



Notice of Intent to Award

Solicitation Number	376394	Award Date	7/29/2024 5:19 PM CDT
Solicitation Title	Relief Veterinarian Services		
Buyer Name	Daniel Drumwright	Buyer Email	Daniel.Drumwright2@nashville.gov
BAO Rep	Christopher Wood	BAO Email	Christopher.Wood@nashville.gov

Awarded Supplier(s)

In reference to the above solicitation and contingent upon successful contract negotiation, it is the intent of the Metropolitan Government of Nashville and Davidson County to award to the following supplier(s):

Company Name	Elizabeth Kemp Fellows	Company Contact	Elizabeth Kemp Fellows
Street Address	1300 Windmere Ct		
City	Franklin	State	TN
		Zipcode	37064

Company Name		Company Contact	
Street Address			
City		State	
		Zipcode	

Company Name		Company Contact	
Street Address			
City		State	
		Zipcode	

Certificate of Insurance

The awarded supplier(s) must submit a certificate of insurance (COI) indicating all applicable coverage required by the referenced solicitation. The COI should be emailed to the referenced buyer no more than 15 days after the referenced award date.

Equal Business Opportunity Program

Where applicable, the awarded supplier(s) must submit a signed copy of the letter of intent to perform for any and all minority-owned (MBE) or woman-owned (WBE) subcontractors included in the solicitation response. The letter(s) should be emailed to the referenced business assistance office (BAO) rep no more than two business days after the referenced award date.

Yes, the EBO Program is applicable. No, the EBO Program is not applicable.

Monthly Reporting

Where applicable, the awarded supplier(s) will be required monthly to submit evidence of participation and payment to all small (SBE), minority-owned (MBE), women-owned (WBE), LGBT-owned (LGBTBE), and service disabled veteran owned (SDV) subcontractors. Sufficient evidence may include, but is not necessarily limited to copies of subcontracts, purchase orders, applications for payment, invoices, and cancelled checks.

Questions related to contract compliance may be directed to the referenced BAO rep.

Yes, monthly reporting is applicable. No, monthly reporting is not applicable.

Public Information and Records Retention

Solicitation and award documentation are available upon request. Please email the referenced buyer to arrange.

A copy of this notice will be placed in the solicitation file and sent to all offerors.

Right to Protest

Per MCL 4.36.010 – any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the purchasing agent. The protest shall be submitted in writing within ten (10) days after such aggrieved person knows or should have known of the facts giving rise thereto.

DC Supervisor (Initial)

Dennis Rowland
 Dennis Rowland
 Purchasing Agent & Chief Procurement Officer

**RFQ 376394 Relief Veterinarian Services
Evaluation Team/Review Board Score Sheet**

Offeror	Elizabeth Kemp Fellows
Contract Acceptance	Yes
Education (Pass/Fail)	PASS
Licensing Requirements (Pass/Fail)	PASS
MACC System Utilization (Pass Fail)	PASS
Vaccination Requirements (Pass/Fail)	PASS
Legal and Ethical Responsibility (Pass Fail)	PASS
Performance and Availability (Pass/Fail)	PASS
Qualifications and Experience (80 Points)	80.00
Cost (20 Points)	20.00
Total Evaluation Scores	100.00

Evaluation Comments

Elizabeth Kemp Fellows
Strengths
<p>Provided Doctor of Veterinary Medicine (DVM) or Veterinary Medical Doctor (VMD) degree from an accredited university. Provided active Tennessee license to practice veterinary medicine. Confirmed and agreed to maintain DEA controlled substances registration to administer, prescribe and dispense controlled substances. Provided valid class "D" driver's license.. Confirmed ability to input data into shelter medicine software to maintain accurate medical/surgical care provided, examinations, treatment, communication, and surveillance of disease within the shelter. Agreed to meet pre-exposure rabies vaccine requirements. Confirmed ability to perform forensic veterinary exams for cruelty/legal cases, including but not limited to crime scene processing, evidence collection and handling, crime scene/live animal photography, live examinations and necropsy, and emergency care. Prepare detailed legal veterinary statements, attend court and testify as expert witness when required, maintain confidentiality of evidence/records/case information. Confirmed willingness to support and participates in departmental response to disaster and emergency events with the practicing veterinarian should the need arise. Confirmed ability to advise and work with shelter staff in behavior assessment, behavioral counseling and animal training and enrichment programs. Provided hours of operation and availability on holidays. Confirmed ability to invoice monthly, document number of hours worked, customize or tailor invoices to Metro's needs, confirm ability to ensure compliance with applicable laws and regulations of the Tennessee Board of Veterinary Medicine and the US Drug Enforcement Administration (DEA). Provided a detailed overview of practice, including detailing a minimum of 3 years of experience providing the services referenced in the Scope Details. Included resume of key staff that will complete the services provided in the Scope Details section. Referenced projects are of a similar size, scope, and complexity of Metro.</p>
Weaknesses

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
RFQ 376394 Relief Veterinarian Services			20	0	20
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Elizabeth Kemp Fellows	\$165,768.94	\$0.00	20.00	0.00	20.00

* There was no SBE/SDV Programming assigned to this solicitation.