



AUDIT AND ACCOUNTABILITY COMMITTEE MEETING

POST-SOLICITATION BRIEFING FOR COMMUNITY SPAY/NEUTER SERVICES

October 3, 2017

Heber Lefgren
Director
Animal Care Services

Solicitation Overview



Originating Department: Animal Care Services



Solicitation Type: Request for Qualifications



High Profile Designation: Contract Value Over \$1 Million



Estimated Value: \$894,975 annually / \$4,474,875 total



Current Contract Status: Expired September 30, 2017



Proposed Term: 3 years with 2, 1 year options



Project Timeline

Pre-Solicitation

Pre Solicitation Briefing:
▪ May 30, 2017

Release RFQ:
▪ **July 21, 2017**

Solicitation

Pre-Submittal Conference:
▪ July 28, 2017

Deadline for Questions:
▪ August 1, 2017

RFQ Due:
▪ **August 11, 2017**

Post – Solicitation

Complete Evaluation:
▪ September 8, 2017

Negotiate Contract:
▪ September 11-25, 2017

Post Solicitation Briefing:
▪ **October 3, 2017**

Finalization

City Council Consideration:
▪ **October 19, 2017**

Contract Start Date:
▪ October 20, 2017



Project Scope – Respondent's Responsibilities



- Provide 11,933 Free Spay-Neuter Surgeries
- Provide Low-Cost Rabies Vaccinations and Registered Microchips
- Provide Humane and Proper Care of Animals
- Maintain a 99% Success Rate



Evaluation Criteria

Experience
Background
Qualifications

45 points

Proposed
Plan

40 points

SBEDA Program

15 points

Goal Setting Committee Members

- **Melanie Seale**, Assistant Director, Finance
- **Michael Sindon**, Assistant Director, Economic Development
- **Michael Rodriguez**, Assistant to Director, Animal Care Services
- **Kathy Donellan**, Assistant Director, Library
- **Lester Bryant**, Resident Appointee



Project Evaluation Committee

- **City Council Appointed ACS Advisory Board**
 - *Rita Braeutigam, Chair*
- **Private Practice**
 - *Dr. Kim Buck, Veterinarian*
- **City of San Antonio**
 - *María Villagómez, Assistant City Manager*
 - *Heber Lefgren, ACS Director*
 - *Michael Rodriguez, ACS Assistant to the Director*
 - *Dr. Marilyn Gotbeter, Chief Veterinarian*



Score Matrix

RFQ Community Spay & Neuter Surgeries RFQ 17-107, 6100009259 Score Summary	Maximum Points	Firm 1	Firm 2	Firm 3	Firm 4	Firm 5
A - Experience, Background, Qualifications	45	44.17	45.00	44.17	43.33	42.50
B - Proposed Plan	40	39.67	38.33	29.17	28.33	15.83
C - SBEDA Program	15	0.00	0.00	0.00	0.00	0.00
TOTAL SCORE	100	83.84	83.33	73.34	71.66	58.33
RANK BASED ON TOTAL SCORE		1	2	3	4	5



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Troy Elliott, CPA
Deputy Chief Financial Officer
and
Kevin Barthold
City Auditor

Procurement Overview - Due Diligence

Number of vendors notified:	107
Number of vendors at pre-submittal conference:	5
Number of responses received:	5
Results of Minimum Requirements Review	No Findings
Results of Due Diligence Review	No Findings
Respondent Background Check	No Findings
Financial Statement Review	N/A
References, Proof of Insurability Review and Litigation Disclosure	No Findings
Contracts Disclosure Form	No Findings



Procurement Overview - Due Diligence

No Findings





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