

**STATE OF TENNESSEE
DEPARTMENT OF HEALTH**

REQUEST FOR APPLICATION

FOR

**ANIMAL FRIENDLY SPAY/NEUTER
FUNDING OPPORTUNITY**

RFA # 34339-09617

The State is seeking applications for spay or neuter procedures at a low cost for dogs and cats owned or adopted by owners living in Tennessee. Pursuant to Tennessee Code Annotated 55-4-290(c)(1)(A), the goal of this grant money from the Animal Population Control Endowment Fund is to prevent or to reduce an over-population of dogs and cats in the State. The State will offer grants for sterilization services provided by a veterinarian licensed and located in Tennessee and performed in a facility permitted by the Tennessee Department of Health.

Please remember that post-surgical care is as important as the procedure itself.

Funding for services will vary depending on the number of applications received. The project period is expected to begin on July 1, 2016 and will last for 12 months. At this time, no additional funding is expected for this 12-month project period. Please contact the Competitive Procurement Coordinator shown in Section IV for any questions concerning this RFA.

I. APPLICATIONS

To respond to this Request for Application, please complete the **Application**, which is **Attachment 1**. The **Application** contains detailed questions about your organization/agency and yes or no questions. The State's team of evaluators will review **Applications** and will award grants.

The number and amount of grants awarded will depend on the budget and number of **Applications** received.

II. Sample Contract

Following the State's evaluation, grant contracts will be prepared as shown in the **Sample Contracts**.

It is recommended that each applicant review the entire Sample Contract with legal counsel prior to submitting an application for an Animal Friendly grant award and notify the State in advance if it cannot accept any terms or conditions. If any contract changes are requested, your application may be deemed nonresponsive. **Any later requests for contract changes will not be entertained.**

III. Schedule of Events

The following is the anticipated schedule for awarding grants for the Animal Friendly Spay/Neuter Funding Opportunity. The State reserves the right to adjust the schedule as it deems necessary.

EVENT	TIME (Central Time)	DATE (all dates are state business days)
1. RFA Issued		Monday, April 25, 2016
2. Pre-response Tele-conference	10:00 a.m.	Thursday, April 28, 2016
3. Written "Questions & Comments" Deadline	2:00 p.m.	Monday, May 2, 2016
4. State Response to Written "Questions & Comments"		Thursday, May 5, 2016
5. Deadline for Applications	2:00 p.m.	Thursday, May 12, 2016
6. Evaluation Notice Released	2:00 p.m.	Wednesday, May 18, 2016
7. Contractor Signature Deadline		Wednesday, June 15, 2016
8. Effective Start Date of Contract		Friday, July 1, 2016

Pre-response Tele-Conference:

A Pre-response Tele-Conference will be held at the time and date detailed in the Schedule of Events to answer questions concerning the funding opportunity.

Tele-Conference Number: 1-888-757-2790

Participant Passcode: 766173

Any applicant desiring to submit an application in response to this RFA is encouraged to have at least one (1) representative on the Tele-Conference, however attendance is not mandatory. If you cannot participate, please direct your questions by the Written "Questions & Comments" Deadline as indicated above, to Melissa Painter, Competitive Procurement Coordinator, listed below in Section IV.

Questions and Answers:

All questions concerning this RFA must be presented to the Competitive Procurement Coordinator shown below, in writing, on or before the Deadline for Written Questions and Comments as detailed above in the Schedule of Events. Questions should be faxed, emailed, mailed or hand-carried to the Competitive Procurement Coordinator at the address in Section IV. Responses will be emailed and posted as an Amendment to the following website:

<http://tn.gov/health/article/funding-opportunities>.

Deadlines stated above are critical. If documents are submitted late, they will be deemed to be late and cannot be accepted. The clock-in time will be determined by the time of the online submission. No other clock or watch will have any bearing on the time of application receipt.

Each applicant shall assume the risk of the method of dispatching any communication or application to the State. The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch.

IV. Submission of APPLICATIONS:

Please submit your completed application and all attachments by online submission via the following link no later than the deadline specified in Section I, Schedule of Events.

Web Link: <http://tn.gov/health/article/funding-opportunities>

Please contact the Competitive Procurement Coordinator at the address shown below with any issues or concerns with online submission.

Melissa Painter
Competitive Procurement Coordinator
Service Procurement Office
Division of Administrative Services
Tennessee Department of Health
710 James Robertson Parkway, 5th Floor
Nashville, Tennessee 37243
615-741-0285
FAX: 615-741-3840
Melissa.Painter@tn.gov