

AUDIT COMMITTEE

INDIVIDUAL PRE-SOLICITATION BRIEFING FOR COMMUNITY SPAY/NEUTER SURGERIES

May 30, 2017

Heber Lefgren
Director
Animal Care Services

Solicitation Overview



Originating Department: Animal Care Services



Solicitation Type: Request for Proposals



High Profile Designation: Over \$1 Million



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



Current Contract Status: Ending September 30, 2017



Proposed Term: 3 year initial term with 2, 1 year options to extend (total of 5 years)



Project Overview

Partner with multiple agencies to provide free spay/neuter surgeries for owned pets

Surgeries to include medical evaluation and post operative evaluation



Surgeries Provided to Residents Free of Charge

- Registered Microchips and Rabies Vaccinations at Cost if necessary
- Surgeries to include medical evaluation and post operative evaluation

City reimburses provider \$75 per surgery



Project Scope – Respondent's Responsibilities



- Provide 11,933 Free Spay-Neuter Surgeries annually
- 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



Outreach Efforts

NIGP Codes Identified

- 96206 - Animal Care, Animal Health, Animal Production (Breeding) and Animal Training Services

Number of Vendors to be notified

- Central Vendor Registry: 17
- Veteran Owned Small Business: 0
- Targeted Vendor Outreach: 5

Advertising

- TVSA Channel 21
- COSA Bidding Website
- Express News
- SAePS Portal



Project Timeline

Pre-Solicitation

Goal Setting Committee:

- April 17, 2017

Audit Committee Pre Solicitation Briefing:

- May 30, 2017

Release RFP:

- June 1, 2017

Solicitation

Pre-Submittal Conference:

- June 8, 2017

Deadline for Questions:

- June 13, 2017

RFP Due:

- June 30, 2017

Post – Solicitation

Complete Evaluation:

- July 28, 2017

Negotiate Contract:

- August 1-15, 2017

Audit Committee Post Solicitation Briefing:

- August 15, 2017

Finalization

City Council Consideration:

- **September 2017**

Contract Start Date:

- October 1, 2017



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*



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