Laboratory Animal Husbandry Programs

June 15, 2001
Table of Contents

I. Overview of the RFP Process ......................................................................................................1
II. Background Discussion and Goals of the University .................................................................2
III. Scope of Goods and Services ..................................................................................................4
IV. Basis of Selection ....................................................................................................................19
V. Contents of the Proposal .........................................................................................................19

VI. Information about this RFP
   A. Procurement Schedule ...........................................................................................................25
   B. Issuance of RFP and Questions ............................................................................................25
   C. Preproposal Conference ........................................................................................................26
   D. Proposal Deadline ..................................................................................................................26
   E. Oral Presentations and Negotiations .......................................................................................26
   F. Communications ....................................................................................................................27
   G. Formation of the Agreement with the Selected Firm ..............................................................28
   H. Provisions Deemed Included in the Proposal .......................................................................29
   I. Rejection of Proposals ..........................................................................................................30
   J. Virginia Freedom of Information Act ....................................................................................30

Attachment 1 - Mandatory Contractual Provisions .......................................................................32
Attachment 2 - Preferred Contractual Provisions .........................................................................35
Attachment 3 - Procedure for Resolution of Contractual Claims ..................................................42
Attachment 4 – Personnel Security and Health Qualifications ......................................................44
Attachment 5 – Reporting Requirements ......................................................................................46
Attachment 6 – Schematic of Building ..........................................................................................50
Attachment 7 – Tasks for MR5 and Phase-In Schedule .................................................................51
This Request for Proposal (RFP) has been posted on Procurement Services web site for your convenience. Addenda and attachments are posted if issued. It is the firm’s responsibility to ensure that the entire RFP package has been reviewed prior to the firm's submittal of a proposal. We encourage you to check the web site frequently for any changes prior to the submittal date. To receive a hard copy of the RFP or addenda (which will be identical to those posted on the web site unless otherwise noted), contact Becky Sims, Contracts Administrator, at 804-924-1346 or email pur-rfp@virginia.edu. For additional public posting information consult Procurement Services web site at: http://www.virginia.edu/procurement/. For questions about the content of the RFP, contact the buyer listed in Section VI, Information about this RFP.

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 animal husbandry services, some technical biomethodology services and animal facility management services. 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 resulting 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 of Virginia 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 resulting 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 nearly 20,000 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 usually heads the list, but among all American universities, public and private.

Over 9,700 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. University animal programs involve the use of approximately 65,000 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, nonhuman primates and other vertebrates and invertebrates. Services are to be provided on-site at the University’s main Grounds in Charlottesville, VA and/or at other facilities within the commuting range of Charlottesville. All services must be responsive to the University’s research requirements and comply with AAALAC accreditation standards.
III. Scope of Goods and Services

It is the University's intent to enter into an Agreement with the Selected Firm 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. In order to achieve this goal the Selected Firm may be requested to provide those goods and services outlined in this section.

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:

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 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;

6. Maintenance of equipment as outlined in SOPs; and

7. Appropriate laboratory animal facility management oversight and reporting.

Continuous high quality laboratory animal care will 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 Contract Administrator.

Two tasks are described (Attachments 7, Tasks for MR5 and Phase-In Schedule and Attachment 8, Tasks for Fontaine and Phase-In Schedule) to serve as examples of activities to be initiated under a resulting Agreement. These tasks are considered representative of the type of services to be required under additional tasks that will be identified during the course of the resulting Agreement. Some future tasks may be different in scale and/or more technical in nature than those described herein. Future tasks may also involve short term or intermittent requirements with a limited period of notice. The tasks described above 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 in the task description 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. 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 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 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 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
4. Safeties 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 protect the animal population from the transmission of human disease as appropriate for specific animal species. The Selected Firm will provide quarterly reports 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 of 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. The Selected Firm’s employees will not be reassigned or moved between animal facilities unless the 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. Uniforms will be worn by employees 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, personal identifying data and the company name and logo. All identification cards will bear an expiration date and be laminated to prevent alterations. 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 Contract Administrator the resume of any proposed replacements of key personnel. The 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 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 Contract Administrator.

The Selected Firm will provide, in the Notification to the Contract Administrator, a detailed explanation of the circumstances necessitating the proposed substitutes and any additional information requested by the Contract Administrator. Proposed substitutes will have equal abilities and qualifications to those of the persons being replaced. The Contract Administrators will notify the Selected Firm within 15 calendar days after receipt of all required information of the decision on substitutes.

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 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: 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 Contract Administrator, but not later than 30 days after initiating a task, the Selected Firm will conduct a joint equipment inventory with 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 it is provided by the University.

The Selected Firm will be responsible for the routine operations of the University-owned equipment. The Selected Firm will follow SOPs for the operation of the machinery. The Selected Firm will be responsible for reporting immediately, orally, followed in writing, all nonfunctioning equipment to the 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 Contract Administrator and each will retain a copy.

The Selected Firm will notify the 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 tear 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 effected 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, 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 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 4, 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. Removal of trash and contaminated medical waste to an appropriate
and designated disposal area.

The Selected Firm is responsible for daily cleaning and removal of trash
from these areas.

5. 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.

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

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

a. The Clinical Veterinarian 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.

   - Clinical Veterinarian (Specialty)
     Must possess the qualifications described above and be a
     Diplomate of the American College of Laboratory Animal
     Medicine.

b. Animal Facility Supervisor (Contract/Task Supervisor)
The on-site supervisor will be certified by the American Association for
Laboratory Animal Science (AALAS) as a Laboratory Animal
Technologist (LATG) 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, embryo microinjection techniques, or cryopreservation, etc.

c. Laboratory Animal Technologist
Primary responsibilities will include daily clinical rounds, preliminary health exam of sick animals prior to reporting to Clinical Veterinarian, veterinary treatments as prescribed by the Clinical Veterinarian, examination of all incoming animals for overt signs of illness and rejection of animals noted to be ill, assistance with technical functions required by research protocols, maintenance of computerized health records, and assistance with the animal health surveillance program. This person must be knowledgeable of veterinary medical terminology, trained in animal treatment and animal nursing and have AALAS LATG certification.

d. Veterinary Technician
Responsibilities are similar to those described for the Laboratory Animal Technologist but an Associate of Arts Degree in Veterinary Technology or equivalent from an AVMA accredited college level program is required and licensure in any state as a Veterinary Technician.

e. Laboratory Animal Technician (LAT)
LATs perform as group leaders, and provide technical and husbandry services. They will be certified at the AALAS Technician level or higher and have two years experience in a laboratory animal facility.
Responsibilities may include overseeing work conducted by other staff, scheduling procedure rooms, husbandry room activities, storage rooms, lunchrooms, and ensuring adherence to all SOPs.

f. Assistant Laboratory Animal Technicians (ALAT)

ALATs will have AALAS Assistant Laboratory Animal Technician certification and one year experience in a laboratory animal facility. Persons will have demonstrated knowledge and skill in handling animals who will be able to recognize abnormal animals and be able to maintain a clean environment for animals.

g. 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.

h. Cage wash Supervisor

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; routine 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.

i. Cage Wash Attendants
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.

j. 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.

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

IV. Basis of Selection
A. 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 laboratory animal husbandry RFP as discussed in Section II, Background Discussion and Goals of the University, and Section III, Scope of Goods and Services. The technical approach and understanding of the requirement will be judged based on the firms demonstrated understanding of the specific objectives, intent and requirements of the work; the soundness, practicality and feasibility of the proposed approach and work plans; and recognition of potential difficulties in performance.

2. The firm's relevant experience, qualifications and success in providing the goods and services outlined in this RFP.

3. The firm's references from institutions of higher education, teaching hospitals, and clients which are comparable to the University.

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

5. The quality of the proposal, specifically, responsiveness to requirements and adequacy of information provided.

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

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

V. Contents of 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 of Virginia. Firms must submit information sufficient to evaluate its proposals based on the detailed criteria below.

A. Technical Information

1. Firms Information
a. 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.

b. 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.

c. Provide a brief history of the firm and its experience in animal care and use support for biomedical research or testing programs. The Selected Firm must possess a minimum of five years corporate experience.

d. Provide information on those individuals assigned to work with the University including a description of their experience in laboratory animal husbandry performance.

e. 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 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.

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

g. 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.
2. 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.

3. The Technical Approach and Understanding of the General University Requirement For each Task (Reference Attachments 7, Tasks for MR5 and Phase-In Schedule, and Attachment 8, Tasks for Fontaine and Phase-In Schedule).
   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 identified in Attachments 7, Tasks for MR5 and Phase-In Schedule, and Attachment 8, Tasks for Fontaine and Phase-In Schedule.

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.

4. Reference Material

All operations conducted by the Selected Firm will be in compliance with the:

a. Animal Welfare Act PL.91-579, 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 and University standards of conduct;

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);
f. University *Radiation and Safety Guide; Occupational Health and Safety in the Care and Use of Research Animals* (NRC Press, Washington, DC, 1997);
g. *Occupational Health and Safety in the Care and Use of Research Animals* (NRC Press, Washington, D.C., 1997); and
h. University Standards of Conduct.

B. Financial Proposal

1. Pricing for Attachment 7, Tasks for MR5 and Phase-In Schedule, and pricing for Attachment 8, Tasks for Fontaine and Phase-In Schedule. Both price responses will include estimated hours required to perform the tasks by personnel and rates for all personnel.

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, 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 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.

C. Contractual Arrangements
   a. Provide the University with any form or resulting Agreement the University may be requested to sign.
   b. State the firm's acceptance of Attachment 1, Mandatory Contractual Provisions.
   c. State the firm's acceptance, with any proposed modifications, of Attachment 2, Preferred Contractual Provisions.

D. 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.

E. Minority Business
   Specify whether the firm is a minority firm. The Commonwealth of Virginia’s definition of a minority firm is a firm that is at least 51% owned, operated, and controlled by a minority; or in cases of a publicly-owned business, at least 51% of the stock must be owned by a minority. Such minorities include, but are not limited to, African Americans, Hispanic Americans, Asian Americans, Native Americans, Eskimos, and Aleuts. If the firm is not a minority firm, describe the firm’s partnering relationships with minority firms and how it plans to support the University’s goal to award 5% of its business to minority firms.
F. Other Information

Provide any other information that 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: 06/15/01
- Preproposal Conference: 06/29/01
- Deadline for Receipt of Proposals: 07/16/01
- Oral Presentations: 07/30/01
- Negotiations: 08/21/01
- Contract Award: 11/01/01

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

Attention: Victoria Carter, Senior Buyer
Telephone: (434) 924-4215
Fax: (434) 982-2690
TDD: (434) 982-HEAR
Email: vacarter@virginia.edu

Any questions concerning this RFP will be directed to Victoria Carter as listed above and not to any other person at the University. The University will determine whether any addenda should be issued as a result of any question or other matters raised.

C. Preproposal Conference
A conference for firms receiving this RFP will be held on Friday, June 29, 2001 at 9:00 a.m. in Vice President’s Conference Room 3001, McKim Hall, Charlottesville, Virginia (map viewed at this web site: http://www.virginia.edu/Map/). Attendance at this conference is advised if your firm wishes to raise any questions in connection with this RFP. 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 Preproposal Conference.

Firms planning to attend the Preproposal Conference should notify Becky Sims, (434) 924-1346, no later than noon, DST on Wednesday, June 27, 2001 of the names and titles of the individuals who will attend.

D. Proposal Deadline
All proposals must be received at the Issuing Office by 3:00 p.m., Monday, July 16, 2001. Six copies of each proposal must be provided in individual, bound volumes.

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 are tentatively scheduled for Monday, July 30, 2001. Negotiations with two or more firms will be conducted by the University on the firms’ financial proposals and proposed terms and conditions. Negotiations are scheduled for Tuesday, August 21, 2001.
F. Communications Between the University and the firms Regarding This Request for Proposal

Informal Communications

From the date of receipt of this Request for Proposal by each firm until a binding resulting 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 resulting 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 resulting 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 a resulting 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 resulting 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 resulting 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 resulting 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 resulting 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 resulting Agreement provisions contained in Section 11-51 (1) & (2) of the Code of Virginia or any successor provisions which may be applicable to this Agreement.

B. Conflict of Interests
The Selected Firm represents to the University that its entering into this Agreement with the University does not entail any violation of the Virginia State and Local Government Conflict of Interests Act.

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
All notices will be given in writing and deemed given when delivered to, or deposited in the U.S. Postal Service mail, certified mail return receipt requested, and addressed to the other party as shown below.
If to the University:
Eric N. Denby, C. P. M.
Director of Procurement Services
Carruthers Hall
University of Virginia
1001 North Emmet Street
P.O. Box 400202
Charlottesville, Virginia 22904-4202

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. Worker's Compensation and Employers Liability
The Selected Firm will comply with all federal or state laws and regulations pertaining to
Worker's 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
and the Commonwealth of Virginia, Department of Personnel and Training Policy Number 1.02
executed by Governor Lawrence Douglas Wilder on July 1, 1991, 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.
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 and as specified by the University when it selected the firm.

B. Term of Agreement

The term of this Agreement will be for one year, with an option for renewal by the University, if agreeable to the Selected Firm on the same terms and conditions, for four additional one-year terms. The Selected Firm and the University will mutually agree at least 180 days prior to each renewal option whether to renew the terms of the Agreement.

C. Contract Administrator

The University will identify a 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. In the event that the Contract Administrator is not available, his/her designee will have complete authority to act on behalf of the Contract Administrator with regard to all responsibilities regarding any facility management decision and in detailing the Selected Firm’s performance activities.

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. Further, the Selected Firm is responsible for complying with all applicable labor laws.

F. Governing Law

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

G. Payment Terms

Invoices submitted to the University will be paid Net 30 days after receipt and University approval of invoice. The Selected Firm will submit to the University on the first business day of each month a statement for all fees due for services performed during the preceding month itemizing hourly rates and time by category. Invoices will be itemized with:

1. University purchase order number
2. The date on which the service(s) were performed and the identity of person(s) from the Selected Firm performing the service(s);
3. A description of the service(s) performed and the identity of the person(s) from the Selected Firm performing the service(s);
4. The hourly rate(s) applicable to the hours billed;
5. Timecards attached; and
6. The total per invoice.
H. Termination
If the Selected Firm fails to provide quality 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 30 calendar days unless otherwise agreed to by both parties, the University reserves the right to terminate this Agreement by giving written notice to the Selected Firm.

I. 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 effective the last day for which appropriated funding is available.

J. 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.

K. 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.

L. Insurance
Listed below is the insurance which the Selected Firm must maintain under any Agreement resulting from this RFP. Each Firm will propose insurance which meets or exceeds the needs of the University. No Agreement will be executed by the University until the 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.

Commercial/Comprehensive General Liability:
The Selected Firm and any Subcontractor will provide a minimum Limit of Liability for bodily injury and property damage of $1,000,000 per occurrence, to include coverage for:

{ } Products Completed/Operations

Automobile Insurance:
The Selected Firm and any Subcontractor will provide a minimum Limit of Liability for bodily injury and property damage of $500,000 per occurrence, with coverages for the use of any automobile.

Veterinarian Professional Liability Insurance:
Unless coverage is not excluded under 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, the proper name is: "The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its officers, employees and agents." Likewise, it is expected that the above insurance coverages will be underwritten by insurance companies hold a current A. M. Best rating of at least A-, and that are licensed to do business in the Commonwealth of Virginia

M. Use of Agreement by Third Parties
If agreeable with the Selected Firm, these organizations may have access to any Agreement resulting from this RFP: 1) Any University related foundation, and 2) Any institution of higher education which is a member of the Virginia Association of State College and University
Purchasing Professionals (VASCUPP). A current list of VASCUPP members can be found on Procurement Services web site at: http://www.virginia.edu/procurement/RelatedLinks.html, and

3) City of Charlottesville and County of Albemarle. The Selected Firm will respond promptly to a request from any of these organizations for access to the Agreement, but is NOT required to enter into an equivalent agreement with the organization. A Firm's willingness to provide this access to these organizations will not be a consideration in awarding this RFP. Although the organizations may have access to the Agreement, their entry into any equivalent agreement with the Selected Firm is strictly optional.

If an organization chooses to enter into an equivalent agreement, it will so notify the Selected Firm in writing, and will proceed to execute such an agreement. The University will have no responsibility whatsoever for payment of invoices rendered to the organization, resolution of problems, or administration of resulting contractual claims. The Selected Firm, at the request of the University, will provide usage reports for all VASCUPP members accessing the Agreement.

The University anticipates requiring such reports quarterly. The University's sole intent is to provide other organizations with access to the University's Agreements and to provide Selected Firms with opportunities to do business with other organizations. It is understood and agreed that the University is not responsible for the acts or omissions of any VASCUPP member, and will not be considered in default of the Agreement no matter the circumstances.

N. 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.
O. 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.

P. 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/departments/DeptInfo.html#Law

Q. Copyrights

Unless expressly agreed to the contrary in writing, all documents, reports, writings, video images, photographs or papers of any nature prepared by the Selected Firm (or its Subcontractors) in performing an Agreement will not be disclosed to any other person or entity without the written permission of the University, and the University will own all copyrights thereto.

R. Minority Business Reporting

The Selected Firm will identify and fairly consider minority firms for subcontracting opportunities when qualified minority firms are available to perform a given task in performing for the University under the resulting Agreement. The Selected Firm will submit a quarterly minority business report to the University by the 15th of the month following each calendar quarter, specifically the months of April, July, October, and January. The Selected Firm will submit the quarterly minority business reports to:

Contracts Administrator
University of Virginia
Procurement Services
Carruthers Hall, PO Box 400202
1001 North Emmet Street
Charlottesville, Virginia  22904-4202

The quarterly minority business reports will contain this information:

- Minority firms name, address and phone number with which the Selected Firm has resulting Agreemneted over the specified quarterly period.
- Contact person at the minority 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 minority firm as it relates to the University’s account.
Attachment 3

Procedure for Resolution of Contractual Claims

Section 11-69 of the Virginia Public Procurement Act requires resulting 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 resulting contractors intention to file such a claim will have been 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 resulting 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.
Attachment 4

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 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. 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;
      • 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 with dogs and cats, then rabies vaccination must be current;
      • if working in an area where vaccinia is used as a gene therapy vector, then smallpox vaccinations must be within the last 10 years.
*(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 immunocompromised or immunodeficient).

Each Selected Firm employee at the University’s Vivaria will be given a medical examination annually thereafter which will include as a minimum physical examination, annual TB testing and other tests deemed necessary by the Selected Firm's physician for occupational medicine. 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.

In addition the Selected Firm will establish a medical surveillance program equivalent to the Animal Exposure Surveillance Program (AESP) conducted by the University, in which employees working with nonhuman primates must be TB tested every six months. Documentation of this testing is to be provided to the 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 Contract Administrator to be an unacceptable employee. The Contract Administrator reserves the right for final approval and disapproval of all Selected Firm employees.
Attachment 5

Reporting Requirements

The Selected Firm will submit the following deliverables and reports to the 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 Contract Administrator.

I. 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. Facility Standard Operating Procedures

Due 90 working 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 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 Contract Administrator.

II. Daily Reports

A. Health Surveillance Reports

The health surveillance of each animal in each animal room with notations on the room surveyed. 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 and delivered to the Contract Administrator’s office.

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 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.

III. 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 PTAE0 code (or other charge code identifier), and protocol number will be delivered 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.

IV. Monthly Reports
A. Monthly Progress Reports
The Selected Firm will submit two copies of a monthly progress report to the 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.

V. Annual Reports

Personnel Fitness For Work

An annual medical examination by the Selected Firm's physician for occupational health for each contract employee.
VI. 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.
Attachment 6

Schematic of Building

Click below to view each building’s schematic drawing:

Fontaine Research Park
MR5 Building
Attachment 7
Tasks for MR5 and Phase-In Schedule

Task 1: Biomedical Engineering and Medical Science Building (MR-5)

MR-5 has been built to accommodate the programs of the Biomedical Engineering Department, the Cardiovascular Research Center, the Pathology Department, the Molecular Genetics Core and the Transgenic Core Facility. Each of these programs uses mice that must be maintained free of adventitious pathogenic organisms by being housed and maintained under strict barrier conditions. Many of these mice are genetically manipulated; some of them are immune deficient. In addition, this facility will house rabbits for use by the Department of Cardio-Thoracic Surgery. This facility must meet all requirements needed to be included under the UVA-wide accreditation by the Association for the Assessment and Accreditation of Laboratory Animal Care, International (AAALAC). The following animal species will initially be utilized in the University’s program: transgenic mice and rabbits. Other species may be housed at the facility as research interests evolve.

Special Animal Husbandry Tasks for MR5 by Animal Species

MR5 Phase-In Schedule

See Appendix A for animal population receipt schedule. Reports are outlined in Attachment 5, Reporting Requirements. Attachment 6, Schematic of Building contains the facility physical plant design.

A. Tasks for Rabbits

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

1. Changing each of the cage trays three times per week.
2. Washing each cage rack one time every two weeks, or more frequently if excessively soiled.
3. Proposing and, upon the approval of the 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 Contract Administrator’s office weekly, for all supplies, equipment, feed, and polypads required for colony maintenance. Maintaining an updated inventory, of each room by principal investigator and fund code.
8. Washing the floors in all rabbit rooms with the appropriate sanitizing agent with quarterly biological monitoring

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.

B. Tasks for Transgenic Mice in MR5

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, Oracle PTAE0 code (or other charge code identifier), date of receipt or birth, protocol number, age, sex, and strain; and maintaining this label.
2. Checking each animal daily as per SOPs to assess health status, death, bred (plugged) females when requested, wet bedding, and adequate food and water, and providing routine husbandry practices.
3. 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 each cage change or when mice appear dehydrated during daily observations. 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.

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, 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 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 and inoculation of 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 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 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 any rodents for 48 hours prior to coming to work in the barrier facility. This may preclude the employment of any person keeping rodents for personal profit or pleasure, or who may contact conventional rodents routinely due to some non-University animal facility outside activity.

Appendix A

Anticipated Animal Populations Start-up at MR5

A. RABBITS: 128 animals housed in conventional caging with the total rabbit population to be achieved within one month of occupancy.

B. MICE: There are 5760 microisolator HEPA filtered Thoren cages in the facility in barrier conditions. It is anticipated that 1000 cages will be filled within the first thirty days of occupancy. Total animal population will be achieved over one year at an incremental growth of 500 additional cages per month.

C. Other Species: As required by research needs
Attachment 8

Tasks for Fontaine and Phase-In Schedule

Task 2: Fontaine Research Park, Division of Endocrinology

A biomedical research building has been built to accommodate the programs of the Division of Endocrinology, Department of Internal Medicine, University’s School Of Medicine. This program uses mice and rats that must be maintained free of adventitious pathogenic organisms by being housed and maintained under barrier conditions. Many of these mice are genetically manipulated; some of them are immune deficient. This facility must meet all requirements needed to be included under the University-wide accreditation by the Association for the Assessment and Accreditation of Laboratory Animal Care, International (AAALAC). The following animal species will initially be utilized in the University’s program: transgenic mice, wild type mice and rats. Other species may be housed at the facility as research interests evolve.

See Appendix A for animal population receipt schedule. Attachment 5, Reporting Requirements outlines the reporting requirements. Attachment 6, Schematic of Building contains the facility physical plant design.

A. Tasks for Rats

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

1. Changing each of the cages a minimum of two times per week, or more frequently if excessively soiled or wet.
2. Washing each cage rack one time every two weeks if an unoccupied rack is available, or more frequently if excessively soiled.
3. Maintaining good barrier techniques to preclude the introduction of infectious agents into the colony.
4. Preparing requisitions, to be delivered to the Contract Administrator’s office weekly, for all supplies, equipment, feed, and bedding required for colony maintenance.
Maintaining an updated inventory of animals in each room by principal investigator and Oracle PTAEO code (or other charge code identifier).

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

6. 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.

7. 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.

8. 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.

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

10. 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.

11. Maintaining room supplies adequate for routine husbandry procedures.
12. 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 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 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 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 Transgenic Mice in Fontaine Research Park

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, Oracle PTAE0 code (or other charge code identifier), date of receipt or birth, protocol number, age, sex, and strain; and maintaining this label.

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

3. 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 each cage change or when animals appear dehydrated during daily 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.

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, 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, and investigator name. This report is to be delivered to the 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 and inoculation of Rodac plates or equivalent. Monitoring microbial contamination of automatic watering systems by monthly microbial sampling of the coarse filter during the filter change. The result of this microbiological monitoring will be included in the monthly progress report, or reported verbally to the 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 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 any rodents for 48 hours prior to coming to work in the barrier facility. This may preclude the employment of any person keeping rodents for personal profit or pleasure, or who may contact conventional rodents routinely due to some non-University animal facility outside activity.

Appendix A

Anticipated Animal Populations Start-Up At Fontaine Research Park

A. Rats: 864 rat microisolator cages to be achieved within one month of occupancy.

B. Mice: There are 2,520 HEPA ventilated filtertop cages in 140 cage racks in the facility in barrier conditions. It is anticipated that 1,000 cages will be filled within the first thirty days of occupancy. Total animal population will be achieved over three months at an incremental growth of 500 additional cages per month.

C. Other Species: As required by research needs.