

CONTRACTED VETERINARIAN

POSITION OVERVIEW

The Wyoming State Fair is seeking a contracted veterinarian to provide on-site services during the 2025 Wyoming State Fair. This contract role will report to the WSF General Manager. Interested parties are invited to submit a letter of interest and a financial quote to Courtney.conkle@wyo.gov by March 28th, 2025.

The WSF invites qualified veterinarians to submit bids for providing on-site veterinary services during the annual fair scheduled for:

- 2025: August 12-16
- 2026: August 11-15
- 2027: August 17-21

The contracted veterinarian's on-site services will commence on the Sunday preceding the fair and conclude on the final Saturday night of the fair week. This is a one-year agreement for 2025 with two one-year options for 2026 and 2027 if both parties wish to renew.

RESPONSIBILITIES

- **Pre-Fair Animal Inspections:** Conducting veterinary checks in accordance with the fair schedule to ensure all animals entering the fairgrounds are free from contagious or infectious diseases and parasites. Animals exhibiting signs of such conditions must be denied entry.
- **Daily Health Inspections:** Performing daily inspections of all animals by 9:00 AM each day during the fair.
- **On-Call Emergency Services:** Being available by phone throughout each day of the fair and providing on-site emergency services as needed.
- **Protocol Development:** The contracted veterinarian will collaborate with WSF management and the Board to develop Certificate of Veterinary Inspection (CVI) protocols for in-state travel and veterinary check procedures. The veterinarian will oversee the implementation and adherence to these protocols.

TERMS AND CONDITIONS

- **Request for Clarification:** WSF may request clarification or additional information from bidders as deemed necessary.
- **Contract Award:** WSF reserves the right to award the contract to the next most qualified bidder if the successful bidder does not meet the required qualifications.
- **Withdrawal of Bids:** Bids may be withdrawn up until the submission deadline. WSF is not responsible for any costs incurred by bidders in preparing or submitting their responses.
- **Disclosure:** Must disclose any potential, perceived, or actual conflicts of interest. Any identified conflicts will be reviewed by the Wyoming State Fair Board.

REQUIREMENTS

- **Letter of Intent:** detailing qualifications, experience with livestock exhibitions, and any relevant certifications.
- **Comprehensive Pricing:** an all-inclusive fee structure for services rendered during the 2025, 2026, and 2027 fairs.

Submission Deadline: All bids must be submitted to courtney.conkle@wyo.gov by 4:00 PM MST, Friday, March 28th, 2025. Contact the WSF office with questions!

ACCOMMODATIONS

WSF will provide RV parking with hookups, a golf cart for on-site transportation, and necessary credentials for fair access.

