



Town of Oyster Bay
Department of Environmental Resources
Nassau County, New York

**REQUEST FOR PROPOSALS
FOR
PROFESSIONAL SERVICES**

SOLICITATION NO. 01-2020

NOTES:

1. ISSUANCE DATE: August 28, 2019
 2. THIS RESPONSE IS DUE BY: September 30, 2019
[Consideration will only be given to responses received on or before 4:45pm]
 3. Copies to be submitted: Three (3) hard copies and one (1) electronic copy
-

**2020
Animal Shelter Canine Evaluation
and Training Services**

TABLE OF CONTENTS

	Page
Authorized Contact Person.....	3
Introduction.....	3
Contract Value.....	3
Form of Proposal.....	3
Qualification Based Selection Process.....	3
Criteria for Evaluation.....	3
Use of Sub-consultants and Other Subordinate Entities.....	4
Familiarization with Current Programs, Facilities and Documents.....	4
Program Information.....	4
Project Description and Scope of Services.....	4
Format of Proposal.....	5
Format for Payment of Claims.....	6
Termination Provisions.....	6

AUTHORIZED CONTACT PERSON: Prospective organizations are advised that the authorized Town of Oyster Bay contact person for all matters concerning this RFP is:

Deputy Commissioner George Baptista
Town of Oyster Bay Department of Environmental Resources
Animal Shelter & Control Division
29 Spring Street
Oyster Bay, New York 11771
Telephone: (516) 677-5784 - Fax: (516) 677-5730

No contact with any other Town personnel other than the Authorized Contact Person is permitted, until such time as an award is made.

INTRODUCTION: In accordance with the Town of Oyster Bay's qualification based procurement policy, the Town of Oyster Bay Department of Environmental Resources (hereinafter referred to as "the Town") is seeking proposals from qualified Canine Behaviorist/Training organizations or individuals (the "Contractor") for the behavioral evaluation of the Town's Animal Shelter canine population. This contract also includes the reinforcement training of the Town's Geese Peace canines and their handlers.

The Town anticipates that services will be required

From: Date of Award

Through: December 31, 2020 (the "Initial Term")

This contract may be extended at the same rate, upon mutual agreement, for up to three (3) additional one (1) year periods. (the "Extension Periods"). The scope of the anticipated services is more fully described below under the paragraph entitled "General Project Description and Scope of Services".

CONTRACT VALUE: The Town currently estimates that the value of the contract services shall not exceed: \$ 25,000.00. However, no guarantee of a minimum amount of work is expressly or impliedly made.

FORM OF PROPOSAL: Contractor must submit three (3) copies and one (1) electronic copy of each technical proposal with additional relevant information. Proposals should be organized as described in Format of Proposal herein.

QUALIFICATION BASED SELECTION PROCESS: The Town, after receipt and review of responses to this RFP, reserves the right to reject all proposals based upon the information provided by the contractor in their proposals and based upon subsequent negotiations between the Town and the contractor. The Town also reserves the right to award the contract to one or more contractors if it determines that it is in the interest of the Town to do so. In the event that the Town awards to more than one contractor, the total estimated value of all contracts together shall not exceed the Contract Value specified above. The review process of the RFP's submitted is based on the qualifications of the contractor for the nature of the-project, as set forth in the Town's Procurement Policy.

CRITERIA FOR EVALUATION: The criteria to be used by the Town in evaluating these proposals shall include the experience of the contractor in assignments of similar size, scope and complexity; special knowledge relevant to the project; special equipment or facilities relevant to the project; the size, staffing, resources and financial capability of the contractor; the contractor's knowledge and experience with Town facility(ies) and the contractor 's past performance with the Town.

It is further expressly acknowledged that the quality of the services to be rendered is of paramount importance to the Town. However, it is further expressly acknowledged that the proposed cost of the services to be rendered is a substantial factor in the Town's decision making.

At its discretion, in accordance with the review process, the Town may elect to interview each contractor, make visits to each contractor and/or inspect prior work done by each contractor. One or more responding contractors may be invited to meet with the Town to negotiate a cost agreement(s). If a satisfactory agreement(s) cannot be negotiated with such contractor at a fee determined by the Town to be fair and reasonable, then negotiations with such contractor will be terminated. If acceptable terms cannot be reached with any of the contractors, the selection process will be terminated and the project will be re-evaluated by the Town.

The Town may award contracts to one or more than one contractor.

USE OF SUBCONSULTANTS AND OTHER SUBORDINATE ENTITIES: Prospective contractors are advised that the Town will entertain proposals that include the use of sub-consultants and/or other subordinate entities, i.e. experts. In such event, the proposal must clearly state the extent and nature of the work proposed to be delegated to the other entity and the cost reasonably estimated to be passed on to the Town in connection with the service.

FAMILIARIZATION WITH CURRENT PROGRAMS, FACILITIES AND DOCUMENTS: It is the sole responsibility of the contractors to familiarize themselves with the Town's current programs, facilities, documents and any other information which is necessary and relevant to the scope of this RFP. Upon sufficient and reasonable advance notice to the contact person named above, arrangements may be made to visit and inspect any involved Town facilities and/or to view applicable documents. Any and all costs borne by the prospective contractor in familiarizing themselves with the above are to be borne solely by the prospective contractor. In the event that the prospective contractor is ultimately awarded a contract pursuant to this RFP, the Town will not allow any claims for payment which include billable time for such familiarization costs, regardless of whether they were incurred prior to or following the submission of the contractor 's proposal.

PROGRAM INFORMATION

TITLE OF PROJECT: 2020 Canine Evaluation and Training

PROJECT MANAGER: Laurie Scarpa

ANTICIPATED BUDGET: \$25,000.00

PROJECT DESCRIPTION AND SCOPE OF SERVICES:

Under this proposed program, the following is a non-exhaustive list of services to be rendered (the "Services")

Animal Shelter Canines

- Evaluate and assess the behavior of all canines so as to ascertain their suitability for adoption
- Provide Written evaluations.
- Rehabilitation training on appropriate canines for example:
 - Puppies born in or brought to the shelter receive basic training
 - Dogs that our brought into our shelter that were neglected or abused receive appropriate rehabilitation and or training.

- Dogs with basic inappropriate behavioral issues (Jumping, pulling on clothing) receive appropriate rehabilitation and or training.
- Contractor will report directly to project manager or his/ her designee Training of Animal Shelter staff for example:
 - Training staff to teach dogs to walk properly on leash.
 - Instructing the staff on how to teach dogs to obey basic commands (Sit, Stay & Down)
 - Training staff how to respond and break up a dog fight.
 - Training staff on how to correct mild food aggression.
 - The contractor shall be deemed an independent contractor and not commit the Town to any obligation.

Geese Peace Canines

1. Reinforcement for Geese Peace canines and their handlers

The Contractor must understand that the time limit for evaluations and rehabilitation is varying and it is imperative to be able to make an objective decision within a reasonable time frame so the Town can act appropriately. **Failure to strictly adhere to these mandates shall constitute grounds for termination of the contract.**

Proposals for such services shall not exceed \$25,000.00 (Twenty-five thousand dollars) (all inclusive and paid by the Town).

Work performed under this contract (or these contracts) shall only be performed at the direction of the Town of Oyster Bay Animal Shelter on a case by case basis.

FORMAT OF PROPOSAL

Proposals should be organized as shown below with tab dividers between sections and should include all the information indicated. Note that elaborate brochures or other presentations beyond those sufficient to present a complete and extensive response to this solicitation are not desired. Three (3) copies and one (1) electronic copy shall be submitted.

SECTION A. INTRODUCTORY STATEMENT

SECTION B. QUALIFICATIONS AND APPROPRIATENESS OF PROPOSED STAFF

Provide names and resumes as well as certificates of qualifications of key personnel proposed for this project.

SECTION C. APPROPRIATENESS AND QUALITY OF CONTRACTOR’S EXPERIENCE

1. Include experience in shelter canine evaluation within Long Island including projects with the Town of Oyster Bay.
2. Provide a minimum of five (5) references with contact information (recent, similar projects are preferred).
3. Provide any documentation (Certificates, diplomas, et. al.) that show the contractor’s training

in the field of canine assessment, evaluation and/or rehabilitation.

SECTION D. PROPOSED METHODOLOGY

Summary of proposed evaluation and training methods, include detailed description of all activities, actions and conduct. The contractor(s) are requested to provide a schedule of fees that they charge for their services.

SECTION E. SUPPLEMENTAL INFORMATION

Any additional information relevant to the contractor's qualifications for this project may be included at the contractor's option.

FORMAT FOR PAYMENTS AND CLAIMS

The Town shall pay the Contractor its negotiated fee upon submission of monthly claim vouchers provided by the Town Comptroller. The claim must also be accompanied by an invoice following a format to be provided by the Town which shall include, but not be limited to, the dates, description and hours of the services provided.

TERMINATION PROVISIONS:

Either party may terminate the agreement, upon forty-five (45) days written notice to the other. However, the agreement shall provide that in the event of any material misrepresentation by the contractor, the Town shall have the right to immediately terminate the agreement. It shall also provide that in the event the contractor or any of its principals are convicted of a misdemeanor or felony during the term of the agreement, that the Town shall also have the right to immediately terminate the agreement.