



December 4, 2025

## ADDENDUM #1

### RP033-25, Provision of Veterinary Medical Services on a Multi-Year Contract

#### QUESTIONS & ANSWERS:

- Q1. What are the expectations of Staff doctors in 1 Doctor Days and 2 Doctor Days? Specifically, what are the abilities that need to be done by the Surgeons for the days in a fluid situation of animal welfare? Finding Surgeons that can do HQHVSN is not an easy task, but finding support for Medium Volume is much easier on the 2 Surgeon Days. I also ask this as 35 was a number to be completed. This was stated on the call as 40 total on 2 doctor days, but I would like clarification on 1 doctor days as well.**
- A1.** The number of surgeries can vary day to day based on the animals in custody, their medical needs, and intake volume. At this time, we are averaging up to 35 surgeries per day with one doctor, which can occasionally cause medical exams and treatments to get backed up. During peak season, having two doctors allows us to complete all medical exams and surgeries in a timely and efficient manner, helping us keep up with the increased workload and maintain a high standard of care. On two-doctor days, there is an expectation of between 30-40 surgeries per day.
- Q2. Would the 24/7 availability need to be done by the "Lead Doctor" as stated by Brittany or is using outside work with potential emergencies from GCAWE staff and fosters?**
- A2.** Using an outside agency will not be permitted by the County.
- Q3. #24: I would like to know what type of itemized summary is detailed for allocation of funds. Does this include staffing costs as well as pharmaceuticals, administrated costs, and other overhead? This would seem to make pricing fluid based on surgeries performed and not a static cost for both our budgeting purposes. Also, I believe that these itemized summaries should be covered by #15 for input of Shelter Buddy and any VMS that is provided by the County.**
- A3.** As a government agency, Animal Welfare & Enforcement (AWE) is responsible for maintaining transparent and accountable financial practices. To ensure we meet all budget expectations and comply with county and state requirements, the County requires a clear breakdown of how taxpayer funds are being allocated each month, upon request by the Animal Welfare & Enforcement division. This may include detailed reporting on all major expense categories such as pharmaceuticals, medical supplies, staffing costs, operational expenses, technology, and any additional program-related spending. We understand and expect that these amounts will vary from month to month. Our goal is simply to track expenses accurately so we can evaluate our needs, plan responsibly, and ensure our resources are being used efficiently to support both our staff and the animals in our care.
- Q4. What type of background checks need to be completed by the supplier?**
- A4.** A general background check to include criminal history is required.

**Q5. Please clarify: Anything that is listed as "Veterinarian Technicians" is to include Veterinarian Assistants. This is specific for staffing differences in availability of licensed vet techs and cost differences.**

A5. Veterinary Assistants shall be accepted.

**Q6. There is no termination clause for suppliers, but this can be discussed with the county. Who would that specifically be, and what would the process be? You indicated this is standard and non-changeable but I did not follow up with how to go about it.**

A6. There is not a mechanism in the contract for the awarded supplier to terminate. The Department of Community Services will monitor and document any performance issues throughout the life of the contract, and shall report those issues to the Purchasing Division. Any contract concerns from the awarded supplier should be reported to the Purchasing division.

**Q7. Because the pharmaceuticals are ever-fluctuating, plus the staffing differences based on 2 separate schedules, can staffing and pharmaceuticals be 2 separate cost proposals? I feel like this would be better for #24 and would assist the county in explaining cost changes.**

A7. The cost proposal will not be revised. The monthly fee should cover all staffing and pharmaceutical costs.

**Q8. Pharmaceuticals and consumables lists: Euthanasia solution was omitted from both lists. Do you want it to fall onto the pharmaceutical list or consumables since it is largely used by county staff?**

A8. Gwinnett County Animal Welfare & Enforcement shall provide euthanasia solution.

**Q9. Pharmaceuticals and consumables lists: Flea medications, both topical and oral, were not on either list. Which list do you want them to fall under, so I can figure that into a pharmaceuticals budget if needed?**

A9. Gwinnett County Animal Welfare & Enforcement shall provide flea medications.

This addendum should be acknowledged in the space provided below and returned with your proposal. Failure to do so may result in your proposal being deemed non-responsive.

Company Name\_\_\_\_\_

Authorized Representative\_\_\_\_\_

Thank you,

*Jake Scarpone*

Jake Scarpone

Purchasing Associate II

Attachments:

1. Pre-Proposal Conference Sign In Sheet

# PRE-PROPOSAL CONFERENCE

RP033-25

	<u>Representative Name</u>	<u>Company Name</u>	<u>Phone #</u>	<u>E-Mail Address</u>
	<b>(DEPARTMENT REPRESENTATIVES SIGN-IN AT BOTTOM)</b>			
1.	Zach Kmiecik	Planned PETHood of GA	312-859-8632	Zach@PETHoodGA.org
2.				
3.				
4.				
5.				

<u>Department Representative Name</u>	<u>Department</u>	<u>Department Representative Name</u>	<u>Department</u>
Jake Scarpone	DOFS	Katrina Helman	DOCS/AWE
Brittany Arnold	DOCS/AWE		