION

- A. The Prospective Contractor should notify the TSS OSP buyer of any term, condition, etc., that precludes the Prospective Contractor from providing a compliant, Responsive Submission. Prospective Contractors should note that it is the responsibility of the Prospective Contractor to seek resolution of all such issues, including those relating to the terms and conditions of the contract, prior to the submission of a response.

- B. Prospective Contractors may contact the TSS OSP buyer with non-substantive questions at any time prior to the response opening.
- C. An oral statement by TSS OSP will not be part of any contract resulting from this solicitation and may not reasonably be relied on by any Prospective Contractor as an aid to interpretation unless it is reduced to writing and expressly adopted by TSS OSP.

1.6 DEFINITION OF TERMS

- A. Unless otherwise defined herein, all terms defined in Arkansas Procurement herein have the same meaning herein.
- B. "Prospective Contractor" means a responsible offeror who submits a response to this solicitation.
- C. The terms "Request for Qualifications", "RFQ," and "Solicitation" are used synonymously in this document.
- D. "Responsive Submission" means a submission in response to this solicitation that conforms in all material respects to this RFQ.
- E. "Shall" and "Must" mean the imperative and are used to identify requirements.
- F. "Requirement" means something required.
- G. "Specification" means any technical or purchase description or other description of the physical or functional characteristics, or of the nature, of a commodity or service. "Specification" may include a description of any requirement for inspecting, testing, or preparing a commodity or service for delivery.
- H. "State" means the State of Arkansas. When the term "State" is used herein to reference any obligation of the State under a contract that results from this solicitation, that obligation is limited to the Department using such a contract.

1.7 QUALIFICATION PROCESS

- A. Review of Submissions
 - 1. OSP will review each *Response Packet* submitted by the response deadline to verify that all Requirements and Response Submission Requirements to the RFQ have been met.
 - 2. As an open-ended RFQ, a Prospective Contractor may submit their Response Packet at any time during the year to potentially be added to the QVL.
- B. Prospective Contractors whose responses meet all Requirements and Response Submission Requirements of this RFQ will be included on the initial QVL.
- C. The State Procurement Official reserves the right to reject a response if it does not meet Requirements, fails to provide Response Submission Requirements, or if is in the best interest of the State to do so.
- D. Anticipation to Award QVL
 - 1. Once the anticipated successful Prospective Contractors have been determined, the anticipated award of the QVL will be posted on the ARBuy website at <https://arbuy.arkansas.gov>.
 - 2. Anticipated awards will generally be posted for a period of fourteen (14) days prior to the issuance of a contract. These are only anticipated awards and are subject to protest.
 - 3. OSP may waive the policy of Anticipation to Award when it is in the best interest of the State.

E. Issuance of a QVL

1. Any contract resulting from this QVL **shall** be subject to State approval processes which may include Legislative review.
2. A State Procurement Official will be responsible for award and administration of any resulting QVL.

1.8 QUALIFIED VENDOR LIST ADMINISTRATION

- A. OSP will administer the resulting QVL. Each year prior to the expiration date of the QVL, OSP will send a renewal notification to each Prospective Contractor listed on the QVL.
1. OSP will send the renewal notification using the email address submitted with the Prospective Contractor's *Response Packet* or using an updated email as provided by the Prospective Contractor during the term(s) of the QVL.
 2. The renewal notification will contain information and/or documentation, which the Prospective Contractor **shall** provide by the deadline specified in the renewal.
 3. Should the Prospective Contractor fail to provide the required information and/or documentation on or before the deadline stated in the renewal notice, the Prospective Contractor will not be included on the renewed QVL.
- B. Throughout the term(s) of the resulting QVL, the Contractor **shall** provide OSP with immediate, written notification regarding changes in contact information including but not limited to names, email addresses, and phone numbers.

1.9 PRICING

Prospective Contractor **shall not** include any pricing in their response. Pricing will be negotiated with the apparent successful Contractor after the evaluation of responses. Should the Prospective Contractor's response contain any pricing, the response may be rejected.

1.10 RESPONSE DOCUMENTS

- A. All responses **must** be submitted through ARBuy, the State's eProcurement system. The system can be accessed at <https://arbuy.arkansas.gov>.
- B. Bid Response Packet
1. The following are bid submission requirements and **must** be submitted as part of a Prospective Contractor's bid response.
 - a. Signed Bid Signature Page. Signature may be ink or digital. (See *Bid Response Packet*.)
 - b. Completed *Bid Response Packet*, which **must** be in the English language.
 - c. Exceptions Form.
 2. The following items, which **must** be submitted prior to a contract award to the Prospective Contractor, may also be included with the Prospective Contractor's bid response:
 - a. EO 98-04 Contract & Grant Disclosure Form.
 - b. Copy of Prospective Contractor's Equal Opportunity Policy, if applicable.

- c. Certificate of Insurance
- d. Proof of current veterinary licensure issued by the State of Arkansas.
- e. Current Resume or Curriculum Vitae (CV).
- f. Copy of W-9

C. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

1.11 ACCEPTANCE OF REQUIREMENTS

- A. Unless a Prospective Contractor expressly and conspicuously identifies any exception or exceptions to any of the Requirements in the Requirements Section(s) of this Solicitation by listing them on the Exceptions Form (See Response Packet), Prospective Contractor understands and agrees its submission of a response to represent that its response meets all such Requirements.
- B. A Prospective Contractor's response may be rejected if a Prospective Contractor takes exception to any Requirements in the Requirements Section(s) of this Solicitation.

1.12 ADDITIONAL TERMS AND CONDITIONS

- A. This RFQ incorporates all of the Solicitation Terms and Conditions located on the TSS OSP website here (Agencies – Forms and Reporting – Solicitation Templates):
<https://www.transform.ar.gov/procurement/agencies/forms-and-reporting/>.
- B. Any special terms and conditions included in this solicitation **shall** override the Solicitation Terms and Conditions.
- C. Unless a Prospective Contractor expressly and conspicuously identifies any exception or exceptions to any of the terms in the Services Contract (SRV-1) Fillable Form by listing them on the Exceptions Form (See Response Packet), Prospective Contractor agrees and **shall** adhere to all terms if selected as the successful Contractor. Items identified as non-negotiable may only be modified if the legal requirement is satisfied and approved by the State. The Services Contract (SRV-1) Fillable Form can be viewed on the TSS OSP website here (Agencies – Services – Forms):
<https://www.transform.ar.gov/procurement/agencies/services/>.
- D. A Prospective Contractor's response may be rejected if a Prospective Contractor takes exception to any terms or conditions in the documents listed in 1.12.A and 1.12.C.

SECTION 2 – REQUIREMENTS

B. **Do not** provide responses to items in this section unless specifically and expressly required.

2.1 INTRODUCTION

This Request for Qualification (RFQ) is issued by the Office of State Procurement (OSP) on behalf of the DFA-Division of Racing Commission to obtain a QVL of Qualified Veterinarians who will provide equine veterinarian services at the Oaklawn Racetrack in Hot Springs, Arkansas.

Oaklawn Park Racetrack (Equine) is located at: 2705 Central Avenue, Hot Springs, AR 71901. The current racing schedule is December 3, 2021 to May 8, 2022, which includes sixty-six (66) scheduled racing days and six hundred and sixty (660) live races.

2.2 QUALIFICATIONS

- A. Prospective Contractor **shall** be able to work during the time period of December 2021 to May 2022, as needed, or as determined by the DFA- Division of Racing Commission and during each racing season at Oaklawn throughout the lifetime of this RFQ.
- B. To be listed on the resulting QVL, the Prospective Contractor **shall** maintain throughout the aggregate term of the QVL, a current license to perform veterinarian services in the State of Arkansas.
 1. Prospective Contractors may reference the Arkansas Veterinary Medical Examining Board for more information see link below.
(https://www.dfa.arkansas.gov/images/uploads/racingCommissionOffice/ARC_2021HorseRacingRuleBook.pdf).
- C. Prospective Contractor **shall** be licensed as a Veterinarian by the Veterinary Medical Examining Board in accordance with Ark. Code Ann. § 17-101-301.
- D. The Racing Commission will accept for this season, temporary/current licensure issued by the State of Arkansas.
- E. Prospective Contractor **shall** have the formal education of a doctorate degree of veterinary medicine (DVM) or equivalent degree.
- F. Prospective Contractor **shall** have four (4) years of experience in the livestock and poultry industry.
- G. Prospective Contractor **shall** have current knowledge of federal and state laws and regulations, including those laws and regulations specific to Oaklawn Racetrack. For information, please see ([ARC_2021HorseRacingRuleBook.pdf \(arkansas.gov\)](https://www.dfa.arkansas.gov/images/uploads/racingCommissionOffice/ARC_2021HorseRacingRuleBook.pdf)).
- H. Experienced racetrack regulatory veterinarians are preferred, however experienced racetrack practicing veterinarians, experienced equine veterinarians, and veterinarians with limited equine experience will also be considered.
- I. Willingness to work the full race meet is preferred, however alternative schedules are open for consideration.

2.3 SPECIFICATIONS

- A. Contractor **shall** perform advanced veterinary work overseeing the daily operations and activities relating to the race and to the animal's health and soundness.

- B. Contractor **shall** gather specimen collection if assigned as a veterinarian by the DFA- Division of Racing Commission.
- C. Contractor **shall** perform pre-race examinations and safety evaluations of all equines.
- D. Contractor **shall** monitor and evaluate all equines through pre-race activities, duration of race, and post-race. Including, but not limited to emergency services such as administering medications, examinations and/or treatments.
- E. Contractor **shall** have the ability to collect specimens from equines.
- F. Contractor **shall** have the ability to obtain blood samples from thorough bred racehorses for out of competition blood testing, pre-race carbon dioxide testing, and assist with post-race blood testing.
- G. Contractor **shall** be able to administer pre-race Salix (furosemide).
- H. The estimated testing types and estimated numbers and other relevant information are provided below in Table B.

TABLE B: TESTING TYPES AND ESTIMATED NUMBERS

TESTING TYPES	ESTIMATED NUMBERS
Total Number of Equines Tested	1,750 – 2,000
Out-of-Competition Tests Administered	125 - 260
Pre-Race TCO2 Tests Administered	530 – 600
Post-Race	
Total Number of Equines Tested	1,000 – 1,200
Cobalt Tests Administered	1,000 – 1,200
EPO Tests Administered	5 – 15
Anabolic Steroid Tests Administered	6 – 30
Veterinarian’s List	22 - 50

2.4 PERFORMANCE STANDARDS

- A. State law requires that qualifying contracts for services include Performance Standards for measuring the overall quality of services that a Contractor **shall** provide.
- B. The State may be open to negotiations of Performance Standards prior to contract award, prior to the commencement of services, or at times throughout the contract duration. Performance Standards are listed below in Table C and identifies expected deliverables, performance measures, or outcomes; and defines the acceptable standards.
- C. Performance Standards **shall not** be amended unless they are agreed to in writing and signed by the parties.
- D. Failure to meet the minimum Performance Standards as specified will result in the assessment of damages.
- E. In the event a Performance Standard is not met, the Contractor will have the opportunity to defend or respond to the insufficiency. The State has the right to waive damages if it determines there were extenuating factors beyond the control of the Contractor that hindered the performance of services. In these instances, the State has final determination of the performance acceptability.

- F. Should any compensation be owed to the Department due to the assessment of damages, Contractor **shall** follow the direction of the Department regarding the required compensation process.
- G. The Contractor **shall** be a licensed Arkansas veterinarian in good standing and qualified as set out in Section 2.2. In addition, the Contractor shall perform the services outlined in Section 2.3 in a time and manner acceptable to the DFA, Division of Racing. Failure to meet the Performance Standards as set out below may result in the DFA, Division of Racing seeking the damages set out in Table C.

TABLE C: PERFORMANCE STANDARDS

CRITERIA	STANDARD	DAMAGES
Current Arkansas licensing	100% compliant	Delayed payment, possible termination
Performance	100% compliant	Submit and implement a corrective action plan, delayed payment, possible termination
Evaluation of equines	100% compliant	Delayed payment, possible termination

SECTION 3 – CRITERIA FOR SELECTION

Do not provide responses to items in this section.

3.1 RESPONSE SUBMISSION REQUIREMENTS

- A. On a pass/fail basis, OSP will review each *Response Packet* submitted by the response deadline as listed on page one (1) of the RFQ to verify all Requirements have been met.
- B. The resulting QVL will be comprised only of those Prospective Contractor's meeting the Requirements and providing the Response Submission Requirement documents specified in this RFQ.
- C. Prospective Contractor's whose responses meet (pass) all Requirements and Response Submission Requirements of this RFQ will be included on the initial QVL.
- D. Prospective Contractor's whose responses do not meet (fail) the Requirements and Response Submission Requirements of this RFQ as determined by OSP and/or the Racing Commission will not be included on the initial QVL.
- E. The State Procurement Official reserves the right to reject a response if it does not meet Requirements, if any of the Response Submission Requirement documents are omitted, or if is in the best interest of the State to do so.

3.2 SELECTION OF QUALIFIED VENDOR(S)

DFA- Division of Racing Commission will select veterinarians from the qualified vendor list based on experience. The DFA- Division of Racing Commission has the authority to determine how many veterinarians will be needed for each race at Oaklawn.

At a minimum vendor's responses **must** include the following information:

REQUIRED EDUCATION/LICENSURE

Proof of formal education of a Doctorate of Veterinarian Medicine (DVM) or equivalent degree
Proof of current Veterinarian license, issued by the Arkansas Veterinary Medical Examining Board

MINIMUM EXPERIENCE

Proof of a minimum of four (4) years of experience in the livestock and poultry industry

DFA- Division of Racing Commission factors for consideration will be prioritized in the following order:

1. Experienced racetrack regulatory veterinarian
2. Experienced racetrack practicing veterinarian
3. Experienced equine veterinarian
4. Limited experienced equine veterinarian

After initial review of the minimum experience by the TSS Office of State Procurement, those meeting minimum qualifications will be forwarded to the DFA- Division of Racing Commission where a review of the Prospective Contractor's submissions will be conducted. At that time, the DFA- Division of Racing Commission will advise TSS OSP of their final decision regarding Prospective Contractor's placement on the Qualified Vendors List.

3.2 PROSPECTIVE CONTRACTOR ACCEPTANCE OF EVALUATION TECHNIQUE

The submission of a *Response Packet* signifies the Prospective Contractor's understanding and agreement that some subjective value judgments will be made during the evaluation and scoring of the responses.