

BALDWIN COUNTY REQUEST FOR PROPOSAL (RFP) NO. 20220310 FOR PROFESSIONAL SERVICES
TITLE: ADOPTION & RESCUE PROGRAM

Addendum No.: 1 Date of Addendum: April 8, 2022

Due Date, Time: April 22, 2022 (3:00 p.m. Eastern Time)

Title: ADOPTION & RESCUE PROGRAM

Questions about RFP:

The services, as outlined, include "financial reporting" and "report preparation". Is this only related to the quarterly/yearly financials and adoption/rescue numbers that will be provided to the county? Or will there be other expectations of service in this area?

The financial reporting and report preparation are for the quarterly/yearly reports required in the RFP.

2) The outline states the "contractor will maintain an up-to-date computerized record of all animals processed through the Adoption and Rescue program". Is this a requirement outside of, or in addition to, the Shelter Manager system already in place to record the incoming and outgoing information for each impounded animal, as required by state law?

The records to be maintained in Shelter Manager are required by state law. We are not looking for anything else. As a private organization any other records you maintain are yours and not county property or subject to open records requests.

3) Outline states "Contractor is responsible for veterinary costs for animals to be adopted or rescued". Does this mean that certain animals will be identified as those intended for adoption or rescue and the contractor would then be responsible for vet care of ALL animals selected? Or does this mean that at the time a licensed rescue or adopter commits to an animal, the contractor would then become responsible for the vet care of that animal? (With the necessary vetting differing between a rescue pull and an adoption, as required by law.)

All animals are property of Baldwin County. An animal to be adopted through the adoption/rescue coordinator's marketing will have vet care provided by the adoption/rescue coordinator. If an animal is transferred to a licensed rescue then the rescue organization or adopter will be responsible for vet care unless otherwise agreed to by the licensed rescue and the adoption/rescue coordinator.

4) My last question is regarding "key personnel resumes". As a charitable purposed and primarily volunteer run organization, Friends of Baldwin County does not have staff. Rather a network of volunteers, licensed rescue partners, vet clinics, transporters and others who come together to support homeless animals. I'm uncertain how staff resumes would be provided outside of my own?

The county is looking for the resume of the individual(s) who will contract with the county for the adoption/rescue program.

SCOPE OF ADDENDUM

The RFP is revised as follows with ~~strike through~~ for deletions and underlining for insertions:

Revision 1

In the RFP, page 2, "Submission of Proposal" is amended as follows:

Submission of Proposals

In order to submit bids/proposals to Baldwin County you must comply with the following:

All proposals shall be submitted via regular mail or in person to:

Baldwin County Board of Commissioners
Attention: County Manager
1601 N. Columbia Street, Suite 230
Milledgeville, GA 31061

Proposals must be received no later than 3:00 p.m. on April ~~15~~ 22, 2022.

In the RFP, page 3, "Proposed Tentative Timeline" is amended as follows:

PROPOSED TENTATIVE TIMELINE

The tentative RFP timeline is as follows:

RFP Issued	March 21, 2022
Pre-Proposal Site Visit	10:00 a.m., Monday, March 28, 2022
Deadline for questions, clarifications	1:00 p.m., Friday, April 1, 2022.
Proposals Due	3:00 p.m., Friday, April 15 <u>22</u> , 2022
Finalist Identified	Week of April 24, 2022
Finalist Interviews	Week of May 1, 2022
Consultant selection and contract preparation	Week of May 8, 2022
Contract awarded	TBD
Work commences	May 16, 2022

This addendum will become part of the Request for Proposal and acknowledgement of its receipt must be submitted with the Request for Proposal Response.

RESPONDER NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____