

State of Minnesota

Minnesota Racing Commission



REQUEST FOR PROPOSAL

Assistant Chief Commission Veterinarian

And

Assistant Commission Veterinarian

Date Posted: November 3, 2025

- Responses must be received no later than December 31, 2026, by 2:00 PM Central Time. Priority for next racing season will be given to responses received by December 31, 2025, by 2:00 PM Central Time.
- Late responses will not be considered
- As of July 1, 2025, certain terms are unenforceable in state contracts. See Session Laws, 2025 Regular Session, [Chapter 39](#), Article 2, Sec. 45.

Minnesota's Commitment to Diversity and Inclusion

The State of Minnesota is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services to the State are representative of our Minnesota communities and include businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups provides for additional options and greater competition in the marketplace, creates stronger relationships and engagement within our communities, and fosters economic development and equality.

To further this commitment, the Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans, and those with substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651.201.2402 or go to the Office of Equity in Procurement home page, at <https://mn.gov/admin/business/vendor-info/oep/>.

SPECIAL NOTICE: This is a request for proposal. It does not obligate the State of Minnesota to award a contract or complete the proposed program, and the State reserves the right to cancel this solicitation if it is considered in its best interest.

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Solicitation Attachments

1. Attachment A: Responder Declarations
2. Attachment B: Exceptions to State's Standard Terms and Conditions
3. Attachment C: Cost Proposal
4. Attachment D: Responder Forms
 - a. Veteran-Owned Preference Form (If Applicable)
 - b. Workforce and Equal Pay Declaration Page (Workforce required if anticipated contract and all extensions exceed \$100,000; Equal Pay required if anticipated contract and all extensions exceed \$500,000)
 - c. Equal Pay Certificate Form (If Proposal Exceeds \$500,000, Including Extension Options)
5. Attachment E: Reference Form

Sample Contract

- Exhibit A: Contract Terms
- Exhibit B: Insurance Requirements
- Exhibit C: Specifications, Duties, and Scope of Work
- Exhibit D: Pricing

SECTION 1 – INSTRUCTIONS TO RESPONDERS

Steps for
Completing Your
Response

Follow the steps below to complete your response to this Solicitation:

- Step 1: Read the solicitation documents and ask questions, if any
- Step 2: Write your response
- Step 3: Submit your response

Incomplete
Submittals

A response must be submitted along with any required additional documents. Incomplete responses that materially deviate from the required format and content may be rejected.

STEP 1 – READ THE SOLICITATION DOCUMENT & ASK QUESTIONS, IF ANY

How to Ask
Questions

The contact person for questions is:

Gabby Betzler, Contracts Manager
Minnesota Racing Commission
Gabby.Betzler@state.mn.us

Other personnel are not authorized to answer questions regarding this Solicitation.

STEP 2 – WRITE YOUR RESPONSE

The Response Content section is in this link to [Section 4](#). Prepare a written response and supply all requested content. Responses should address the requested information and documents detailed in Section 4. **DO NOT INCLUDE** Non-Public/Trade Secret data (as defined in this link to [Minn. Stat. § 13.37](#)).

Review, sign, and include the Responder Declarations with your response.

STEP 3 – SUBMIT YOUR RESPONSE

Where to Send
Your Response

Submit your response to:

Minnesota Racing Commission
Gabby Betzler, Contract Manager
Gabby.Betzler@state.mn.us

THIS IS AN ONGOING SOLICITATION. Proposals must be received no later than December 31, 2026, at 2:00 PM Central Time. **Late responses will not be considered.**

By submitting a response, responder is making a binding legal offer for the period of time set forth below in Section 6, Conditions of Offer.

SECTION 2 – SUMMARY OF SCOPE

1. Procurement Overview and Goals.

The MRC is requesting proposals from qualified individuals to act as the Assistant Chief Commission Veterinarian and/or Assistant Commission Veterinarian to coordinate, oversee and carry out veterinary regulatory functions at both racetracks.

The Assistant Chief Commission Veterinarian must be available to work full-time from April 1 through October 31 of 2026, and as needed during the remainder of the year.

Assistant Commission Veterinarians must be available to work at least one full week during the racing *or* on a part-time or intermittent hourly basis as negotiated. Hours for all contractors will include evenings, holidays, and weekends. Contractors may not perform any private veterinary services on racehorses while working for the MRC.

2. Sample Tasks and Deliverables.

Duties for all Commission Veterinarians include, but are not limited to:

- Observe horses in the paddock, at the starting gate, in the detention barn, and while racing or training.
- Respond to horse related emergencies and provide emergency treatment if no private practice veterinarian is available.
- Conduct pre-race examinations on horses scheduled to race and enter all information into the Incompass System database.
- Schedule and observe workouts for horses as required by the Horse Racing Safety and Integrity Authority (HISA) and MRC rule.
- Collect and secure samples of blood, urine, saliva, and/or other substances from racehorses, as directed by HISA, the Stewards, or Chief Commission Veterinarian.
- Supervise licensed personnel and activities within the secure testing area, saddling paddock, winner's circle and on the way to the detention barn.
- Recommend to the Board of Stewards horses to be scratched from racing.
- Complete paperwork required for deceased horses submitted to the Diagnostic Laboratory.
- Prepare and disseminate Bleeder-notification of horse placement on Veterinarian's list.
- Provide consultation and advice to MRC investigators, judges and stewards.
- Ensure and document the security of drug test samples, chain of custody, and timely shipping to the testing laboratory.
- Maintain original and final results from testing laboratory for Quarter Horse and Standardbred horses (HISA maintains for Thoroughbreds).
- Observe and document horses that have acquired Exercise Induced Pulmonary Hemorrhage (EIPH) after racing or training.
- Document track related injuries, deceased horses, and other injuries in a confidential manner.
- Oversee the care and proper use of the horse ambulance.
- Supervise quarantine or removal of horses without proper health documents and those with contagious diseases.
- Work with the MRC Investigators as needed to maintain a safe, drug free environment and to assure that all drugs and substances in the practitioners' vehicles are safe and legal.
- Perform Out of Competition and TCO2 testing at the request of HISA, the Judges, the Stewards or the Chief Commission Veterinarian.
- Obtain hair samples for Quarter Horses entered in trials and for all deceased horses.
- Complete post entry screening of all horses entered to race.
- Inspect health certificates pre-entry for completeness including presence of current EIA certificate, vaccination status and body temperature.

- Participate in HISA online ZOOM meeting and updates.
- Evaluate all claimed horses in the detention barn for soundness and notify the Judges or Stewards when a claim needs to be reversed.
- Evaluate Aftercare Request for Proposals responses for the Grant applicants.
- Cooperate with the University of Minnesota College of Veterinary Medicine research projects.

Additional Duties of the Assistant Chief Commission Veterinarian include but are not limited to:

- Direct and oversee Assistant Commission Veterinarians and interview, hire, and oversee administrative support personnel.
- Maintain current policies and procedures for commission veterinarians, trainers and the test barn personnel.
- Ensure that appropriate and complete pre-race examinations are conducted on all horses scheduled to race and that the information is documented each day in Incompass.
- Maintain required paperwork and other data for each horse entering the stable area.
- Testify in disciplinary hearings regarding statute and rule violations.
- Ensure that all horses dying or euthanized at licensed racetracks are transported to the University of Minnesota diagnostic laboratory for a complete necropsy.
- Maintain an accurate Veterinarian's List as required by rule and address inconsistencies between the MRC Veterinarian's List and the HISA list.
- Interpret drug test results from the laboratory for Quarter Horses and Standardbreds (HISA maintains all results for Thoroughbreds). Notify the Judges or Stewards of any violations and provide information as needed.
- Establish and maintain an acceptable internal and external quality assurance program.
- Provide the Commission with regular reports and statistics.
- Maintain a record of all medication violations with the resultant rulings.
- Serve as MRC liaison at monthly Horseperson's meetings with track personnel.
- Work with Aftercare programs to provide any horse related diagnostic tests or information available.
- Coordinate and document all phases of split sample drug testing for Quarter Horses and Standardbreds (HISA Horse Racing Integrity and Safety Authority is responsible for split sample testing Thoroughbreds).
- Review qualifications of veterinarians, veterinary assistants, equine masseuses, animal chiropractors, and related vendors prior to licensing.
- Order medications and supplies as needed. Maintain a controlled medication inventory. Maintain MSDS file for all drugs and chemicals used by the Racing Commission veterinary staff.
- Review invoices for deceased horses, purchased medications and supplies, and drug testing then submit appropriate paperwork for payment.
- Work yearly to review and update MRC rules as they pertain to racing.
- Collaborate with Board of Animal Health for any infectious and communicable disease outbreaks.
- Develop biosecurity plan consistent with HISA and the Board of Animal Health.
- Participate in all HIWU and HISA end of season meetings.
- Update all operating procedures for Quarter Horses and Standardbreds. Update operating procedures for Thoroughbreds and move them to appropriate HISA templates for the end of season HISA accreditation report.
- Work with MRC investigators as requested.
- Maintain Drug Enforcement Agency (DEA) license for Canterbury Park and Running Aces Harness Park.

Specific duties of the Assistant Chief Commission Veterinarian

- Coordinate and maintain records and reporting of deceased and all injured horses to the Equine Injury Database (EID) and HISA.
- Collect, collate, and enter into the MRC Veterinarian's List all cases of intra-articular injections and shock wave therapy.
- Maintain and update the veterinary database each year.

- Train and oversee individuals entering information into the database.
- Participate in HISA Safety and Welfare Committee representing the track veterinarian. Prepare horse specific information for each deceased horse.
- Provide notification of impending expired Equine Infectious Anemia test certificates to the private practitioners.
- Ensure that all Thoroughbred and Quarter Horse regulatory veterinarians are adequately trained to work in the saddling paddock, behind the starting gate, and in the winner's circle.
- Provide a presence in the stabling area to observe horses for signs of neglect, abuse or improper medication administration.

SECTION 3 – PROPOSAL INSTRUCTIONS AND ADDITIONAL INFORMATION

1. Anticipated Contract Term.

The term of this contract is anticipated to be from April 2026 to April 2027, with the option to extend up to an additional four years in increments determined by the State.

2. Question and Answer Instructions.

After questions are asked via email, per direction above, the contact person will reply to all questions via email.

For solicitations posted through the State Register, a copy of questions and answers will be sent to all who requested a copy of this solicitation.

All questions should be submitted no later than the date and time listed in Section 1, Instructions to Responders. The State is not obligated to answer questions submitted after the question due date and time.

Only personnel listed above are authorized to discuss this solicitation with responders. Contact regarding this solicitation with any personnel not listed above could result in disqualification. This provision is not intended to prevent responders from seeking guidance from state procurement assistance programs regarding general procurement questions.

If a Responder discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in the solicitation, please immediately notify the contact person detailed above in writing of such error and request modification or clarification of the document.

SECTION 4 – PROPOSAL CONTENT

Minimum Qualifications Required:

- 1) Contractors must be licensed to practice veterinary medicine in the state of Minnesota.
- 2) Contractors must be a USDA APHIS (Animal Plant Health Inspection Services) accredited.
- 3) To be appointed Assistant Chief Commission Veterinarian, contractor must have at least 4 years of experience in equine veterinary medicine.
- 4) To be appointed Assistant Commission Veterinarian, contractor must have at least two (2) years of experience in equine veterinary medicine.

Please submit the following information:

1. **Qualifications and Experience.** Responder should provide an outline of background and experience with examples of similar work done by the Responder and a list of personnel who will conduct the project, detailing their training, and work experience. Resumes or other information about project personnel should not, if possible, contain personal telephone numbers, home addresses, or home email addresses. If it is necessary to include personal contact information, please clearly indicate in the response that personal contact information is being provided.
 - 1) Evidence of licensure to practice veterinary medicine in Minnesota.
 - 2) Resume, including your full legal name, home address, cell phone number, and email address.
 - 3) Be sure that your resume details your background, training, and experience.
 - 4) Be sure that your resume details information on the requested accreditation information.
 - 5) **Contractor must submit a statement that they agree to obtain the insurance outlined in the Sample Contract Exhibit B associated with this RFP.**
2. **Cost Detail.** Complete and submit Attachment C, "Cost Detail," attached to this solicitation.

Follow the instructions below when completing your cost proposal. Your cost proposal must be submitted as a separate attachment when your response is sent via email. If bidding on more than one position, please submit a separate and distinct cost proposal as more than one separate email attachment.

Assistant Chief Commission Veterinarian Proposals: Provide your compensation requirements in the form of a single weekly rate to be paid for each full week worked during the term of the contract. A full week includes working a minimum of four days during a calendar week, from pre-race inspections through the end of the race card and post-race, TC02 testing and out of competition testing and observing workouts on non-race days. Also provide an hourly rate to be paid for part-time work as needed during the non-racing season. Additional costs should be provided for mileage, travel, housing, insurance, and DEA license if applicable.

Assistant Commission Veterinarian Proposals: If seeking to work full time during the racing season or intermittent full weeks, provide your compensation requirements in the form of a single weekly rate to be paid for each full week worked during the term of the contract. A full week includes working a minimum of four days during a calendar week, from pre-race inspections through the end of the race card and post-race and TC02 (Total Carbon Dioxide) testing, out of competition testing and observing workouts on non-race days. If seeking to work part-time hours, provide an hourly rate. Additional costs should be provided for mileage, travel, housing and insurance, if applicable.

Submit all requested documentation, including, but not limited to, the following documents:

6. Attachment A: Responder Declarations
7. Attachment B: Exceptions to State's Standard Terms and Conditions
8. Attachment C: Cost Proposal
9. Attachment D: Responder Forms
 - d. Veteran-Owned Preference Form (If Applicable)
 - e. Workforce and Equal Pay Declaration Page (Workforce required if anticipated contract and all extensions exceed \$100,000; Equal Pay required if anticipated contract and all extensions exceed \$500,000)
 - f. Equal Pay Certificate Form (If Proposal Exceeds \$500,000, Including Extension Options)
10. Attachment E: Reference Form

DO NOT INCLUDE Non-Public/Trade Secret data (as defined by Minn. Stat. § 13.37).

SECTION 5 – EVALUATION PROCEDURE AND CRITERIA

The State will conduct an evaluation of responses to this Solicitation. The evaluations will be conducted in three phases:

Phase 1 - Review responses for responsiveness and pass/fail requirements

Phase 2 - Evaluate responses

Phase 3 - Select finalist(s)

1. Phase 1 – Responsiveness and Pass/Fail Requirements

The purpose of this phase is to determine if each response complies with mandatory requirements. The State will first review each proposal for responsiveness to determine if the Responder satisfies all mandatory requirements. The State will evaluate these requirements on a pass/fail basis.

Mandatory Requirements. The following will be considered on a pass/fail basis:

- Responses must be received by the due date and time specified in this RFP.
- Must be licensed to practice veterinary medicine in the state of Minnesota.
- Must have USDA APHIS accreditation.
- In order to be appointed Assistant Chief Commission Veterinarian, contractor must have at least four (4) years of experience in equine veterinary medicine.
- In order to be appointed Assistant Commission Veterinarian, contractor must have at least two (2) years of experience in equine veterinary medicine.

2. Phase 2 - Evaluate Responses

Only those responses found to have met Phase 1 criteria will be considered in Phase 2.

The factors and weighting on which responses will be evaluated are:

- | | |
|--------------------------------------|---|
| 1. Qualifications and Experience | 600 points |
| 2. Availability | 100 points |
| 3. Cost Detail | <u>300 points</u> |
| | 1000 points |
| 4. Preference Points (if applicable) | 120 points (in addition to 1,000 available) |

Preference points are described under Solicitation Terms and will be applied to the total score after points have been awarded.

3. Phase 3 - Select Finalist(s)

Only those responses that have been evaluated under Phase 2 shall be eligible for Phase 3.

The State will make its selection based on best value, as determined by this evaluation process. The State reserves the right to pursue negotiations on any exception taken to the State's standard terms and conditions. In the event that negotiated terms cannot be reached, the State reserves the right to terminate negotiations and begin negotiating with the next highest scoring responder or take other actions as the State deems appropriate. If the State anticipates multiple awards, the State reserves the right to negotiate with more than one Responder.

SECTION 6 – UNENFORCEABLE TERMS AND SOLICITATION TERMS

Unenforceable Terms

As of July 1, 2025, certain terms are unenforceable in state contracts. See Session Laws, 2025 Regular Session, [Chapter 39](#), Article 2, Section 45.

Unenforceable terms

- (a) A contract entered into by the state shall not contain a term that:
- (1) requires the state to defend, indemnify, or hold harmless another person or entity, unless specifically authorized by statute;
 - (2) binds a party by terms and conditions that may be unilaterally changed by the other party;
 - (3) requires mandatory arbitration;
 - (4) attempts to extend arbitration obligations to disputes unrelated to the original contract;
 - (5) construes the contract in accordance with the laws of a state other than Minnesota;
 - (6) obligates state funds in subsequent fiscal years in the form of automatic renewal as defined in section 325G.56; or
 - (7) is inconsistent with chapter 13, the Minnesota Government Data Practices Act.
- (b) If a contract is entered into that contains a term prohibited in paragraph (a), that term shall be void and the contract is enforceable as if it did not contain that term.

Solicitation Terms

1. Competition in Responding

The State desires open and fair competition. Questions from responders regarding any of the requirements of the Solicitation must be submitted in writing to the Solicitation Administrator listed in the Solicitation before the due date and time. If changes are made the State will issue an addendum.

Any evidence of collusion among responders in any form designed to defeat competitive responses will be reported to the Minnesota Attorney General for investigation and appropriate action.

2. Addenda to the Solicitation

Changes to the Solicitation will be made by addendum with notification and posted in the same manner as the original Solicitation. Any addenda issued will become part of the Solicitation.

3. Data Security - Foreign Outsourcing of Work is Prohibited

All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all levels.

4. Joint Ventures

The State allows joint ventures among groups of responders when responding to the solicitation. However, one responder must submit a response on behalf of all the others in the group. The responder that submits the response will be considered legally responsible for the response (and the contract, if awarded).

5. Withdrawing Response

A responder may withdraw its response prior to the due date and time of the Solicitation. For solicitations in the SWIFT Supplier Portal, a responder may withdraw its response from the SWIFT Supplier Portal. For solicitations done any other way, a responder may withdraw its response by notifying the Solicitation Administrator in writing of the desire to withdraw.

After the due date and time of this Solicitation, a responder may withdraw a response only upon showing that an obvious error exists in the response. The showing and request for withdrawal must be made in writing to Solicitation Administrator within a reasonable time and prior to the State's detrimental reliance on the response.

6. Rights Reserved

The State reserves the right to:

- Reject any and all responses received;
- Waive or modify any informalities, irregularities, or inconsistencies in the responses received;
- Negotiate with the highest scoring Responder[s];
- Terminate negotiations and select the next response providing the best value for the State;
- Consider documented past performance resulting from a State contract may be considered in the evaluation process;
- Short list the highest scoring Responders;
- Require Responders to conduct presentations, demonstrations, or submit samples;
- Interview key personnel or references;
- Request a best and final offer from one or more Responders;
- The State reserves the right to request additional information ; and
- The State reserves the right to use estimated usage or scenarios for the purpose of conducting pricing evaluations. The State reserves the right to modify scenarios, and to request or add additional scenarios for the evaluation.

7. Samples and Demonstrations

Upon request, Responders are to provide samples to the State at no charge. Except for those destroyed or mutilated in testing, the State will return samples if requested and at the Responder's expense. All costs to conduct and associated with a demonstration will be the sole responsibility of the Responder.

8. Responses are Nonpublic during Evaluation Process

All materials submitted in response to this Solicitation will become property of the State. During the evaluation process, all information concerning the responses submitted will remain private or nonpublic and will not be disclosed to anyone whose official duties do not require such knowledge. Responses are private or nonpublic data until the completion of the evaluation process as defined by Minn. Stat. § 13.591. The completion of the evaluation process is defined as the State having completed negotiating a contract with the selected responder. The State will notify all responders in writing of the evaluation results.

9. Trade Secret Information

9.1 Responders must not submit as part of their response trade secret material, as defined by Minn. Stat. § 13.37.

9.2 In the event trade secret data are submitted, Responder must defend any action seeking release of data it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments awarded against the State in favor of the party requesting the data, and any and all costs connected with that defense.

9.3 The State does not consider cost or prices to be trade secret material, as defined by Minn. Stat. § 13.37.

9.4 A responder may present and discuss trade secret information during an interview or demonstration with the State, if applicable.

10. Conditions of Offer

Unless otherwise approved in writing by the State, Responder's cost proposal and all terms offered in its response that pertain to the completion of professional and technical services and general services will remain firm for 180 days, until they are accepted or rejected by the State, or they are changed by further negotiations with the State prior to contract execution.

11. Award

Any award that may result from this solicitation will be based upon the total accumulated points as established in the solicitation. The State reserves the right to award this solicitation to a single Responder, or to multiple Responders, whichever is in the best interest of the State, providing each Responder is in compliance with all terms and conditions of the solicitation. The State reserves the right to accept all or part of an offer, to reject all offers, to cancel the solicitation, or to re-issue the solicitation, whichever is in the best interest of the State.

12. Requirements Prior to Contract Execution

Prior to contract execution, a responder receiving a contract award must comply with any submittal requests. A submittal request may include, but is not limited to, a Certificate of Insurance.

13. Targeted Group, Economically Disadvantaged Business, Veteran-Owned and Individual Preference

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, businesses that are eligible and certified by the State as targeted group (TG) businesses, economically disadvantaged (ED) businesses, and veteran-owned businesses will receive points equal to 12% percent of the total points available as preference.

For TG/ED/VO certification and eligibility information visit the Office of Equity in Procurement website at <https://mn.gov/admin/business/vendor-info/oep/> or call the Division's Helpline at 651.201.2402.

14. Reciprocity

State shall comply with Minn. Stat. § 16C.06, subd. 7, as that applies to a non-resident vendor. This paragraph does not apply for any project in which federal funds are expended.