


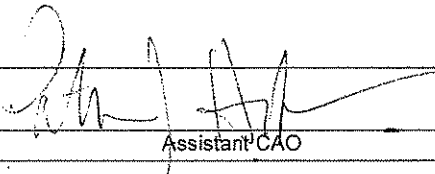
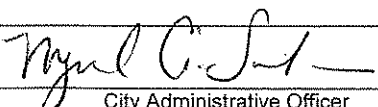
Report From
OFFICE OF THE CITY ADMINISTRATIVE OFFICER
Analysis of Proposed Contract
(\$25,000 or Greater and Longer than Three Months)

To: The City Council	Date: 01/16/14	C.D. No. 8	CAO File No.: 0150-10142-0000				
Contracting Department/Bureau: Department of Animal Services		Contact: Ross Pool; (213) 482-9501					
Reference: Board of Animal Services Commissioners transmittal dated December 18, 2013.							
Purpose of Contract: To provide spay/neuter surgeries for public and shelter animals at the South Los Angeles Animal Care Center Spay/Neuter Clinic.							
Type of Contract: (X) New contract () Amendment		Contract Term Dates: Three years; with an option to renew for three additional years.					
Contract/Amendment Amount: \$500,000 per year							
Proposed amount \$ 500,000+ Prior award(s) \$ 0= Total \$ 500,000 per year							
Source of funds: Animal Sterilization Trust Fund, Fund No. 842							
Name of Contractor: American Society for the Prevention of Cruelty to Animals (ASPCA)							
Address: 520 8 th Avenue, Seventh Floor New York, NY 10018							
	Yes	No	N/A*	8. Contractor has complied with:	Yes	No	N/A*
1. Council has approved the purpose	x			a. Equal Employmt. Oppty./Affirm. Action	x		
2. Appropriated funds are available	x			b. Good Faith Effort Outreach**	x		
3. Charter Section 1022 findings completed	x			c. Equal Benefits Ordinance	x		
4. Proposals have been requested	x			d. Contractor Responsibility Ordinance	x		
5. Risk Management review completed	x			e. Slavery Disclosure Ordinance	x		
6. Standard Provisions for City Contracts included	x			f. Bidder Certification CEC Form 50	x		
7. Workforce that resides in the City: TBD%				*N/A = not applicable ** Contracts over \$100,000			

COMMENTS

The Department of Animal Services (ASD) requests authority to execute a contract between the City of Los Angeles (City) and the American Society for the Prevention of Cruelty to Animals (ASPCA), to provide animal spay/neuter surgeries at the South Los Angeles Animal Care Center Spay/Neuter Clinic, located at 1850 West 60th Street. The term of this contract is for three years, with an option to extend the contract for three additional years. In accordance with Los Angeles Administrative Code Section 10.5, City Council approval of the proposed agreement is required since the term could exceed three years. The proposed contract amount is not to exceed \$500,000 per year.

On October 4, 2013, the ASD issued a Request for Proposals (RFP) to solicit contract spay/neuter services for the South Los Angeles Animal Care Center. In response to the RFP, the ASPCA was selected by the Department as satisfactorily meeting the service requirements. Subsequently, on December 10, 2013, the Board of Animal Services Commissioners (Commission) reviewed and approved ASD's recommendations to contract with the ASPCA for the operation of the South Los Angeles Animal Care Center Spay/Neuter Clinic.

 JCY Analyst #4140071	 Assistant CAO	 City Administrative Officer
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In accordance with Charter Section 1022, the Personnel Department completed a Contract Review Report (attached) on November 11, 2013, for the services provided at the South Los Angeles Spay/Neuter Clinic. The Personnel Department determined that although City classifications could perform the required work, the workload exceeds current staffing availability and is of limited duration, which would result in a layoff at the end of the work project.

The total cost for services under the proposed contract amendment will remain at a not-to-exceed amount of \$500,000 per year. The proposed agreement also includes the use of the facilities at the South Los Angeles Animal Care Center as governed in the facility license agreement with the General Services Department (Exhibit A of the proposed contract). The ASPCA is in compliance with the standard provisions for City contracts.

In consideration of the no-cost use of a City facility, the ASPCA will provide discounted services to the ASD equal to 50 percent of Board-approved fees for spay/neuter surgeries performed on Care Center animals and animals adopted from the Care Center. The discount shall result in a net payment equal to the discounted net fee at the 50 percent discount proposed by the ASPCA and accepted by the Board, as provided below:

Surgery	Board-Approved Fee	Discount to Department	Net Fee at 50% Discount
Male Cat	\$60.00	\$30.00	\$30.00
Female Cat	\$68.00	\$34.00	\$34.00
Male Dog under 50 lbs.	\$60.00	\$30.00	\$30.00
Male Dog over 50 lbs.	\$110.00	\$55.00	\$55.00
Female Dog under 50 lbs.	\$68.00	\$34.00	\$34.00
Female Dog over 50 lbs.	\$118.00	\$59.00	\$59.00
Rabbits (all)	\$65.00	\$32.50	\$32.50

In addition, the ASPCA will accept \$30 discount coupons and \$70 free sterilization certificates issued to residents by the ASD as full payment for spay/neuter surgeries. The Department will reimburse the ASPCA at the discounted value of the coupons and certificates. As part of the proposed agreement, the ASPCA will also host free vaccine events in South Los Angeles parks two to three times per year to target animals most at risk of being surrendered to the Care Center. The ASPCA will also offer free visual exams, rabies and distemper vaccinations for cats and dogs, free spay/neuter appointments, collars, leashes and flea/tick medications, in addition to general pet care informational handouts and the issuance of dog licenses. The Department anticipates the ASPCA to provide approximately 6,000 sterilizations in its first year, with an increase in its capacity to perform 8,000 surgeries during the second and third years of the agreement.

Funding for spay/neuter surgeries is provided through the Animal Sterilization Trust Fund. The Fund is established under Los Angeles Administrative Code Section 5.199 to provide funding for pet sterilization services to residents of the City of Los Angeles. A portion of funds from each paid dog license sold in the City (\$2.00 for unaltered dogs and \$7.00 for altered dogs) is deposited into the Fund to support the cost of animal sterilization. Additionally, \$710,000 has been appropriated in the General Fund 2013-14 Adopted Budget to support the Fund. Along with public donations, the Fund is expected to receive \$1.5 million in 2013-14 to support animal sterilization services.

RECOMMENDATION

That the City Council, authorize the General Manager of the Los Angeles Animal Services Department, or designee, to execute an agreement between the American Society for the Prevention of Cruelty to Animals (ASPCA) and the City of Los Angeles for spay and neuter and related services at the South Los Angeles Animal Care Center for a term of three years, from February 1, 2014 through March 31, 2017, with three one-year extension options, at an amount not-to-exceed \$500,000 per year, subject to the approval of the City Attorney as to form and legality.

FISCAL IMPACT STATEMENT

Approval of the recommendation will authorize the Los Angeles Animal Services Department to execute a contract with the American Society for the Prevention of Cruelty to Animals (ASPCA) for spay and neuter services at the South Los Angeles Animal Care Center for a maximum period of up to six years at an annual cost not-to-exceed \$500,000. Funding for this purpose is available in the Animal Sterilization Trust Fund to support animal sterilization services. There is no additional impact to the General Fund. Execution of the proposed contract agreement complies with the City's Financial Policies in that budgeted funds are used for budgeted purposes and that ongoing costs are supported by ongoing revenues.

MAS:JCY:04140071c

Attachment

PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT
[Spay and Neuter]

1. Requesting Department: Animal Services
2. Contacts:
 Department: John Chavez Phone No. 213-482-9558 Fax No. 213-482-9511
 CAO: Janice Chang Yu Phone No. 213-473-7257 Fax No. 213-473-7517
3. Work to be performed: The Department of Animal Services is seeking the services of one or more contractors to provide veterinary services, particularly surgical sterilization for animals adopted or rescued from one of the Department's shelters; sterilize pets brought to them by members of the public; implant microchips in animals who are adopted from the Care Centers that are not already microchipped; assist the Department in its efforts to license all dogs within its jurisdiction; and may provide occasional emergency veterinary care for animals under the care and control of the Department.
4. Is this a contract renewal? No
5. Length of contract: 3 years, with up to three one-year renewal options
 Proposed Start date: Early 2014
6. Proposed cost of contract (if known): \$500,000
7. Name of proposed contractor (if known):
8. Unique or special qualifications required to perform the work: The Contractor must be, or have on its staff, a California-licensed veterinarian. Certain support staff, such as veterinary technicians, must also be licensed in California. Said licenses are issued by the California Veterinary Medical Board.
9. Are there City employees that can perform the work being proposed for contracting?
 Yes No

a. List classes, eligible lists, and Departments:

Class Title and Code	Departments	Eligible List Expires
Veterinary Technician, 2369	Animal Services, Zoo	Continuous
Veterinarian, 2365	Animal Services	No List
Chief Veterinarian, 2360	Animal Services, Zoo	No List

- b. Is there sufficient Department staff available to perform the work? Yes No
- c. Estimated time to fill position(s) through CSC process? Unknown due to hiring freeze.
- d. Can the requesting department continue to employ staff hired for the project after project completion? Yes No
- e. Are there City employees currently performing the work? Yes No

10. Findings


- City employees DO NOT have the expertise to perform the work
- City employees DO have the expertise to perform all of the work
[Please see summary below.]

Check if applicable (explanation attached) and send to CAO for further analysis

- Project of limited duration would have to layoff staff at end of project
- Time constraints require immediate staffing of project
- Work assignment exceeds staffing availability

SUMMARY: Although Animal Services employs classifications with the expertise to provide spay/neuter and other medical services to animals under their care and control, the Department asserts that their current workload does not permit them to provide adequate levels of veterinary care for adopted animals or for animals brought in by the public (which are not under their care and control). The Department states that it currently cannot hire Veterinarians within the current fiscal year to provide all the necessary services within this budget year.

Submitted by:



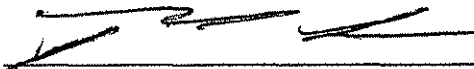
Vincent Cordero
Personnel Research Analyst I

Reviewed by:



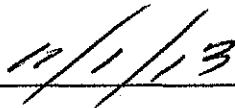
Donald Harrahill
Sr. Personnel Analyst II

Approved by:



Raul Lemus
Chief Personnel Analyst

Date:



TRANSMITTAL

To:

THE COUNCIL

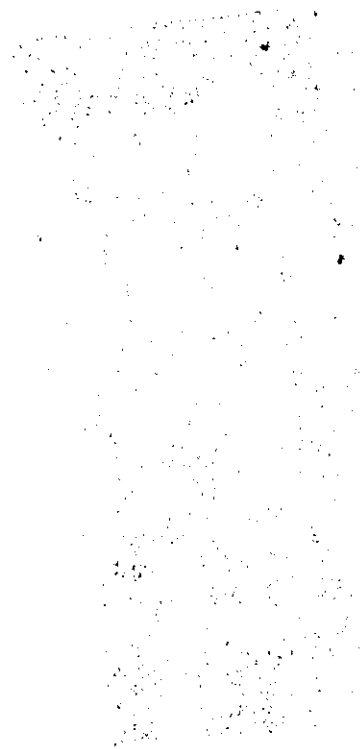
Date: JAN - 2 2014

From:

THE MAYOR

TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.

Eric Garcetti
by [Signature]
ERIC GARCETTI
Mayor



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ANIMAL SERVICES
COMMISSIONERS**

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President

JIM JENSVOLD
Vice President

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ALANA YAÑEZ

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City of Los Angeles
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ERIC GARCETTI
MAYOR

DEPARTMENT OF
ANIMAL SERVICES
221 North Figueroa Street
5th Floor
Los Angeles, CA 90012
(888) 452-7381
FAX (213) 482-9511

BRENDA BARNETTE
GENERAL MANAGER

JOHN D. CHAVEZ
ASSISTANT GENERAL MANAGER

December 18, 2013

Honorable Eric Garcetti
Mayor, City of Los Angeles
Room 303, City Hall
200 North Spring Street
Los Angeles, California 90012

**SUBJECT: RECOMMENDATION TO CONTRACT WITH ASPCA TO PROVIDE SPAY AND
NEUTER SERVICES**

At its meeting of December 10, 2013, the Board of Animal Services Commissioners (Board) approved Department recommendations to enter into a contract with the American Society for the Prevention of Cruelty to Animals (ASPCA) for the operation of a spay and neuter clinic at the South Los Angeles Animal Care Center. By a vote of 3-0, the Board approved a motion to:

1. APPROVE a three-year agreement, with three one-year renewal options, substantially in the form as attached, with the American Society for the Prevention of Cruelty to Animals (ASPCA) to operate the South Los Angeles Spay/Neuter Clinic. The agreement incorporates specific changes as recommended by the Board. This approval is subject to the proposer complying with the required Office of Contract Compliance's compliance forms.
2. DIRECT staff to transmit the proposed agreement concurrently to the Office of the Mayor, and the Office of the City Attorney for approval as to form, and subsequently to the City Council, and authorize the General Manager of the Department of Animal Services to execute the subject agreement upon receipt of necessary approvals;
3. DIRECT the Departments of Animal Services and General Services, and the City Attorney, to prepare and execute an operating agreement with a license agreement subject to the terms of the operating agreement.

BACKGROUND

The ASPCA's spay/neuter operations serve New York City's five boroughs. Their program began in 1997 and has grown into a 100-person operation with six mobile spay/neuter vans and two spay/neuter clinics. ASPCA states that it has achieved 30,000 surgeries in New York City each of the past five years. Based on ASPCA's experience, they have demonstrated a proven

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Subject: Transmittal to the Mayor's Office
ASPCA's Operation of a South Los Angeles Spay and Neuter Clinic
December 18, 2013

track record, and possess the ability to provide spay and neuter services required by the residents in South Los Angeles.

The ASPCA proposes to provide approximately 6,000 sterilizations in its first year and increase this capacity to 8,000 surgeries in the second and third years. The ASPCA will also provide core vaccinations and a complimentary nail trim. ASPCA will offer microchips and flea medication at a subsidized rate. The organization proposes to reserve a maximum 50% of its daily caseload for shelter animals. It also would like to maintain its "holistic" approach to public outreach in Los Angeles by hosting free vaccine events in public parks, offering free visual exams, collars, leashes, flea/tick medication and dog license applications.

The ASPCA target volume is 35 – 40 surgeries per day, five days per week. To meet this demand, the organization would hire a clinic director, veterinarian, veterinarian technician, three senior veterinarian assistants, outreach/transport coordinator, office/medical records assistant, and custodian.

The ASPCA proposes a 50% discount on the Board-approved fee schedule for spay/neuter surgeries for dogs, cats and rabbits from the shelter and those brought in by the public in connection with the City's sterilization programs. It proposes to partially or fully subsidize any fees for spay/neuter surgeries and vaccinations (offered at the time of surgery) for the public not covered by the City's \$30 discount coupon or \$70 certificate.

The Department believes ASPCA's experience, qualifications, business plan, and proposed services bring much-needed benefits to the public, and therefore recommend that ASPCA be awarded the agreement. The Department will work with General Services to develop the proper agreements needed to have a private contractor operate in a City-owned shelter.

FISCAL IMPACT:

There is no impact to the General Fund. Funds to pay shelter animal sterilizations will be used from Fund 842, Animal Sterilization Fund. The amount of the discount off Board-approved fees will free up funding to accomplish more surgeries.

Approved:


Brenda Barnette, General Manager *for*

Attachment

C: Dov Lesel, Assistant City Attorney
Patricia Whelan, Office of the Mayor
Ross Pool
File