

**REQUEST FOR QUALIFICATIONS**  
**Animal Shelter Management**  
**And Operation Services**

In accordance with A.C.A. 19-11-801-805, et seq. Faulkner County, Arkansas, is requesting statements of qualifications from firms or individuals for the management of animal shelter operations. Written statements of qualifications will not be considered if received later than 11:00 a.m. on March 15, 2024.

As used in this section, "Animal Shelter Management" means professional services that include, but are not limited to, overall management of shelter operations, acceptance and care of animals, redemption of animals to owners, adoption, occupancy control, veterinary care, spay, neuter, vaccinations, billings, budget monitoring, financial reporting, annual audits, recruit, and train staff, implement volunteer programs, fundraising, and disaster preparedness.

Written responses should contain the following information. However, in accordance with A.C.A. 19-11-801 competitive bidding shall not be used for the procurement of professional services, and respondents submitting cost data in response to this RFQ will be disqualified from the selection process.

1. Contact Information including telephone and email for the company contact
2. Firm or individual's profile and history
3. The Firm's or individual's current resources
4. The specialized experience and technical competence of the firm or individual with respect to the type of professional services required – specific to animal shelters
5. The capacity and capability of the firm or individual to perform the work in question
6. Qualifications and approach to animal management services, including:
  - a. Shelter services
  - b. Standards of Care
  - c. Hours of Operation
  - d. After Hours, Temporary Shelter Facilities
  - e. Exercise of Animals
  - f. Un-adopted animals
  - g. Veterinary Services
  - h. Return to Owner
  - i. Adoption Program
  - j. Disposal of Animals
  - k. Audit, Records, and Reports
  - l. Shelter Operating Costs
  - m. Spay/Neuter Program
  - n. Current or potential partnership with the community
7. Qualifications and approach as a 3<sup>rd</sup> party with regard to operating a County-owned facility through a contract for services; maintaining a productive service relationship; professional approach to managing relationships with impassioned groups.

Interested parties may obtain further information on  
"Animal Shelter Management"  
from the Faulkner County Administrator,  
Randy Higgins,

801 Locust Street,  
Conway, Arkansas 72034  
501-450-4900  
or visit our website at [www.faulknercounty.org/business/rfp](http://www.faulknercounty.org/business/rfp)

Please send 3 copies of the response to: Randy Higgins, *Faulkner County Administrator, 801 Locust St., Conway, AR 72034*. All responses must be sealed and submitted by 11:00 a.m. on March 15, 2024, to the attention of "RFQ Animal Shelter Management" at the aforementioned address.

The Requestor reserves the right to reject any or all responses and to waive formalities and technicalities.

By Allen Dodson  
Faulkner County Judge  
Faulkner County, Arkansas

The Faulkner County Judge's Office paid \$\_\_\_\_\_ for this publication.