Animal Husbandry

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This Request for Proposal (RFP) has been posted on Procurement Services web site for your convenience. Addenda and attachments are posted if issued. The RFP can be downloaded at this web site: [http://www.procurement.virginia.edu/main/publicpostings/RFP.html](http://www.procurement.virginia.edu/main/publicpostings/RFP.html). It is the firm’s responsibility to ensure that the latest version of the entire RFP and related links are reviewed prior to submission of a proposal. We encourage you to check the web site frequently for any changes prior to the due date. Call (434) 924-1346 if you have trouble accessing the RFP from the web. For questions about the content of the RFP, contact the buyer listed in Section VI, Information about this RFP. Additional information can be found on Procurement Services web site: [http://www.procurement.virginia.edu/main/](http://www.procurement.virginia.edu/main/)

I. Overview of the RFP Process

The Rector and Visitors of the University of Virginia (University), a Virginia public corporation, seeks an experienced firm to provide a wide range of technical and support services required for the proper care, use and humane treatment of laboratory animals. This RFP is part of a competitive procurement process which helps to serve the University's best interests. It also provides firms with a fair opportunity for their services to be considered. The process of competitive negotiation being used in this case should not be confused with the different process of competitive sealed bidding. The latter process is usually used where the goods or services being procured can be described precisely and price is generally the determinative factor. With competitive negotiation, however, price is not required to be the determinative factor, although it may be, and the University has the flexibility it needs to negotiate with firms to arrive at a mutually agreeable relationship.

For ease of reference, each firm receiving this RFP is referred to as a "firm" and the firm selected to provide services for the University is referred to as the "Selected Firm." This RFP states the instructions for submitting proposals, the procedure and criteria by which a firm may be selected, and the contractual terms by which the University proposes to govern the relationship between it and the Selected Firm.

It is the policy of the Commonwealth of Virginia and the University to contribute to the establishment, preservation, and strengthening of small businesses and businesses owned
by women and minorities, and to encourage their participation in State procurement activities. The Commonwealth and the University encourage firms to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, or other contractual opportunities.

II. Background Discussion and Goals of the University

When Thomas Jefferson founded the University in 1819, he intended it to be nothing less than a world-class institution of higher learning. Jefferson’s spirit lives on – not only in the Rotunda and Academical Village he designed, and which remain treasures of American architecture, but in the University’s standing as a leader in education, research, and community service.

The over 20,390 students attending the University work within a true meritocracy and live by an Honor Code unique among American universities. Each student is exposed to the widest spectrum of disciplines – from arts and athletics to humanities and technology. Our students also enjoy a unique connection to the world beyond college through the University’s outstanding professional training, exemplified by its nationally ranked schools of Law, Business, and Medicine. The University as a whole has had a consistently high ranking not only among public schools, where it often heads the list, but among all American universities, public and private.

Over 11,960 permanent University faculty and staff are committed to serving both the local and national community. The University makes a real difference in the world, through its invaluable research, a hospital ranked among the nation’s finest, and graduates who have consistently been among the forefront of our nation’s shapers. At the University, our bright future is the direct result of our great history.

The University is one of the nation’s foremost biomedical research institutions. It is one of the principal agencies of the Commonwealth for the conduct and support of biomedical research. The Center for Comparative Medicine (CCM) is the University’s organizational
component responsible for providing resources for intramural research that involves the use of animals. Research disciplines include: molecular biology, immunology and hematology (including transplantation), genetics, physiology, neurology, cancer, virology, bacteriology, pharmacology/toxicology, metabolism, biochemistry, cardiovascular, ophthalmology, parasitology, behavior and dermatology. The University’s animal programs involve the use of approximately 67,450 square feet of space located in five buildings on the University’s Grounds. Animal programs conducted in University facilities must comply with applicable laws, regulations, guidelines and standards, and must be accredited by the Association for the Assessment and Accreditation of Laboratory Animal Care, International (AAALAC).

The purpose of this RFP is to secure a firm to provide a wide range of technical and support services required for the proper care, use and humane treatment of laboratory animals. Functions include: veterinary medicine, animal care, technical support, data management, cage and environment sanitation, routine maintenance of animal care equipment, logistical and clerical support. Support is to be provided to animal projects involving the full range of biomedical research and scientific disciplines and animal species which may include: mice, rats, hamsters, guinea pigs, gerbils, rabbits, dogs, cats, sheep, pigs, goats, chickens, amphibians, reptiles, fish, nonhuman primates and other vertebrates and invertebrates. Services are to be provided on-site at the University’s main Grounds in Charlottesville, Virginia and/or at the University Research Parks within the commuting range of Charlottesville. All services must be responsive to the University’s research requirements and comply with the Animal Welfare Act (CFR 9) and the “Guide for the Care and Use of Laboratory Animals” published by the National Institutes of Health to ensure the University’s continuing AAALAC accreditation.

III. Scope of Goods and Services
It is the University's intent to enter into an Agreement with the Selected Firm(s) to provide animal husbandry services, including some technical biomethodology services and animal facility management services to include those goods and services necessary to
help the University achieve its goals as outlined in this RFP (the “Goods and Services”). In order to achieve this goal the Selected Firm may be requested to provide those Goods and Services outlined in this section. Attachment 5, Personnel Security and Health Qualifications, Attachment 6, Reporting Requirements, and Attachment 7, General Description of Animal Husbandry Tasks have been provided to further articulate the Goods and Services the University is seeking through this RFP.

A. Requirements

Independently, and not as an agent of the University, the Selected Firm will furnish the necessary on-site management and personnel for the performance of duties associated with animal husbandry and related support services. The services provided may include, but are not limited to:

1. Routine laboratory animal care, housing, nutrition, hygiene, written and computerized record keeping;
2. Sanitation and cleaning of the equipment and facilities as outlined in Standard Operating Procedures (SOPs) to be provided to and approved by the University;
3. Laboratory animal handling, restraint, technical laboratory animal procedures and observations;
4. Veterinary medical care and animal health surveillance;
5. Logistical support in the form of transportation services;
6. Maintenance of equipment;
7. Generation of facility standard operating procedures (SOPs);
8. Appropriate laboratory animal facility management oversight and reporting; and
9. Quality assurance practices regarding facility sanitation, equipment function, effluent decontamination efficacy and sterilizer efficacy.

Continuous high quality laboratory animal care must be provided as set forth in the applicable laws, regulations, and guidelines. The experimental animals must be maintained under carefully controlled conditions to minimize research variables and allow the accurate interpretation of laboratory results.
Consequently, it is essential that the laboratory animal colonies be properly maintained to avoid any situation or condition such as undue stress, intercurrent diseases, animal identification problems, escaped animals, etc., that might adversely affect experiments. The Selected Firm will maintain strict adherence to SOPs provided for each task order with the only exceptions being explicit written instructions from the University’s assigned Contract Administrator.

Some existing and future facilities may be different in scale and/or more technical in nature than those described herein. Future vivaria may also involve short term or intermittent requirements with a limited period of notice. The contractual services provided in each vivarium may be initiated in conjunction with the RFP award or may be withdrawn or redefined and negotiated under the terms of any resulting Agreement.

Additional services from the Selected Firm may be required from time to time to supplement current in-house efforts. The need for these additional tasks will be at the sole discretion of the University. These additional tasks will be described in sufficient detail for the Selected Firm to develop a specific proposal that outlines the recommended technical approach, supervisory/management controls, the mix of staff required and a detailed breakdown of the prices in order to perform the task at the technical level described for the task and within the general provisions of the resulting Agreement. Each authorized task will indicate a period of performance; and individual tasks may be redefined, modified or discontinued at the discretion of the University. Tasks may also be modified during the course of performance upon mutual agreement of the Selected Firm and the University.

B. Selected Firm Requirements

1. Restrictions on Selected Firm Personnel

The Selected Firm and Selected Firm's employees will only conduct business covered by this RFP during periods paid for by the University
and will not conduct other business on University Grounds. Interaction with Selected Firm staff for the Selected Firm's general management purpose that does not relate directly to the University's interests must be done in a manner that will not disrupt nor diminish performance. Selected Firm personnel will abide by the rules and regulations applicable to the University’s Grounds on which they perform work, including any applicable security regulations.

The Selected Firm employees will be subject to the University’s Standards of Conduct rules, a copy of which may be found at url: [http://www.hrs.virginia.edu/Policies/emplrel/standards.html](http://www.hrs.virginia.edu/Policies/emplrel/standards.html). The Selected Firm's employees will not eat and drink except in areas so designated. Smoking is not permitted within the confines of any University building or within 50 feet of any University building.

The Selected Firm will provide an alphabetical listing of prospective employees to the University’s Division of Security Operations at least two weeks prior to proposed start date of performance. The list will include the full name, address and date of birth. The Selected Firm will also provide the University’s Contract Administrator a criminal justice investigative history check performed by fingerprint submittal to the Criminal Justice Investigative Service repository for each employee two weeks prior to employment on the resulting Agreement. Any persons deemed unacceptable by the University’s Division of Security Operations or the University’s Contract Administrator will not be allowed to perform on the resulting Agreement.

The University reserves the right to increase or reduce the level of Selected Firm staff assigned to individual tasks if conditions change or the amount of labor appears to be inappropriate. The University will provide 30 days written notice of the requirement for changes in staffing level. If
an increase in requirements exceeds the dollar level authorized under the
task, a formal task modification and approval of the University will be
required.

2. Delegation of Duties

Delegation of duties to the personnel will be the prerogative of the
Selected Firm; however, when necessary to ensure continued satisfactory
performance of the required services, the University will require the
Selected Firm to replace any person under the resulting Agreement due to
inappropriate behavior, poor performance, misconduct, endangering life of
humans or research animals, abuse of the University property or inhumane
treatment of animals. The Selected Firm will be responsible for the
selection, certification, assessment, supervision, management, and control
of employees in performance of the Work Statement and will comply with
the general intent and specific policies or regulations of University
concerning conduct of employees.

3. Training

In performing its responsibilities under the resulting Agreement, the
Selected Firm will use only fully trained, experienced and technically
proficient personnel. The Selected Firm will provide the University’s
Contract Administrator a detailed written description of employee
qualifications and evidence of professional/technical certifications as
identified in task descriptions. At the award of tasks under the resulting
Agreement, an orientation training program will be coordinated by the
University for key personnel, as identified within the resulting Agreement.
This will include a general overview of health and safety requirements,
terminology, standard programs, handling of animal and caging, operation
of equipment, and sterilization procedures. Specific information related to
individual program areas will also be provided. Continuing education and
training will also be a responsibility of the Selected Firm; and the nature
of the training and employee participation (by name) will be reported in
the monthly reports.
4. Safety and Health
The Selected Firm will comply with the requirements outlined in Attachment 4, Personnel Security and Health Qualifications. The Selected Firm's Occupational Safety and Health Program will also include testing and reporting provisions needed to ensure the safety of all contract personnel in the work environment, as well as protect the animal populations from the transmission of human disease(s) as appropriate for specific animal species. The Selected Firm will provide an annual report of employee status under the Occupational Safety and Health Program, detailing up-to-date vaccination and testing results.

5. Technical Competence
All Selected Firm’s personnel assigned to work under the resulting Agreement will meet or exceed the requirements for each of the skill levels to which they will be assigned, and be capable of performing the functions described in a competent and professional manner. The Selected Firm will organize the workforce in a way that critical functions are performed even when unforeseen absences of personnel occur.

6. Description of Work Conditions and Environment
a. Work Conditions
The Selected Firm's employees will work mostly inside. However, employees will be required to work outside performing tasks associated with sanitizing outside enclosures and runs; picking up and delivering laboratory animals, supplies and small equipment; transporting waste to cold storage boxes and loading docks; and husbandry and health assessment of large animal species that may be housed on pasture or in outdoor runs. Employees may be subject to adverse variables of weather. Work areas are often hot, humid, and noisy due to animal husbandry activities and the operation of cage washing machines and autoclaves. Employees are exposed to minor injuries such as
cuts, scrapes, burns, and bites and the possibility of exposure to hazardous materials.

b. Physical Effort
In performing the duties under this RFP, constant lifting (50 pounds or more), and the pushing and pulling of racks, carts, and dollies, will be required. Also continuous walking, standing, sitting, and considerable arm and hand movements will be required.

c. Reassignment
The Selected Firm’s employees will not be reassigned or moved between animal facilities unless the University’s Contract Administrator has given prior approval. Different animal facilities may have differing biological status and research animals may be exposed to pathogenic organisms unless personnel undergo special procedures to protect against cross-contamination.

7. Essential Activities
The Selected Firm will designate animal care personnel as "essential employees" and will require them to report for duty during periods of inclement and severe weather or other adverse working conditions, even in situations where other University facilities have been temporarily closed.

8. Uniforms and Identification Badges.
   a. The Selected Firm will provide suitable uniforms for its staff subject to University approval. Employees will wear uniforms under the resulting Agreement at all times when on the University Grounds for work purposes. The uniforms will be readily identifiable and conform in color and style with those in general use by other support area personnel. Clean uniforms will be provided each day (at a minimum) and bear the name of the company. Uniforms must be changed if leaving the assigned area for any reason, including lunch and at the end of each day.
b. The University will provide each employee an identification card capable of being worn as a badge. The identification card will contain a photograph of the employee, name and the company name and/or logo. Employees will wear such identification cards while in the place of work. The cost of production of the identification cards will be at the expense of the University unless the employee is retained on the resulting Agreement less than 60 days.

9. Supervision of Selected Firm's Employees
The Selected Firm will designate a Contract Manager, and an alternate, another who will always be available to supervise the Selected Firm's personnel, plan work schedules, train personnel, and be available to meet with the University’s Project Manager and/or Contract Administrators as needed. These individuals will be "Key Personnel" and will have the full authority to act on behalf of the Selected Firm. These persons will be the central contact point with the University.

10. Key Personnel
The Selected Firm will provide key personnel as described herein and when identified in task descriptions. The University will evaluate the qualifications and experience of these individuals before acceptance. The level of competence accepted will apply throughout the life of the resulting Agreement unless otherwise mutually agreed upon by the University and the Selected Firm. The Selected Firm will submit to the University’s Contract Administrator the resume of any proposed replacements of key personnel. The University’s Contract Administrator will have the authority to approve or reject the replacement employee.

The key personnel identified in this RFP are considered to be essential for the successful performance of the RFP. The Selected Firm will assign such persons to the performance of the work under the resulting Agreement, and will not reassign them to any other contractual obligation
of the Selected Firm without the approval of the University’s Contract Administrator. During the length of the resulting Agreement, the Selected Firm will make no substitutes of key personnel unless approval is obtained from the University’s Contract Administrator. The Selected Firm will provide, in the Notification to the University’s Contract Administrator, a detailed explanation of the circumstances necessitating the proposed substitutes and any additional information requested by the University’s Contract Administrator. Proposed substitutes will have equal abilities and qualifications to those of the persons being replaced. The University’s Contract Administrators will notify the Selected Firm within 15 calendar days after receipt of all required information of the decision on substitutes.

11. Job Categories
The following job categories are representative of the types of personnel needed to perform individual task orders under the Agreement.

a. Clinical Veterinarian (key personnel)
   Must possess a degree in veterinary medicine, a Virginia veterinary license and have at least one-year experience with all animal species maintained in the facility where they are assigned in a laboratory animal medicine setting.

b. Clinical Veterinarian (Specialty, key personnel)
   Must possess the qualifications described above for clinical Veterinarian and be a Diplomat of the American College of Laboratory Animal Medicine. Other veterinary board-certified specialties may also be considered in this category.

c. Contract Manager (key personnel)
   The incumbent in this on-site position will have certification by the American Association for Laboratory Animal Science (AALAS) as a Laboratory Animal Technologist (LATG) with at least ten years experience as a research animal facility supervisor. Formal education will include a minimum of a B.S. degree in animal sciences or personnel management, or a Master’s degree in
Business Administration. This position is responsible for direct interaction with the University, management of the movement of personnel between tasks to balance the level-of-effort with the scope-of-work to be performed. The incumbent functions as an Animal Facility Supervisor in the absence of the supervisor. The incumbent is directly responsible for providing all reports required by the contract in a timely manner and in the format specified by the University’s Contract Administrator. The incumbent is responsible for providing all Human Resources activities related to contract personnel management.

d. Animal Facility Supervisor (Vivarium Supervisor, key personnel)
The on-site supervisor will have certification by the American AALAS at the LATG level, with at least six years experience in an animal facility, two of which will have been in a supervisory capacity. Formal education will include a minimum of a B.S. degree in animal sciences or a Master’s degree in Business Administration. Experience in specialty areas may also be required for some tasks, e.g., nonhuman primates, biohazards, gnotobiotic, etc. The incumbent has primary responsibility for training and performance of all contract staff in the vivarium for which the incumbent has primary assignment; for adherence to SOPs for husbandry practices including biocontaminent, radioisotope use, rodent surveillance, facility sanitation, equipment function, adherence to federal/Animal Care and Use Committee (ACUC) and CCM policies and procedures.

e. Assistant Facility Supervisor (key personnel)
The on-site assistant supervisor will have certification by the American AALAS at the LAT level and a minimum of two years experience in an animal facility. Primary responsibilities of this on-site position will include providing and documenting training of research personnel and contract animal care staff in appropriate
husbandry practices and personal protective equipment used in animal facilities. Obtains cardkey and/or room key access for research staff and new personnel. Oversees and ensures appropriate safety practices in biocontaminmment areas. Maintains records and alerts vivarium supervisor of HEPA filtration certification dates. Provides biomethodology services to veterinary and research staff including gavage, parenteral injections, application of topical medications, medication of water, or other treatments or compound administration as required by veterinary or research staff. Administers rodent health surveillance program and RODAC plate testing of sanitation practices according to SOPs. Prepares sentinel rodents for delivery to the Center for Comparative Medicine (CCM) diagnostic laboratory. Provide animal husbandry services during time of staffing shortage.

f. Veterinary Technician (key personnel)

Must have an Associate of Arts Degree in Veterinary Technology or equivalent from an AVMA accredited college level program and licensure in any state (preferably the Commonwealth of Virginia) as a Veterinary Technician. Responsibilities include physical examination of research animals reported as ill. The incumbent will report cases refractory to treatment or that are emergent to one of the clinical veterinarians in a timely manner. Provides biomethodology services to veterinarians and research staff including placement of intravenous catheters, anesthesia induction and maintenance, anesthetic recording keeping, gavage, parenteral injections, application of topical medications, medication of water, or other treatments or compound administration as required by veterinary or research staff. Maintain a log of the use of controlled substances and submit this monthly to the CCM office. The
incumbent is responsible for inventory and ordering of veterinary medical supplies for the facilities in which they are assigned.

g. Laboratory Animal Technician (LAT)
LATs perform as group leaders or floor leaders, and provide technical and husbandry services. They will be certified at the AALAS Laboratory Animal Technician level or higher and have two years experience in a laboratory animal facility. Provides biomethodology services to veterinarians and research staff including gavage, parenteral injections, application of topical medications, medication of water, or other treatments or compound administration as required by veterinary or research staff. Responsibilities include overseeing animal husbandry and cagewashing conducted by other staff, scheduling procedure rooms, documentation of animal husbandry room activities, storage rooms inventory of consumable supplies, lunchrooms cleanliness, and ensuring animal care staff adherence to all SOPs.

h. Assistant Laboratory Animal Technicians (ALAT)
ALATs will have AALAS certification at the Assistant Laboratory Animal Technician level and one year experience in a laboratory animal facility. Persons must have demonstrated knowledge and skill in handling animals, be able to recognize abnormal clinical signs of disease in animals, be able to determine the sex of animals, be able to provide high quality animal husbandry, provide adequate sanitation of animal rooms and other support spaces, and be able to maintain an adequately sanitized and orderly environment for research animals use. Maintains daily logs of husbandry practices, animals on sick report and individual animal treatment records (non-rodent species). Capable of clipping teeth in animals with malocclusion, trimming toe nails on monthly species such as rabbits and guinea pigs, providing food treats or enrichment devices as required by SOP.
i. Laboratory Animal Caretaker
These individuals must be capable of performing basic animal care
duties under the direction of AALAS certified
technician/technologist. They must be trainable to achieve AALAS Assistant Laboratory Technician Certification within one year.
Persons must have demonstrated knowledge and skill in handling
animals, be able to recognize abnormal clinical signs of disease in
animals, be able to determine the sex of animals, be able to provide
high quality animal husbandry, provide adequate sanitation of
animal rooms and other support spaces, and be able to maintain an
adequately sanitized and orderly environment for research animals
use. Maintains daily logs of husbandry practices, animals on sick
report and individual animal treatment records (non-rodent
species).

j. Cage Wash Supervisor (key personnel)
This person will be responsible for scheduling materials handling
of all cage washing equipment and supervising cage wash
technicians. Primary responsibilities will include temperature and
biological monitoring on all cage wash equipment and steam
sterilizers; monitoring of data output from computerized sterilizer,
bedding dispenser, cage washers, and animal drinking water
dispenser; scheduling of all autoclaving requirements; and
ensuring all safety requirements are followed. This person must be
knowledgeable of cage wash chemicals, sterilizing procedures and
cage wash sanitation practices. The incumbent will be certified at
the AALAS LAT level or higher and have two years experience in
a laboratory animal facility, and one-year supervisory experience.

k. Cage Wash Attendant
Cage washing attendants must have physical strength and dexterity
to handle cages, racks, feed sacks, carts, dollies, and other
equipment. These persons will have some knowledge of detergent
disinfectant and acid descaler usage and operating knowledge of several of the following types of equipment: autoclaves, automated cagewashing machines, conveyors, bedding dispensers, bottle fillers, high-pressure and steam cleaning devices, etc.

1. Clerical
The Selected Firm will provide typing and clerical support to the Animal Facilities. The employees will be skilled at typing, using computers for Microsoft Word processing, Microsoft Access database data entry and report generation and electronic mail. Other duties will include: answering inquiries, phone calls, setting up filing systems, filing, proofreading, taking minutes of meetings, processing data for monthly billings, receiving and announcing visitors, picking up and delivering material weighing less than 25 pounds, and other secretarial and clerical duties.

m. Transportation Service Driver
This person must possess a commercial driver’s license (CDL) and appropriate vehicle insurance coverage. The Selected Firm will be responsible for transportation of animals, food, caging and equipment, consumable supplies and personnel between University buildings and local merchants when required. Transportation will be coordinated with the University’s Contract Administrator. The University will supply and maintain a temperature controlled utility vehicle for this purpose.

12. Correction of Deficiencies
Deficiencies in daily work reported by the University to the Selected Firm will be corrected at no additional cost to the University.

13. Reference Material
All operations conducted by the Selected Firm will be in compliance with the:
a. Animal Welfare Act PL91-579, as amended;
b. Guidelines outlined in the Guide for the Care and Use of
Laboratory Animals (HHS Publication No.86-23 revised 1996);
c. University IACUC Policies pertaining to the care and use of laboratory animals, program operations (http://www.virginia.edu/vprgs/iacuc/policies.html);
d. U.S. Public Health Service Policy on Humane Care and Use of Laboratory Animals, September 1986;
e. CDC-University Biosafety in Microbiological & Biomedical Laboratories, 4th edition (1999);
g. University Radiation and Safety Guide;
h. Occupational Health and Safety in the Care and Use of Research Animals (NRC Press, Washington, D.C., 1997); and
i. University Standards of Conduct.

C. University Responsibilities

1. Facilities
   The Selected Firm’s activities will be conducted in University owned or leased facilities. The University will provide animal holding and procedure space, cage wash facilities, office and laboratory space, restroom, shower and locker areas, lunchrooms, storage and other support space required to successfully conduct the tasks. These facilities may be shared with University staff.

2. Equipment
   All University-owned equipment will remain the property of the University. The University will provide all animal care equipment required under the resulting Agreement. Such equipment includes but is not limited to: automatic watering or water bottles, waste disposal, security and environmental monitoring systems; cage washers; autoclaves; laboratory equipment; animal caging; material handling equipment; etc. Detailed listing of University furnished property will be included in each
task description or developed in conjunction with the performance of the task.

At a time agreeable to the University’s Contract Administrator, but not later than 30 days after initiating a task, the Selected Firm will conduct an equipment inventory supplying the results to the University. The Selected Firm and the University will jointly determine the working order of all equipment. The condition of all items will be noted. The University will repair items not in working order. The Selected Firm and the University will certify by signing a memorandum containing notes on the working order and conditions of all equipment and estimated value. If the Selected Firm does not participate in the inventory, the Selected Firm will accept as accurate the listing of equipment, conditions and estimated values as the University provides it.

The Selected Firm will be responsible for the routine operations of the University-owned equipment. The Selected Firm will follow SOPs approved by the University for the operation of the machinery. The Selected Firm will be responsible for reporting immediately, orally, followed in writing, all nonfunctioning equipment to the University’s Contract Administrator.

Throughout the Agreement period, the Selected Firm will keep current the equipment inventory listed by task. The listing will be adjusted to reflect additions, deletions and changes in condition. Adjustments to the list will be dated and initialed by the Selected Firm and University’s Contract Administrator and each will retain a copy.

The Selected Firm will notify the University’s Contract Administrator when additional equipment is needed for new requirements due to increase or change in the scope of work, or from fatigue due to normal wear and
torn or as provided in writing and with sufficient lead-time to affect the purchase.

The Selected Firm will be responsible for the loss or repair of equipment, beyond that of normal wear and tear, that results from carelessness, failure to perform routine maintenance according to SOPs, or misuse by the Selected Firm's employees. In such cases, all repairs will be made by the Selected Firm or at its expense. For such repairs or losses for which restitution is not made, compensation will be affected either by withholding the equivalent amount(s) owed to the Selected Firm or by direct payment to the University, at the University’s discretion. It is agreed that the amount of compensation due to the University will be the actual cost of the repair or replacement provided such amount does not exceed the economical repair value.

Upon termination of the resulting Agreement, or at the conclusion of the initial term of the resulting Agreement and prior to exercising any options to renew the Agreement, the Selected Firm and the University will conduct a joint inventory of equipment. All equipment is to be in good working order or restitution made for damaged or lost equipment prior to conducting the joint inventory.

3. Supplies and Materials
The University will furnish all feed, cages, bedding, replacement parts for equipment, laboratory supplies, medications, cleaning agents, disposable clothing, and office supplies necessary for operation of the animal facility. The Selected Firm will, however, be responsible for constant monitoring of supply inventories to ensure an adequate supply of materials is on hand at all times. The Selected Firm will be responsible for preparing and submitting to the University’s Contract Administrator listings of supplies and materials that need to be replenished.
4. University Furnished Services

The following services will be provided by the University for on-site use only in the performance of this RFP:

a. Security
The University will provide security for the Selected Firm's personnel and the animal facilities.

b. Maintenance of the Building and Equipment
The University will provide maintenance for the building and equipment (except as identified as Selected Firm responsibility by SOPs or building maintenance in leased facilities when supplied by building owner).

c. Mail Handling
The University will pick up and deliver official mail, provided the items to be mailed are properly sealed, stamped, and at the designated pickup point.

d. Telephone Services
The University will provide telephone services for local and on Grounds telephone communications as required for official University business.

e. Reproduction
The University's document copying machines will be available for Selected Firm's use for the on-site operations for University related copying only. The Selected Firm will comply with quantity copying limitations posted at these machines.

f. Safety
The University will provide services outlined under University Responsibilities in Attachment 5, Personnel Security and Health Qualifications

g. Restrooms, Lockers, and Lunch Room:
The University will assign lockers, restrooms, and lunchrooms to the Selected Firm to be used by the Selected Firm’s employees to
store personal possessions and change uniforms, and eat lunch. The University is not liable for the loss of personal possessions.

h. Trash and Waste Removal

Removal of trash and contaminated medical waste to an appropriate and designated disposal area. (Note: The Selected Firm is responsible for daily cleaning and removal of trash from these areas.)

5. Identification and Disposition of Data

All data (raw and computerized) generated as a result of this Agreement will become the property of the University.

IV. Basis of Selection

The University will evaluate proposals and, if a firm is to be selected, select the firm on the basis of:

1. The firm's plan to assist the University to meet its goals for Animal Husbandry as discussed in Section II, Background Discussion and Goals of the University, and Section III, Scope of Goods and Services; including, the quality of the proposal, specifically, responsiveness to requirements and adequacy of information provided;

2. The firm's relevant experience, qualifications and success in providing the goods and services outlined in this RFP; including, the firm's references from institutions of higher education, teaching hospitals, and clients which are comparable to the University;

3. The firm's financial proposal including but not limited to discounts, service charges and other charges;

4. The contractual terms which would govern the relationship between the University and the Selected Firm;

5. The firm’s plan for the utilization of Small, Women-owned and Minority-owned (SWAM) businesses. (In evaluating the firm’s proposal, the University will
assign a minimum of 10 percent of the total selection weight to this individual selection criterion.); and

6. Any other factors relevant to the firm's capacity and willingness to satisfy the University.

V. Contents of the Proposal

Proposals should include information outlined in this section. Copies of proposals must be sent to the Issuing Office, Procurement Services, Carruthers Hall, and not to any other office or department whatsoever at the University.

A. Operations/Technical Information

1. Describe how the firm plans to provide Animal Husbandry, which is the primary goal of this RFP; including a plan of operation to achieve the objectives set forth in Section III, Scope of Goods and Services.

2. Present the degree and manner in which technical support from the firm’s corporate resources will be provided to the on-site staff when it is required. Indicate the home office potential to provide professional supervision, leadership, and formal quality control support to assure satisfactory performance of services by the on-site staff.

3. The Technical Approach and Understanding of the General University Requirement For each Vivarium – where are they?

   a. A narrative summary of your understanding of the required services. This summary should include a discussion of anticipated major difficulties and problems areas, together with recommended approaches for their resolution.

   b. Provide a management plan that describes your corporate approach for managing each task’s work, including general on-site management approach, supervisory responsibility, lines of authority, assigned responsibilities, ability to provide quality control, and management support to the on-site staff.

   c. Describe the general staff plan for Selected Firm
employees with provisions for continuing education in laboratory animal science.

d. Describe the firm’s phase-in plan and a plan for continuing of service at the end of each resulting Agreement/task period.

e. Provide a description of the firm’s work force recruitment plans that demonstrate an understanding of the work requirements. Describe how the Firm will provide qualified staff, particularly those identified as "Key Personnel.” Indicate the method that the firm proposes to recruit regular and specialized personnel for operation for each of the tasks and vivaria.

f. Provide a description of procedures to protect the animal population from introduction of undesirable organisms.

g. Provide a description of the Selected Firm's occupational safety and health responsibilities as well as a copy of the Firm’s Occupational Safety and Health Program.

h. Provide a plan detailing how the orderly transition from one Selected Firm/in-house operation to another Selected Firm/in-house operation would be made, should that occur for both the inception and expiration of any Agreement or tasks resulting from this RFP. The Transition Plan will be in accordance with the clause Continuity of Services.

B. Firm Information, Personnel, References

1. Provide a brief history of the firm and its experience including general background, qualifications, and a description of Laboratory Animal Facility/Program operation work performed for the University or others; including, experience in animal care and use support for biomedical research or testing programs. The Selected Firm must demonstrate a minimum of five years corporate experience.
2. Provide information on those individuals assigned to work with the University including a description of their experience in providing Laboratory Animal Facility/Program.

3. Provide a list of all of the firm's clients comparable to the University indicating the length of service of each account. Provide a list including name, address, and telephone numbers of the contracting organization, the University’s Contract Administrator or Project Officer if a Federal contract. Also, list the contract number, contract type, dollar value, date of the award, and period of performance. The University may contact and/or visit any of these accounts.

4. Provide a list of all clients lost within the last three years which includes:
   a. A contact name and telephone number
   b. Length of service at the account
   c. Reason for the loss

5. Provide a description of the Firm’s occupational safety and health responsibilities and provide a copy of the Firm’s Occupational Safety and Health Program.

6. Technical Data (as it pertains to previous or existing contracts)
   a. Average number of personnel (key and other personnel) assigned per Agreement and the percentage turnover of personnel per year on an annual basis.
   b. Description of the RFP work, scope, and responsibilities.
   c. Similarities and differences between this proposed effort and that of previous or existing contracts.
   d. If the contract(s) cited above were a federal "Award Fee" contract type, indicate the rating given during the life of the contract; and if the contract(s) cited above were of a cost-reimbursement contract type, indicate the experience in performing the contract at or below the contract’s monetary ceiling.
   e. Experience in attracting/retaining experienced animal care and
technical personnel in the central Atlantic coast geographic area.

7. Provide the name of the individual responsible for the firm’s supplier diversity program. This individual is responsible for implementing and reporting on the firm’s Small, Women-owned and Minority-owned (SWAM) program as it will relate to this procurement should the firm be selected.

C. Financial Proposal

The Center for Comparative Medicine is a 95% cost recovery internal animal husbandry and veterinary care service provider at the University that functions in a manner that complies with federal and local regulations and ensures, in part, continuing AAALAC accreditation. Funding of the Center is predominantly through collection of per diem revenues and sales of goods and services to the research community. These revenues plus a modest subsidy will pay for the cost of the Selected Firm. The Center needs to be financially solvent and operational costs must not impact per diem rates and rates charged for goods and services (since these rates are fixed at levels identified in extramural grants). Therefore, each Firm submitting a proposal for this RFP should submit a financial proposal based on the following facts: 81% of operational costs result directly from labor, 95% of total vivarium expenditure must be recovered through per diem with a lesser contribution from animal husbandry services or technical support. Per diem rates escalate at 3% per year (NIH allowed limit), vivaria occupancy rarely exceeds 85% of capacity, and staffing levels must be in balance with occupancy (level-of-effort) during phase-in and operation of each vivarium.

1. Pricing for vivarium operation Price responses will include estimated hours required to perform the tasks by personnel and rates for all personnel as an hourly (unloaded) and hourly plus benefits (loaded) rate by job category.

2. Outline the firm’s breakdown of costs, G&A (general and administrative), fringe rates and fees.
3. Provide pricing that the University will be charged for uniforms, safety shoes, occupational health and safety program and back support items. If included as part of the proposal, then indicate these items as “included” in the proposal response.

4. State the firm’s willingness to provide other laboratory technical services and explain how that would be priced.

5. State the firm’s capability for managing and containing costs and reducing personnel turnover (i.e. through employee incentives, and the like).

6. The Firm may propose animal husbandry coverage using a staggered shift schedule or through the use of overtime rates to perform essential work after normal working hours or on weekends and University holidays if this method is considered the most cost-effective way of performance. Define overtime and when overtime rates apply. Regular and overtime rates should be specified for each job category as part of the proposal for University cost comparisons. There will be no holiday rate defined which is in excess of the normal overtime rate.

7. State the firm’s method used to determine leave accrual of employees, both sick and annual. Indicate whether annual leave is on a “use or lose” basis.

8. A copy of the firm’s most recent audited financial statements.

9. State the firm's capability for accepting electronic payments through Electronic Data Interchange (EDI) or Automated Clearing House (ACH) and any additional discounts that may result from paying electronically. Information about the Commonwealth of Virginia’s Financial Electronic Data Interchange (FEDI) program is available on this web site: http://www.doa.virginia.gov/General_Accounting/EDI/EDI_Main.cfm.

D. Contractual Arrangements

1. Provide the University with any form or contract the University may be requested to sign.
2. State the firm's acceptance of Attachment 1, Mandatory Contractual Provisions.

3. State the firm's acceptance, with any proposed modifications, of Attachment 2, Preferred Contractual Provisions.

4. Provide a written statement with the firm’s proposal that its principals or legal counsel has reviewed Attachment 1, Mandatory Contractual Provisions, and Attachment 2, Preferred Contractual Provisions, and agrees that these provisions will become a part of any final agreement.

E. Site Visits

It may be necessary or desirable for the University's evaluation team of less than ten people to travel to a site chosen jointly by the firm and the University to view its operation. Each firm will indicate whether it will reimburse the University for the reasonable and actual expenses (travel, lodging, meals, etc.) incurred by the University for its travel.

F. Small, Women-owned and Minority-owned (SWAM) Business

The University is committed to the goal of non-discrimination and to giving fair consideration for all vendors in its procurement programs. The University has set a voluntary goal of doing 5% more business with SWAM firms each year. The University’s 2007 SWAM plan spend goal for firms certified by DMBE is:

<table>
<thead>
<tr>
<th>Minority Business Enterprises</th>
<th>4.0 %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women Business Enterprises</td>
<td>5.0 %</td>
</tr>
<tr>
<td>Small Business Enterprises</td>
<td>31.0 %</td>
</tr>
</tbody>
</table>

This goal does not allow for "set aside" purchases. SWAM firms must compete equally with majority firms and be able to provide the University with quality goods and services at competitive prices. To view the University’s current quarterly achievements, click here (Current SWAM Report) As this report shows, the University is in need of assistance in the Minority-owned and Women-owned categories. Please tailor your firm’s SWAM plan to assist the University in meeting its goal.
Specify whether the firm is a SWAM. Firms can only be considered a Small, Women-owned or a Minority-owned Business Enterprise if certified by the Commonwealth of Virginia’s Department of Minority Business Enterprise (DMBE). All certified SWAM firms will be assigned a specific identification number. No SWAM firm is required to certify under this program and no SWAM firm will be excluded from doing business with the Commonwealth because of their failure to certify as a SWAM firm.

The Commonwealth’s definitions are:

- **Minority-owned Business Enterprise** means a business concern which is at least 51 percent owned by one or more minorities or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more minorities and whose management and daily business operations are controlled by one or more of such individuals.

- **Minority Individual** means a person who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:
  - "Asian Americans" means all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Marinas, the Philippines, U. S. territory of the Pacific, India, Pakistan, Bangladesh and Sri Lanka and who are regarded as such by the community of which these persons claim to be a part.
  - "African Americans" means all persons having origins in any of the original peoples of Africa and who are regarded as such by the community of which these persons claim to be a part.
  - "Hispanic Americans" means all persons having origins in any of the Spanish speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese
cultures and who are regarded as such by the community of which these persons claim to be a part.

- "Native Americans" means all persons having origins in any of the original peoples of North America and who are regarded as such by the community of which these persons claim to be a part or who are recognized by a tribal organization.

- "Eskimos and Aleuts" means all persons having origins in any of the peoples of Northern Canada, Greenland, Alaska, and Eastern Siberia and who are regarded as such in the community of which these persons claim to be a part.

- **Small Business Enterprise** means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of $10 million or less averaged over the previous three years. Nothing in this provision prevents a program, agency, institution or subdivision from complying with the qualification criteria of a specific state program or a federal guideline to be in compliance with a federal grant or program.

- **Woman-owned Business Enterprise** means a business concern which is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more women, and whose management and daily business operations are controlled by one or more of such individuals.

If the firm is not a SWAM firm, describe the firm’s partnering relationships with SWAM firms and how it plans to support the University’s goal to increase business annually by 5% with these firms in accordance with Attachment 4, Executive VP and COO’s Request for Commitment letter.
G. Other Information

Provide any other information which the University should consider in evaluating the firm's proposal.

VI. Information about this RFP

A. Procurement Schedule

Here is a brief schedule for this procurement, specifying the important dates and milestones:

- Issue Date of RFP: 02/21/08
- Preproposal Conference: 03/12/08
- Deadline for Receipt of Proposals: 03/27/08
- Oral Presentations/Negotiations: 04/18/08
- Contract Award: 07/01/08

B. Issuance of RFP and Questions

The Issuing Office for this RFP is:
Procurement Services
University of Virginia
1001 North Emmet Street
P.O. Box 400202*
Charlottesville, Virginia 22904-4202

**NOTE: If RFP proposal is sent U. S. Postal Service use the P. O. Box. The University does not take responsibility for lost or misdirected mail.

Attention: Frank F. Fountain, Buyer Specialist
Telephone: (434) 982-3092
Fax: (434) 982-2690
TDD: (434) 982-HEAR
Email: fff3x@virginia.edu

Any questions, issues, comments or problems concerning this RFP will be directed to Frank Fountain, as listed above, and not to any other person at the University, with the exception of issues directly related to SWAM business and SWAM subcontracting opportunities. Such SWAM issues may be alternately directed to Bill Cooper, the University’s Director of Supplier Diversity, at (434)
C. Preproposal Conference
A conference for firms receiving this RFP will be held on Wednesday, March 12, 2008 at 10:00 a.m., (EDT) in Carruthers Hall Conference Room #E, Charlottesville, Virginia (map viewed at this web site: [http://www.virginia.edu/Map/](http://www.virginia.edu/Map/). Attendance at this conference is advised if your firm wishes to raise any questions in connection with this RFP. Please print a copy of the RFP and bring it with you as no additional copies will be provided at the conference. The University intends to present general information which may be helpful in the preparation of proposals and to offer firms the opportunity to ask questions concerning this RFP. No firm may have more than two representatives present at the conference.

Firms planning to attend the Preproposal Conference should notify Rebecca Sims either by email [pur-rfp@virginia.edu](mailto:pur-rfp@virginia.edu) or telephone (434-924-1346), no later than 4:00 p.m., Monday, March 10, 2008 (EDT) of the names, titles, and phone numbers of the individuals who will attend.

D. Proposal Deadline
All proposals must be received at the Issuing Office by 3:00 p.m., EDT, Thursday, March 27, 2008. Four copies of each proposal must be provided in individual, bound volumes. Firms must also include an electronic copy of the proposal on a CD-ROM, excluding any pre-printed materials such as financial statements. The electronic copy should be formatted as a Microsoft Word document.

E. Oral Presentations and Negotiations
An oral presentation by two or more firms may be required after written proposals are received by the University. If the University requires such a presentation, the Issuing Office will schedule a time and place. Each firm should be prepared to
discuss and substantiate any of the areas of the proposal it submitted, its own qualifications for the services required and any other area of interest relative to its proposal. Oral presentations and negotiations are tentatively scheduled for Friday, April 18, 2008.

F. Communications Between the University and the firms Regarding This RFP

Informal Communications
From the date of receipt of this Request for Proposal by each firm until a binding contractual agreement exists with the Selected Firm and all other firms have been notified, or when the University rejects all proposals, informal communications regarding this procurement will cease. Informal communications will include but not be limited to:

1. Requests from the firms to any department at the University, with the exception of Procurement Services for information, comments, speculation, etc.;
2. Requests from any department at the University, or any employee of the University, with the exception of Procurement Services for information, comments, speculation, etc.

Formal Communications
From the date of receipt of this Request for Proposal by each firm until a binding contractual agreement exists with the Selected Firm and all other firms have been notified, or when the University rejects all proposals, all communications between the University and the firms will be formal, or as provided for in this Request for Proposal, or as requested by Procurement Services. Formal communications will include but not be limited to:

1. Preproposal Conference
2. Oral presentations
3. Site visits, Interviews, etc.
Any failure to adhere to the provisions set forth in Informal Communications and the Formal Communications sections above may result in the rejection of any firm's proposal or cancellation of this RFP.

G. Formation of the Agreement with the Selected Firm

All proposals received will be carefully evaluated by the University. The University will then select two or more firms deemed to be fully qualified and best suited among those submitting proposals, on the basis of evaluation criteria described in this RFP. The University will then conduct negotiations with each of these firms. After negotiations have been conducted, the University will select the firm which, in its opinion, has made the best proposal. The University will award the agreement to the Selected Firm by either of these methods:

1. Accept the proposal as written by issuing a written notice to the Selected Firm which refers to this RFP and accepts all or part of the proposal submitted in response to it and/or any addenda submitted during the negotiation process; or

2. Execute a mutually satisfactory written agreement based on this RFP, the proposal submitted, and the negotiations concerning these.

3. If the University determines in writing and in its sole discretion that only one firm is fully qualified, or that one firm is clearly more highly qualified than the others under consideration, it may decide to negotiate and award an agreement to that firm.

Because the University may use alternative (1) above, each firm must include in its written proposal all requirements, terms or conditions it may have, and should not assume that an opportunity will exist to add such matters after the proposal is submitted.

Firms should also note that, as described in Section H, Provisions Deemed Included in the Proposal, certain matters will automatically be deemed part of the proposal.
H. Provisions Deemed Included in the Proposal

The University will consider each proposal to include not only the matters expressly stated in the proposal as requested in Section V, Contents of the Proposal, but also other provisions which consist of two different types: those which are "mandatory" and cannot be changed by a firm in its proposal; and those which are "preferred" by the University, but which a firm may wish to alter by expressly and specifically so stating in its proposal.

The University includes mandatory provisions so that all proposals will be governed by the same basic contractual terms. The University encourages any firm which feels that a mandatory provision is unreasonable to contact the University before proposals are due so the University can consider amending the provision. The University includes preferred provisions so that any difference between the firm and the University's preferred contractual provisions can be considered during the University's evaluation of proposals.

1. Mandatory Provisions

   Each proposal received by the University in response to this RFP will automatically be deemed to include the firm's agreement to the provisions of (a) and (b) below. Although such provisions will govern the firm's proposals as submitted, the University and one or more firms may later mutually agree to amend such provisions, such as when additional time is needed to consider proposals, or when contractual negotiations or performance indicate that such amendments are appropriate.

   a. The proposal constitutes an offer by the firm which will remain open and irrevocable for a period of 120 days from the deadline for submitting proposals as stated in Section C, Proposal Deadline.

   b. If selected by the University, the provisions governing the firm's performance will include all the provisions of Attachment 1, Mandatory Contractual Provisions.

Unless a firm expressly and specifically provides otherwise in its written proposal, the proposal received by the University in response to this RFP will automatically be deemed to include the firm's agreement to these provisions:

a. The firm consents to the University contacting and obtaining any information relevant to this RFP from the references and others identified by the firm in its proposal, as well as from any other persons, firms, or organizations which the University wishes to contact; and

b. If selected by the University, the provisions governing the firm's performance will include all the provisions of Attachment 2, Preferred Contractual Provisions.

I. Rejection of Proposals

The University reserves the right to reject any or all proposals received. Nonacceptance of a firm's proposal will mean that one or more proposals were deemed more advantageous to the University or that all proposals were rejected. Firms whose proposals are not accepted will be notified after a binding contractual agreement between the University and the Selected Firm exists, or when the University rejects all proposals.

J. Virginia Freedom of Information Act

Except as provided below, once an award is announced, all proposals submitted in response to this RFP will be open to the inspection of any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by firms as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act; however, the firm must invoke the protections of this section prior to or upon submission of its proposal, and must identify the specific data or other materials
to be protected and state the reasons why protection is necessary. Firms may not request that its entire proposal be treated as proprietary information.
Attachment 1

Mandatory Contractual Provisions

A. Nondiscrimination
During the performance of this Agreement, the Selected Firm will comply with the contract provisions contained in Section 2.2-4311 (1) & (2) of the Code of Virginia or any successor provisions which may be applicable to this Agreement. Also, in accordance with Section 2.2-4343.1, the University does not discriminate against faith-based organizations.

B. Conflict of Interests
The Selected Firm represents to the University that its entering into this Agreement with the University and its performance through its agents, officers and employees does not and will not involve, contribute to nor create a conflict of interest prohibited by the Virginia State and Local Government Conflict of Interests Act (Va. Code 2.2-3100 et seq), the Virginia Ethics In Public Contracting Act (Va. Code 2.2-4367 et seq), the Virginia Governmental Frauds Act (Va. Code 18.2-498.1 et seq) or any other applicable law or regulation.

C. Assignment
Neither party to this Agreement will have the right to assign this Agreement in whole or in part without the prior written consent of the other.

D. Amendments
No amendment of this Agreement will be effective unless it is reduced to writing and executed by the University's Director of Procurement Services and by the individual signing the Selected Firm's proposal or by other individuals named by either party as specified in Section E, Notices below. If the Selected Firm deviates from the terms of this Agreement without a written amendment, it does so at its own risk.
E. Notices

Any notice required or permitted to be given under this Agreement will be in writing and will be deemed duly given: (1) if delivered personally, when received; (2) if sent by recognized overnight courier service, on the date of the receipt provided by such courier service; (3) if sent by registered mail, postage prepaid, return receipt requested, on the date shown on the signed receipt; or (4) if sent by facsimile, when received (as verified by sender’s machine) if delivered no later than 4:00 p.m. (receiver’s time) on a business day or on the next business day if delivered (as verified by sender’s machine) after 4:00 p.m. (receiver’s time) on a business day or on a non-business day. All such notices will be addressed to a party at such party’s address or facsimile number as shown below.

If to the University:
Eric N. Denby
Director of Procurement Services
Carruthers Hall
University of Virginia
1001 North Emmet Street
P.O. Box 400202
Charlottesville, Virginia 22904-4202
Fax: (434) 924-6154

If to the Selected Firm:
The person signing the Selected Firm's proposal in response to the University's RFP, at the Selected Firm's address indicated in such proposal; or to such other person or address as either may designate for itself in writing and provide to the other.

F. Independent Contractor

Selected Firm is not an employee of the University, but is engaged as an independent contractor. The Selected Firm will indemnify and hold harmless the Commonwealth of Virginia, the University, and its employees and agents, with respect to all withholding, Social Security, unemployment compensation and all other taxes or amounts of any kind relating to the Selected Firm's performance of this Agreement. Nothing in this Agreement will be construed as authority for the Selected Firm to make commitments which will bind the University, or to otherwise act on behalf of the University, except as the University may expressly authorize in writing.
G. Workers' Compensation and Employers' Liability
The Selected Firm will (i) maintain Employers Liability coverage of at least $100,000 and (ii) comply with all federal or state laws and regulations pertaining to Workers' Compensation Requirements for insured or self-insured programs.

H. Drug-Free Workplace
The Selected Firm, its agents and employees are prohibited, under the terms of this Agreement, Code of Virginia Section 2.2-4312, and the Commonwealth of Virginia, Department of Human Relations Management Policy Number 1.05, from manufacturing, distributing, dispensing, possessing, or using any unlawful or unauthorized drugs or alcohol while on University property.

During the performance of this Agreement, the Selected Firm agrees to 1) provide a drug-free workplace for the Selected Firm's employees; 2) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Selected Firm's workplace and specifying the actions that will be taken against employees for violations of such prohibition; 3) state in all solicitations or advertisements for employees placed by or on behalf of the Selected Firm that it maintains a drug-free workplace; and 4) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific agreement awarded to a Selected Firm, the employees of whom are prohibited from engaging in the unlawful manufacturing, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the agreement.
I. Information Technology Access Act

In accordance with § 2.2-3504 of the Code of Virginia, the following will apply to all information technology Agreements:

NON-VISUAL ACCESS TO TECHNOLOGY: All information technology (the "Technology") which is purchased or upgraded by the University will comply with the following non-visual access standards from the date of purchase or upgrade until the expiration of the Agreement:

• Effective, interactive control and use of the Technology will be readily achievable by non-visual means;
• Technology equipped for non-visual access will be compatible with information technology used by other individuals with whom any blind or visually impaired user of the Technology interacts;
• Non-visual access technology will be integrated into any networks used to share communications among employees, program participants or the public; and
• Technology for non-visual access will have the capability of providing equivalent access by non-visual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

Compliance with the foregoing non-visual access standards will not be required if the Director of Procurement Services, University of Virginia determines that 1) the Technology is not available with non-visual access because the essential elements of the Technology are visual and 2) non-visual equivalence is not available.

Installation of hardware, software, or peripheral devices used for non-visual access is not required when the Technology is being used exclusively by individuals who are not blind or visually impaired, but applications programs and underlying operating systems (including the format of the data) used for the manipulation and presentation of information will permit the installation and effective use of non-visual access software and peripheral devices.
If requested, the Agreement must provide a detailed explanation of how compliance with the foregoing non-visual access standards is achieved and a validation of concept demonstration.

J. Intellectual Property Rights/Disclosure

Unless expressly agreed to the contrary in writing, all goods, products, materials, documents, reports, writings, video images, photographs or papers of any nature including software or computer images prepared or provided by the Selected Firm (or its subcontractors) for the University will not be disclosed to any other person or entity without the written permission of the University. The Selected Firm warrants to the University that the University will own all rights, title and interest in any and all intellectual property rights created in the performance or otherwise arising from any Agreement resulting from this RFP and will have full ownership and beneficial use free and clear of claims of any nature by any third party including without limitation copyright infringement claims. The Selected Firm will execute any assignments or other documents needed for the University to perfect such rights. Notwithstanding the foregoing, for research collaboration pursuant to subcontracts under sponsored research agreements administered by the University's Office of Sponsored Programs, intellectual property rights will be governed by the terms of the grant or contract to the University to the extent such grant or contract requires intellectual property terms to apply to subcontractors.

K. eVA Business To Government Registration

The eVA Internet electronic procurement solution, web site portal [www.eva.state.va.us](http://www.eva.state.va.us), is the Commonwealth of Virginia's comprehensive electronic procurement system. The portal is the gateway for firms to conduct business with state agencies and public bodies. All agencies and public bodies are expected to utilize eVA. All firms desiring to provide goods and/or services in the Commonwealth are encouraged to participate in the eVA Internet e-procurement solution. The Selected Firm is required to register in the eVA Internet e-procurement solution prior to an award being made.
L. **eVA Transaction Fee**

The Selected Firm agrees, by accepting an award as a result of this RFP, that it is a registered eVA vendor and will be subject to an eVA transaction fee, for which the Selected Firm will be invoiced by Commonwealth of Virginia, Department of General Services. Additional information is available at [www.eva.state.va.us](http://www.eva.state.va.us).

M. **Contractor License Requirements**

State statutes and regulatory agencies require that some firms be properly registered and licensed, or hold a permit, prior to performing specific types of services. If firms provide removal, repair, improvement, renovation or construction-type services they, or a qualified individual employed by the firm, must possess and maintain an appropriate State of Virginia Class A, B, or C Contractor License (as required by applicable regulations and value of services to be performed) for the duration of the Agreement. It is the firm’s responsibility to comply with the rules and regulations issued by the appropriate State regulatory agencies.

License #______________  Type___________________

A copy of the license must be furnished upon request to the University or VASCUPP member institution.
Attachment 2
Preferred Contractual Provisions

A. Goods and Services
During the term of this Agreement, the Selected Firm will provide for the University the goods and services offered to the University by the firm in its proposal and/or any addenda to its proposal which has been approved in writing by the University and as may be further specified by the University in writing when it selected the firm.

B. Term of Agreement
The term of this Agreement will be for five years, with the ability to renew on the same terms and conditions, for five additional two-year periods if mutually agreeable to the University and the Selected Firm. A market survey will be conducted by the University, prior to each renewal, to ascertain the reasonableness of pricing/service, and the University reserves the right to renegotiate the renewal. The Selected Firm and the University will mutually agree at least 180 days prior to each renewal period whether to renew the terms of the Agreement.

C. University’s Contract Administrator
The University will identify a University’s Contract Administrator for any Agreement which results from this RFP. The individual will be the point of contact at the University for day-to-day operations, but cannot approve amendments to the Agreement or price changes.

D. Waiver
No waiver of any right will be deemed a continuing waiver, and no failure on the part of either party to exercise wholly or in part any right will prevent a later exercise of such or any other right.
E. Indemnification
The Selected Firm will indemnify and hold harmless The Commonwealth of Virginia, The Rector and Visitors of the University of Virginia, and their agents, employees and officials from any and all costs, damage or loss, claims, liability, damages, expenses (including, without limitation, attorneys' fees and expenses) caused by or arising out of the performance or non performance of the Agreement by the Selected Firm or its agents or subcontractors, including the provision of any services or products. The Selected Firm warrants that the products, goods and services provided the University may be used by the University without being in violation of any copyright, patent or similar property right or claim by others and will defend, indemnify and save the University (its employees and agents) from and against any such claim.

F. Governing Law
This Agreement will be governed in all respects by the laws of the Commonwealth of Virginia.

G. Termination
If the Selected Firm fails to provide quality goods or services in a professional manner, solely as determined by the University, and, upon receipt of notice from the University, does not correct the deficiency, to the University's satisfaction within a reasonable period of time, not to exceed five calendar days unless otherwise agreed to by both parties in writing, the University reserves the right to terminate this Agreement upon written notice to the Selected Firm.

H. Non-Appropriation
Funding for any Agreement between the University and a Selected Firm is dependent at all times upon the appropriation of funds by the Virginia General Assembly and/or any other organization of the Commonwealth authorized to appropriate such funds. In the event that funding to support this Agreement is not appropriated, whether in whole or in part, then the Agreement may be terminated by the University effective the last day for which appropriated funding is available.
I. Right of Audit
The University reserves the right to audit or cause to be audited the Selected Firm's books and accounts regarding the University's account at any time during the term of this Agreement and for five years thereafter. The Selected Firm will make available to the University all books and records relating to performance of this Agreement as may be requested during said period.

J. Contractual Claims
This Agreement is subject to the University's policy on Contractual Claims which is provided as Attachment 3, Procedure for Resolution of Contractual Claims.

K. Insurance
Listed below is the insurance the Selected Firm must maintain under any Agreement resulting from this RFP. In no event should the Selected Firm construe these minimum required limits to be their limit of liability to the University. The Selected Firm will maintain insurance which meets or exceeds the requirements of the University with insurance companies that hold at least an A- financial rating with A.M. Best Company. No Agreement will be executed by the University until the Selected Firm satisfies the insurance requirements of the University. The Selected Firm may be required to provide the University with a valid Certificate of Insurance before providing any goods or services to the University. The University reserves the right to approve any insurance proposed by the Selected Firm.

**Comprehensive Commercial General Liability:**
The Selected Firm and any Subcontractor will maintain a minimum combined single Limit of Liability for bodily injury and property damage of $1,00,000 per occurrence, with coverage for premises and operations.
Automobile Insurance:
The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $500,000 per accident on all owned, hired, and non-owned vehicles operated by their employees.

Veterinarian Professional Liability Insurance:
Unless coverage is not excluded on the General Liability Insurance above, the Selected Firm and any Subcontractor providing medical care to animals will maintain a minimum professional liability insurance of not less than $1,000,000 per claim.

Additional Insured:
If the University requests to be named as an Additional Insured, and the proper name is: “The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its officers, employees, and agents.”

L. Use of Agreement by Third Parties
It is the intent of this RFP and any resulting Agreement to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institution, or any University related foundation may access the Agreement if authorized by the Selected Firm.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Selected Firm, the Agreement may be extended to the entities indicated above to purchase at fees in accordance with the Agreement. The Selected Firm will notify the University in writing of any such entities accessing the Agreement. No modification of this Agreement or execution of a separate agreement is required to participate. The Selected Firm will provide semi-annual usage reports for all entities accessing the Agreement. Participating entities will place their own orders directly with the Selected Firm and will fully and independently administer their use of the Agreement to include contractual disputes, invoicing and payments without direct administration from the University. The University will not be held liable for any costs or damages incurred by
any other participating entity as a result of any authorization by the Selected Firm to extend the Agreement. It is understood and agreed that the University is not responsible for the acts or omissions of any entity, and will not be considered in default of the Agreement no matter the circumstances.

Use of this Agreement does not preclude any participating entity from using other agreements or competitive processes as the need may be.

M. Favored Nations
The Selected Firm represents that the prices, terms, warranties, and benefits specified in its proposal are comparable to or better than the equivalent terms being offered by the firm to any present customer.

N. The University's Authorized Representatives
The only persons who are or will be authorized to speak or act for the University in any way with respect to this Agreement are those whose positions or names have been specifically designated in writing to Selected Firm by the University's Director of Procurement Services.

O. Purchasing Manual
This Agreement is subject to the provisions of the Commonwealth of Virginia "Purchasing Manual for Institutions of Higher Education and Their Vendors" and any subsequent revisions, which is available on Procurement Services web site at: 
http://www.virginia.edu/procurement/about/PurchasingManual.html

P. Small, Women-owned and Minority-owned (SWAM) Business Reporting
The Selected Firm will identify and fairly consider SWAM firms for subcontracting opportunities when qualified SWAM firms are available to perform a given task in performing for the University under the resulting Agreement. The Selected Firm will submit a quarterly SWAM business report to the University by the 8th of the month
following each calendar quarter, specifically the months of April, July, October, and January. The Selected Firm will submit the quarterly SWAM business reports to:

Nancy Noblette  
Administrative Assistant to the Director of Procurement Services  
E-mail: nrn9g@virginia.edu

The quarterly SWAM business reports will contain this information:

- SWAM firm’s name, address and phone number with which the Selected Firm has contracted over the specified quarterly period.
- Contact person at the SWAM firm who has knowledge of the specified information.
- Type of goods and/or services provided over the specified period of time.
- Total amount paid to the SWAM firm as it relates to the University’s account.

The Selected Firm’s failure to provide SWAM reports on a quarterly basis which contain the information required by this section and/or the Selected Firm’s failure to comply with the plan for utilizing SWAM businesses submitted by the Selected Firm as part of its proposal and/or negotiation response may be grounds for debarment pursuant to Section 4.M. of the “Purchasing Manual for Institutions of Higher Education and their Vendors.”

Q. Payment Terms

The Selected Firm may indicate payment terms of less than 30 days so long as those terms also contain a cash discount for early payment. For example: “5% 15/Net 30” would correspond to a 5% discount if paid in 15 days, otherwise net 30. The University will compute discounts from the date of delivery of goods at destination, after final inspection, and acceptance, from the date of completion of services, or from the date the correct invoice is received in Accounts Payable, whichever is later. The University will take the cash discount if payment is made within the specified time frame.

Unless alternate payment terms, with cash discounts, are proposed by the Selected Firm, invoices submitted to the University by the Selected Firm for the Goods and Services described in this RFP will be paid on a Net 30 days after receipt of the Goods and Services and University receipt and approval of the corresponding invoice.
R. Future Goods and Services
The University reserves the right to have the Selected Firm provide additional goods and/or services under the same pricing, terms, and conditions to make modifications or enhancements. Such additional Goods and Services may include other products, components, accessories, subsystems or related services that are newly introduced during the term of this Agreement. Such newly introduced additional Goods and Services will be provided to the University at favored nations pricing, terms, and conditions.

S. Contract Manager
The Selected Firm agrees to provide a named individual (“Contract Manager”), as a dedicated representative, to coordinate all processes between the Selected Firm and the University in order to implement, perform, and manage the provisions as outlined in the Goods and Services of this RFP (and any other business the Selected Firm has with the University). The University must approve the appointment of the Contract Manager prior to execution of any Agreement with the Selected Firm resulting from this RFP. The Contract Manager will be the University’s primary contact (both for CCM directly and for any other business the Selected Firm has with the University), although the Account Manager can/will be assisted by other members of the Selected Firm’s staff in completing key activities.

In the event that the Contract Manager (or any other individual responsible for the University’s account) is no longer employed by the Selected Firm, is unavailable for any reason, or is performing in an unsatisfactory manner (as solely determined by the University’s Contract Administrator and/or the University’s Department of Procurement), the Selected Firm will propose a replacement for that individual within a reasonable time frame, no longer than two weeks, so as not to significantly delay the provision of the Goods and Services to the University. The University reserves the right to approve the replacement, or to cancel the Agreement. If the University accepts a proposed replacement, the replacement will provide the Services at rates no higher than the rates of the original individual and in accordance with all terms and conditions specified in this Agreement.
T. Invoice Accuracy and Timeliness

It is the responsibility of the Selected Firm to ensure the accuracy, completeness, correct format, and timely submission of all invoices. The Contract Manager, as referred to in the above mentioned section (reference: Section S. Contract Manger) will be responsible for all invoice coordination. Invoice errors may be reported, by the University, via e-mail to the Contract Manger, or via telephone followed by confirming e-mail. All personnel of the Selected Firm working under this contractual agreement will document their attendance at work using a time clock provided by the University. The original or a copy of the time card of each employee for the period of time covered by a monthly invoice, will accompany the invoice. This will allow the University’s Contract Administrator (of their designee) to validate the hours billed for each contract employee using the employees’ timecards. The Selected Firm may not interrupt service to the University due to payment delays caused by the Selected Firm’s invoice errors. In addition, invoices are to be submitted, to the Accounts Payable address listed on the University’s Purchase Order, on a monthly basis no later than 30 days from the end of the month. Should the Selected Firm fail to provide invoices in this timely fashion, the University, in its sole discretion, may choose to reject the late invoices.
Attachment 3

Procedure for Resolution of Contractual Claims

The Virginia Acts of Assembly of 2007, Chapter 943, Chapter 3, Exhibit P and its attachments requires contractors with the University to submit any claims, whether for money or other relief, in writing no later than 60 days after final payment; however, written notice of the contractors intention to file such a claim must be given at the time of the occurrence or beginning of the work upon which the claim is based.

The University's procedure for deciding such contractual claims is:

A. The Selected Firm must provide the written claim to:

   Assistant Director of Procurement Services
   University of Virginia
   1001 North Emmet Street
   P. O. Box 400202
   Charlottesville, Virginia  22904-4202

B. Although the Selected Firm may, if it chooses, attempt to resolve its claim by dealing with a University department other than the one stated in Section A above, the Selected Firm must submit any unresolved claim in writing no later than 60 days after final payment to the Assistant Director of Procurement Services if it wishes to pursue its claim.

C. Upon receiving the written claim, the Assistant Director of Procurement Services will review the written materials relating to the claim and decide whether to discuss the merits of the claim with the Selected Firm. If such discussion is to be held, the Assistant Director of Procurement Services will contact the Selected Firm and arrange such discussion. The manner of conducting such discussion will be as the Assistant Director and the Selected Firm mutually agree.
D. The Assistant Director of Procurement Services will mail his or her decision to the Selected Firm within 60 days after receipt of the claim. The decision will state the reason for granting or denying the claim.

E. The Selected Firm may appeal the decision to:

   Director of Procurement Services  
   University of Virginia  
   Carruthers Hall  
   1001 North Emmet Street  
   P.O. Box 400202  
   Charlottesville, Virginia 22904-4202

   by providing a written statement explaining the basis of the appeal, within 15 days after the Selected Firm's receipt of the decision.

F. Upon receiving the written appeal, the Director of Procurement Services will review the written materials relating to the claim and decide whether to discuss the merits of the claim with the Selected Firm. If such discussion is to be held, the Director of Procurement Services will contact the Selected Firm and arrange such discussion. The manner of conducting such discussion will be as the Director of Procurement Services and the Selected Firm mutually agree.

G. The Director of Procurement Services will mail his or her decision to the Selected Firm within 60 days after the Director of Procurement Services receipt of the appeal. The decision will state the reasons for granting or denying the appeal.
Greetings:

The quality of service the University of Virginia is able to deliver to its customers is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services. Without you, we would not be able to fulfill our educational, health care and research missions. An important part of our procurement program involves our commitment to doing business with small, women-and minority-owned (SWAM) businesses. As one of our most important vendors, we look to you to help us achieve this objective.

We conduct substantial business with small firms. We have been less effective in securing long-term business relationships with minority-and women-owned businesses. We are determined to improve our record.

I seek your assistance in two areas. First, to the extent practical, I ask that you involve small, women-and minority-owned businesses in the delivery of services you provide to UVa. Second, I seek your help in reporting your results through our quarterly subcontracting reports. The terms and conditions previously provided to your organization outlined this process.

This effort is important to us. We depend on you in so many ways – this is another way that we can partner with your company to make things better.

Sincerely,

Leonard W. Sandridge Executive Vice President and Chief Operating Officer
LWS:dr

Madison Hall · Post Office Box 400228 · Charlottesville, Virginia 22904-4228
Attachment 5

Personnel Security and Health Qualifications

The Selected Firm must provide an occupational health program equivalent to the University’s Animal Exposure Surveillance Program. In addition, all proposed Selected Firm Key Personnel working in the University’s Vivaria must be approved by the University’s Contract Administrator in writing prior to the subsequent employment of these individuals at this facility. All Selected Firm personnel resumes must be accompanied by the following documents at least two weeks prior to employment:

1. A criminal justice history check performed by fingerprint submittal to the Criminal Justice Investigative Service (CJIS) repository;

2. A statement by the Selected Firm's physician for occupational fitness which says "...this person may work without restriction and is not at increased risk of infection from biohazardous agents above that of the general population."* Records of the physicians’ physical examination, vaccinations and blood/serum test results must be kept on file and maintained by the physician or the Selected Firm for the duration of the resulting Agreement and an appropriate time following completion of the Agreement.

3. The pre-employment medical screening must include, as a minimum, a complete medical examination demonstrating fitness for work including:
   - Physical examination, TB test, baseline audiogram for persons working in the cage wash areas or other areas of elevated noise levels;
   - Complete drug screen to be reviewed by the physician for occupational fitness;
   - Pulmonary function test; respirator fit test;
   - Tetanus vaccination within the last ten years;
   - If working with nonhuman primates, then measles, mumps and rubella (MMR) vaccination, and hepatitis-B vaccinations must be current;
   - If working in cagewash or with dogs or pigs a base-line audiology exam;
   - If working in an area where vaccinia is used as a gene therapy vector, then smallpox vaccinations must be within the last 10 years; and
   - Demonstrate the ability to lift 50 lbs.
*(NOTE: All certifying physicians must have written instructions supplied by the Selected Firm containing the items outlined above prior to their certification. The physician's statement of capability to "work without increased risk of infection from biohazardous agents.." implies to the University that the Selected Firm personnel being certified is not severely immune compromised or immune-deficient).

Each Selected Firm employee at the University’s Vivaria will be given a medical examination annually thereafter which will include as a health questionnaire, respirator fit test, audiology exam if working in cagewash or with dogs or swine and other tests deemed necessary by the Selected Firm's physician for occupational medicine. Persons working with nonhuman primates will be TB tested every six months (a positive result may prompt chest X-ray. Confirmed TB positive will preclude working with nonhuman primates). Biohazardous agents designated Biosafety Level 2 will initially be used in research at some University facilities. Agents classified as Biosafety Level 3 may be used in future research. Documentation of this testing is to be provided to the University’s Contract Administrator.

Any proposed Selected Firm employee may be refused a position working at the facility if there is disclosure of a history of legal conviction, abnormal health findings disclosed by the medical examination or inability to obtain a statement from the Selected Firm's occupational fitness physician that this person can "work without restrictions and is not at increased risk of infection from biohazardous agents above the general population," positive drug or alcohol screen, inability to wear a positive pressure respirator disclosed by pulmonary function testing, or determination by the University’s Contract Administrator to be an unacceptable employee. The University’s Contract Administrator reserves the right for final approval and disapproval of all Selected Firm key employees.

All personnel working in ABSL-3 space must be cleared for Select Agent work by the Department of Justice (DOJ). This requires a specific submission to the Centers for Disease Control that includes a criminal justice check submission with full set of fingerprints to the DOJ. Select Agent clearance often takes six weeks. Other personnel may enter ABSL-3 if escorted by a person cleared for working with Select Agents.
Attachment 6
Reporting Requirements

The Selected Firm will submit the following deliverables and reports to the University’s Contract Administrator on 8 1/2” x 11” paper in a typed format with a one inch left margin and three hole punches for placement in a three-ring binder. These documents will be retained for a period of three years from the date of generation after which they will be shred. Documents may not be removed from the University without the written consent of the University’s Contract Administrator.

1. One Time Reports (with revisions as required)
   A. Selected Firm Personnel Security and Health Qualifications as described in Attachment 4, Personnel Security and Health Qualifications.
   B. Draft Facility Standard Operating Procedures
      Due 180 calendar days after the resulting Agreement beginning period of performance. These SOPs are subject to annual revision produced by the Selected Firm and must be approved by the University’s Contract Administrator.
   C. Personnel Completion of Occupational Safety Training Program
      Due after each employee has completed the Selected Firm's occupational health and safety program. This is an assurance statement of program completion that each employee signs adjacent to the date when training was completed, and is delivered to the University’s Contract Administrator.

2. Daily Reports
   A. Health Surveillance Reports
      The health surveillance of each animal in each animal room with notations on the room surveyed and observations must be supplied every day including weekends and holidays. The report should read, “No ill animal observed” if applicable, or, for animals demonstrating signs of illness or discomfort, the report will note their identification number, species, investigator, protocol number, and any pertinent cage notations. The daily surveillance will be completed on a written form noting the room number, the location of the animal
in the room, the species and the clinical signs observed. This daily report will be either delivered to the Vivarium supervisor’s office for distribution to the veterinary clinical staff or posted on the animal room door in an easily conspicuous place.

B. Feed/Bedding/Animal/Supplies Receiving Log
Maintain a daily receiving log of all animals, supplies, feed, bedding and/or equipment received with all invoices delivered to the University’s Contract Administrator’s office by the end of the business day. This must contain notes on discrepancies as to the item received or quantity received when compared to the type and amounts ordered.

3. Weekly Reports
A. Animal Room Check Sheets
A weekly summary of environmental monitoring to include temperature, humidity, daily cleaning of the animal room, health surveillance if performed, feed and automatic water checked, cage change-outs (partial = bottoms and bedding only, or full change), room filters when changed. These sheets are due by 3:00 p.m. each Friday and a new room check-sheet will be posted in each animal room.

B. Animal Population Inventory
A weekly animal population inventory categorized by room, species, investigator, Oracle PTAO code (or other charge code identifier known as the CCM code), and will be delivered to the CCM office by hand or electronically by 3:00 p.m. Wednesday. The report will include the amount of space available by room and number of cages.

C. Morbidity and Mortality Report
A weekly morbidity and mortality report summary for each animal room will note the number of animals reported for clinical signs of disease, the clinical signs reported, and the number found dead. This will be delivered by 9:00 a.m. every Monday.

4. Monthly Reports
A. Monthly Progress Reports
The Selected Firm will submit two copies of a monthly progress report to the University’s Contract Administrator and one copy to the Project Manager for each task authorized under the contract. The report will include: the number of hours and associated costs charged for each contract employee working under the task; a narrative statement of the work accomplished during the reporting period (including continuing education/training provided to staff); a statement of current and potential problem areas and proposed corrective actions; and a discussion of activities to be undertaken during the next reporting period. The monthly progress reports are due within seven days after the end of the month.

B. Quality Assurance Report
Includes animal health surveillance (sentinel) results; results of microbiological testing of caging, racks, water bottles, and sipper tubes (when used) after cage wash processing and/or autoclaving; microbiological testing of feed and bedding after autoclaving; Rodac plate (or equivalent) results of disinfection’s efficacy in rooms and corridors; microbial monitoring of water filters at pressure reducing stations (performed monthly), and other data when appropriate.

C. Pest Control Surveillance Report
Discuss the effectiveness of the pest control program, including types of vermin found in traps, remedies implemented, remedy effectiveness, and surveillance trends. This report is to be incorporated in the facility monthly progress report.

D. Continuing Education Bi-Weekly Seminar
Include the title of the seminar lectures with a personnel attendance record.

E. Personnel Hiring and Attrition
Summarize the number of employees hired during the month and the number of employees who left.

5. Annual Reports
Personnel Fitness For Work
A compilation of the results of annual medical evaluations by the Selected Firm's physician for occupational health for each contract employee will be provided to the University’s Contract Administrator.
6. Special Reports

Special reports documenting work performed, animal/facility management data; and/or quality assurance may be required under specific tasks. These special requirements will be described as part of the task description.
A. Tasks for Transgenic Mice

All tasks are performed according to SOPs. Examples of the types of tasks in this category that the Selected Firm will be responsible for are:

1. Labeling each cage with information regarding the principal investigator, internal billing code (CCM code), date of receipt or birth, protocol number, age, sex, strain and source; and maintaining this label.

2. Checking each animal daily as per SOPs to assess health status, death, bred (plugged) females when requested, excessively wet or soiled bedding, and adequate food and water.

3. One at a time, changing the micro-isolator cage bottom and providing fresh feed (irradiated or autoclaved depending on the facility) and bedding once each week (generally singly housed mice) or more frequently when excessively soiled. The integrity of the animal’s cage identification with the animal must be maintained each time it is moved. Personnel will change the entire micro-isolator set-up every two weeks, and change individual cages more frequently when excessively soiled or wet. Personnel will manually check the function of each automatic watering device at each cage change or when mice appear dehydrated during daily observations. Water bottles if present must be changed weekly. When animals are moved from the cage, it will be accomplished in an animal transfer station using forceps that are kept in a cold disinfectant solution (or cold sterilant) or the gloved hands.

4. Maintaining a sentinel program for transgenic mice and quarterly sending sentinel mice to the diagnostic laboratory for serology, parasitology, histopathology and bacteriology.

5. Performing animal room maintenance procedures including checking the light cycles, monthly washing the walls, changing the rack prefilters, changing prefilters in the laminar flow change booths on a monthly basis, and entering these dates in a filter change log book, changing the room exhaust grill filters once per month or
more frequently if excessively soiled, and wiping down the hood after every use with an appropriate disinfectant/sterilant.

6. Maintaining room supplies adequate for routine husbandry procedures.

7. Maintaining a morbidity/mortality report on the colony on a weekly basis by room, protocol number, strain and investigator name. This report is to be delivered to the University’s Contract Administrator by 9:00 a.m. every Monday and will contain information compiled from the previous week.

8. Monitoring the effectiveness of sanitation practices by appropriate microbial sampling using Rodac plates or equivalent. Monitoring microbial contamination of automatic watering systems by monthly sampling of the coarse filter during the filter change. The results of this microbiological monitoring will be included in the monthly progress report, or reported verbally to the University’s Contract Administrator if results warrant it.

9. Maintaining a quality assurance program by monitoring the effectiveness of sterilization of micro-isolators, water bottles, sipper tubes, feed, water, bedding; room sanitation; and monitoring sterilizer efficacy using temp tape with each load and biological indicators quarterly (monthly if used for biohazard decontamination), using temp strips in cagewashers to validate 180 F final rinse achieved, and other items or conditions as required.

10. Providing sterile nestlets to pregnant mice to diminish cannibalism of neonatal mice.

(Note: In order to protect the transgenic colony, contractor animal husbandry staff must avoid contact with rodent animals for 24 hours prior to contact with University rats, or staff must take appropriate shower and hygienic actions to avoid colony contamination. This may preclude the employment of any person keeping rodents for personal profit or pleasure, or who may contact conventional rats routinely due to some non-University animal facility outside activity.)

B. Tasks for Rats

Examples of the types of tasks in this category that the Selected Firm will be responsible for are:

1. Labeling each cage with information regarding the principal investigator, internal billing code (CCM code), date of receipt or birth, protocol number,
age, sex, strain and source; and maintaining this label.

2. Checking each animal daily as per SOPs to assess health status, death, bred (plugged) females when requested, excessively wet or soiled bedding, and adequate food and water.

3. Changing each of the cages a minimum of two times per week, or more frequently if excessively soiled or wet.

4. Washing each cage rack one time every two weeks if an unoccupied rack is available, or more frequently if excessively soiled.

5. Maintaining good barrier techniques to preclude the introduction of infectious agents into the colony.

6. Preparing requests, to be delivered to the University’s Contract Administrator’s office weekly, for all supplies, equipment, feed and bedding required for colony maintenance.

7. Maintaining an updated inventory of animals in each room by principal investigator and Oracle PTAEO code (the CCM four digit code is currently the charge identifier).

6. Washing the floors in all rat rooms with the appropriate sanitizing agent with quarterly biological monitoring. Washing the walls monthly.

7. Labeling each cage with information regarding the principal investigator, fund code, date of receipt or birth, protocol number, age, sex, and strain; and maintaining this label.

8. Checking each cage daily as per SOPs to assess animal health status, death, bred (plugged) females when requested, wet bedding, and adequate food and water, and providing routine husbandry practices outside of normal cage changing schedule when necessary.

9. One at a time, changing the micro-isolator cage bottom and providing fresh irradiated (or autoclaved) feed and bedding once each week or more frequently when excessively soiled. The integrity of the animal’s cage identification with the animal must be maintained each time it is moved. Personnel will change the entire micro-isolator set-up every two weeks, and change individual cages more frequently when excessively soiled or wet. Personnel will manually check the
function of each automatic watering device at the time of cage change or if the animals appear dehydrated during the daily health observation. When animals are moved from the cage, it will be accomplished in a laminar flow clean workbench using gloved hands or forceps that are rinsed in disinfectant or disinfectant/sterilant prior to moving any animal.

10. Maintaining a sentinel program for rats and quarterly sending sentinel rats to the diagnostic laboratory for serology, parasitology, histopathology and bacteriology.

11. Performing animal room maintenance procedures including checking the light cycles, monthly washing the walls, changing the rack prefilters, changing prefilters in the laminar flow change booths on a monthly basis, and entering these dates in a filter change log book, and wiping down the hood after every use with an appropriate disinfectant/sterilant.

12. Maintaining room supplies adequate for routine husbandry procedures. Maintaining a morbidity/mortality report on the colony on a weekly basis by room, protocol number, and investigator name. This report is to be delivered to the University’s Contract Administrator by 9:00 a.m. every Monday and will contain information compiled from the previous week.

13. Monitoring the effectiveness of sanitation practices by appropriate microbial sampling and inoculation of Rodac plates or equivalent. The result of this microbiological monitoring will be included in the monthly progress report, or reported verbally to the University’s Contract Administrator if results warrant it.

14. Maintaining a quality assurance program by monitoring the effectiveness of sterilization of micro-isolators, water bottles, sipper tubes, feed, water, bedding; room sanitation; and monitoring other items or conditions as required.

(Note: In order to protect the rat colony, contractor animal husbandry staff must avoid contact with rodent animals for 24 hours prior to contact with University rats, or staff must take appropriate shower and hygienic actions to avoid colony contamination. This may preclude the employment of any person keeping rodents for personal profit or pleasure, or who may contact conventional rats routinely due to some non-University animal facility outside activity.)
C. Tasks for Rabbits

Examples of the types of tasks in this category that the Selected Firm will be responsible for are:

1. Labeling each cage with information regarding the principal investigator, internal billing code (CCM code), date of receipt or birth, protocol number, age, sex, strain and source; and maintaining this label.

2. Checking each animal daily as per SOPs to assess health status, death and adequate food and water.

3. Changing each of the cage trays three times per week.

4. Washing each cage rack at least one time every two weeks, or more frequently if excessively soiled.

5. Proposing and, upon the approval of the University’s Contract Administrator, implementing environmental enrichment strategies.

4. Maintaining fastidious control of colony infectious agents by good husbandry techniques.

5. Monitoring water and feed intake for adult male and female rabbits.

6. For each rabbit, implementing and maintaining an individual animal record, including monthly weighing and, examination of teeth and nails, and trimming teeth and nail when necessary.

7. Preparing requisitions, to be delivered to the University’s Contract Administrator’s office weekly, for all supplies, equipment, feed, and polypads required for colony maintenance.

8. Maintaining an updated inventory weekly, of each room by principal investigator and fund code.

9. Washing the floors and walls in all rabbit rooms with the appropriate sanitizing agent weekly and implementing with quarterly biological monitoring.

10. Changing room exhaust filters monthly or more frequently as determined by the amount of filter soiling.

11. Administering medication as prescribed by veterinary staff or research needs.

(Note: In order to protect the colony, the Selected Firm’s animal husbandry staff must avoid contact with Pasteurella-carrying animals for 24 hours prior to contact with the University’s
rabbits, or the Selected Firm’s staff must take appropriate shower and hygienic actions to avoid colony contamination. This may preclude the employment of any person keeping lagomorphs for personal profit or pleasure, or who may contact conventional rabbits routinely due to some non-University animal facility outside activity.)

D. Tasks for Swine

Examples of the types of tasks in this category that the Selected Firm will be responsible for are:

1. Labeling each cage with information regarding the principal investigator, internal billing code (CCM code), date of receipt or birth, protocol number, age, sex, strain and source; and maintaining this label.
2. Checking each animal daily as per SOPs to assess health status, death, and adequate food and water.
3. Cleaning and sanitizing each of the runs daily.
4. Washing run floors and walls in the cage washer every two weeks.
5. Proposing and, upon the approval of the University’s Contract Administrator, implementing environmental enrichment strategies.
6. Maintaining fastidious control of colony infectious agents by good husbandry techniques.
7. Monitoring overall health daily.
8. For each pig, implementing and maintaining an individual animal record, including monthly weighing and, examination of hooves, and trimming when necessary.
9. Preparing requisitions, to be delivered to the University’s Contract Administrator’s office weekly, for all supplies, equipment, feed, and enrichment supplies required.
10. Maintaining an updated animal inventory once per week of each room by principal investigator and fund code.
11. Washing the floors in all swine rooms with the appropriate sanitizing agent with quarterly biological monitoring.
12. Administration of medications as required by veterinary prescription or research needs.
13. Providing feed and water daily; withholding feed and water overnight if required prior to surgery.

E. Tasks for Dogs

Examples of the types of tasks in this category that the Selected Firm will be responsible for are:

1. Labeling each cage with information regarding the principal investigator, internal billing code (CCM code), date of receipt or birth, protocol number, age, sex, strain and source; and maintaining this label.
2. Checking each animal daily as per SOPs to assess health status, death and adequate food and water.
3. Cleaning and sanitizing each of the runs daily.
4. Washing run floors and walls in the cage washer every two weeks.
5. Proposing and, upon the approval of the University’s Contract Administrator, implementing environmental enrichment and exercise strategies.
6. Maintaining fastidious control of colony infectious agents by good husbandry techniques.
7. Monitoring general health of each dog daily.
8. For each dog, implementing and maintaining an individual animal record, including monthly weighing and, examination of hooves, and trimming when necessary.
9. Preparing requisitions, to be delivered to the University’s Contract Administrator’s office weekly, for all supplies, equipment, feed, and enrichment supplies required.
10. Maintaining an updated inventory weekly, of each room by principal investigator and fund code.
11. Washing the floors and walls in all dog rooms with the appropriate sanitizing agent with quarterly RODAC plate monitoring.
12. Administration of medications as required by veterinary prescription or research needs.
13. Providing feed and water daily; withholding feed and water overnight if required prior to surgery.

F. Tasks for Other Species

Examples of the types of tasks in this category that the Selected Firm will be responsible for are:

1. Labeling each cage with information regarding the principal investigator, internal billing code (CCM code), date of receipt or birth, protocol number, age, sex, strain and source; and maintaining this label.

2. Checking each animal daily as per SOPs to assess health status, death, excessively wet or soiled bedding, and adequate food and water.

3. The University may use a variety of other species for biomedical research. Examples are nonhuman primates, cats, ferrets, hamsters, guinea pigs, aquatic and terrestrial frogs, chickens, zebra fish, musk shrews, snakes, lizards and wild rodents. Standard operating procedures will be developed by the Selected Firm in conjunction with the University to provide optimal animal husbandry for these species.

4. The University will obtain all equipment necessary for the care and maintenance of other species that are used for biomedical research.

G. Animal Biosafety Level 2 and 3 (ABSL-2 and ABSL-3)

1. Performance of animal husbandry in ABSL-2 and ABSL-3 requires the Selected Firm to adhere to the following items:
   a. Standard operating regarding the use of personal protective equipment
   b. Sterilization of soiled materials associated with animal husbandry
   c. Use of appropriate disinfectants
   d. Maintaining annual certification of biosafety cabinets
   e. Sorting waste according to UV Environmental Health and Safety policy (see URL http://ehs.virginia.edu/tree/home.html).
   f. Validation of the function of eyewash stations

2. Further requirements at ABSL-3
a. All personnel working in ABSL-3 space must be cleared for Select Agent work by the Department of Justice. This requires a specific submission to the Centers for Disease Control that includes a criminal justice check submission with full set of fingerprints to the DOJ. Select Agent clearance often takes six weeks. Other personnel may enter ABSL-3 if escorted by a person cleared for working with Select Agents.

b. In addition to the ABSL-2 requirements employees of the Selected Firm will obtain a sample from the effluent decontamination system monthly to validate the efficacy of that system. The University’s Environmental Health and Safety Office will provide specific instructions on how the sample is obtained and handled.

3. The efficacy of all steam sterilizers used for decontamination of ABSL-2 and ABSL-3 materials will be performed monthly using biological indicators (spore vials).