



# City of San Antonio

## Agenda Memorandum

**File Number:** 17-3496

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**Agenda Item Number:** 4.

**Agenda Date:** 5/30/2017

**In Control:** Audit Committee

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**CITY OF SAN ANTONIO  
ANIMAL CARE SERVICES DEPARTMENT  
INTERDEPARTMENTAL CORRESPONDENCE**

**TO:** Sheryl Sculley, City Manager

**FROM:** Heber Lefgren, Director, Animal Care Services

**COPY:** Audit Committee; María Villagómez, Assistant City Manager, Ben Gorzell, Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Troy Elliott, CPA, Deputy Chief Financial Officer

**SUBJECT:** Pre-Solicitation Briefing for Community Spay-Neuter Surgeries

**DATE:** May 30, 2017

The Animal Care Services (ACS) Department will present a pre-solicitation briefing on the Community Spay-Neuter surgeries Request for Qualification (RFQ), which will be presented to the Audit Committee as part of the Annual High Profile Report. This briefing will allow an opportunity for input and direction from Committee members. Animal Care Services will solicit proposals from multiple qualified organization(s) and/or licensed veterinarians who are interested in providing spay-neuter surgeries to the community in Fiscal Year 2018 through Fiscal Year 2023.

This pre-solicitation briefing will cover estimated contract value, projected timeline, high profile designation, scope of the project, terms of the contract, audited financial statements, proposed scoring criteria, evaluation committee members, project considerations, local preference program applicability, veteran owned small business preference program applicability and SBEDA Program requirements.

Through this RFQ, ACS is seeking multiple organizations to provide 11,933 spay-neuter surgeries annually which totals 59,665 surgeries over a five year period. The annual contract amount is \$894,975 which totals \$4,474,875 over the five year term. The City will reimburse respondents \$75 per surgery to provide free Spay-Neuter services to City residents. The service will include evaluating animals to determine suitability for sterilization procedure; performance of surgical procedure; post-operative care including medications as well as

any additional follow-up care due to surgical complications. The contract also requires respondents to ensure all pets have up-to-date rabies vaccinations and a registered microchip. Selected respondent may charge residents \$7 for rabies and \$7 to implant a registered microchip if needed.