

The Contractor, a New Mexico licensed veterinarian, shall perform the following work under the guidance of the Executive Director:

- A. The Contractor shall perform the following work:
1. Develop and submit for approval by the Board Chair or designee, a one-year work plan for conducting **animal shelter** facility inspections and follow-up inspections. “Animal Shelter” means
 - a. **a county or municipal facility that provides shelter to animals on a regular basis.**
 - b. **a private humane society or a private animal shelter that temporarily houses stray, unwanted or injured animals through administrative or contractual arrangements with a local government agency.**
 - c. **does not include a municipal zoological park.**
 2. Contractor will use personal computer equipment when performing inspections and reporting to the Board.
 3. Contractor will present identification provided by Board when conducting inspections.
 4. Forms used by contractor will be provided by Executive Director. All official forms must bear State seal and the Board logo.
 5. Conduct regular inspections; determine if licensed shelter facility requires a plan of correction (POC) to meet minimum standards; and require the shelter facility’s licensee manager to submit a written POC within a specified time frame to the contractor.
 6. If POC is required to meet minimum standards, review POC within ten (10) days of receipt and notify licensee manager in writing, telephone or email that the POC is accepted or requires modification to satisfactorily meet minimum standards.
 7. Prepare and file animal shelter facility inspection and POC reports with the Board’s Executive Director on a monthly basis.
 8. Meet with the Board’s Executive Director as determined by Executive Director to evaluate status, benchmarks and performance of contract.
 9. Prepare and submit to the Board’s Executive Director, 15 days in advance of the Board meetings, all documents such as animal shelter facility inspection and non-compliance reports and any other material related to potential disciplinary action by the Board are to be included in the Board meeting books.
 10. Present animal shelter facility inspection and non-compliance reports to the Board at their regularly scheduled meetings or their special meetings if required.
 11. The contractor must maintain and submit copies of activities log undertaken on behalf of the Board. The log must be submitted to the Board’s Executive Director, along with the statement of account for submittal to DFA before payment can be made to the Contractor.

- B. Services described in nos. 2 through 5 will be performed at animal shelter facilities licensed by the New Mexico Board of Veterinary Medicine.

Performance Measures:

- C. Develop and maintain a shelter facility inspection process and tracking system to ensure that all facilities are inspected in a timely manner, all findings are recorded and all required corrections made.
 - 1. Provide to Executive Director, weekly status reports for inspections completed.
 - 2. Establish a work plan to conduct inspections on all shelter facilities on a biennial basis, documenting all findings and notifying the facility at the time of inspection of the findings.
 - 3. At the time of inspection, offer on-site counseling and training to correct and improve shelter facility management.
 - 4. Facilities cited for violations of the minimum standards will be required to submit a written plan of correction that corresponds fully with the needed corrections and by a specified date.
 - 5. Conduct follow up inspection on shelter facilities with serious violations of the minimum standards.
 - 6. Conduct spontaneous shelter facility inspections as directed by Executive Director.
 - 7. Regularly assess the general performance and quality of standards of shelter facilities statewide and ascertain the most common issues and concerns related to compliance with minimum standards and best practices.
 - 8. Gather data from inspections, communications with licensees, and other entities (general public, Board, etc) to determine best methods to address issues and concerns.
 - 9. Address common issues in facilities.
 - 10. Develop information materials and guidelines for dissemination to licensees.

Contract amount is \$50K per annum; there are no State Benefits; and a vehicle is not provided.