

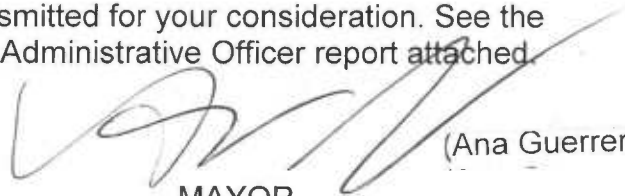
0150-10230-0000

**TRANSMITTAL**

TO The Council	DATE	COUNCIL FILE NO.
FROM The Mayor	COUNCIL DISTRICT 8, 9, 10	

**Proposed Contract with SPAY4LA, INC. for mobile spay/neuter services in Zip Codes 90003, 90011, 90018 and 90037**

Transmitted for your consideration. See the City Administrative Officer report attached.

  
(Ana Guerrero)  
MAYOR

MAS:JCY:04150019t

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

To: The Mayor	Date: 10-21-14	C.D. No. 8,9,10	CAO File No.: 0150-10230-0000
Contracting Department/Bureau: Animal Services		Contact: John Chavez, (213) 482-9507	
Reference: Board of Animal Services Commissioners transmittal dated June 19, 2014			
Purpose of Contract: Provide free mobile spay and neuter services for pets to residents of ZIP Codes 90003, 90011, 90018, and 90037.			
Type of Contract: (X) New contract ( ) Amendment		Contract Term Dates: One year, with five one-year renewal options for a total possible term of six years	
Contract/Amendment Amount: not to exceed \$500,000 per year			
Proposed amount \$ 500,000 + Prior award(s) \$ 0 = Total \$ 500,000			
Source of funds: Animal Sterilization Trust Fund			
Name of Contractor: SPAY4LA, Inc.			
Address: 4079 Redwood Avenue, Suite B, Los Angeles, CA 90066			
	Yes	No	N/A*
1. Council has approved the purpose	X		
2. Appropriated funds are available	X		
3. Charter Section 1022 findings completed	X		
4. Proposals have been requested	X		
5. Risk Management review completed	X		
6. Standard Provisions for City Contracts included	X		
7. Workforce that resides in the City: %			
			*N/A = not applicable ** Contracts over \$100,000

**COMMENTS**

The Animal Services Department (ASD) requests authority to execute a professional services agreement with SPAY4LA, INC. for the provision of free mobile spay/neuter services within the City of Los Angeles Zip Codes of 90003, 90011, 90018 and 90037. The term of the proposed contract is one year, with five one-year renewal options for a total possible term of six years. The compensation under this proposed contract is not to exceed \$500,000 per year.

**Targeted Services**

Based on data analysis that showed a disproportionate amount of intake into City animal shelters originate from certain areas in the City, namely South Los Angeles, and that these areas also have a large population of low-income residents with limited access to transportation, the Board of Animal Services Commissioners (Commission) authorized the ASD to issue a request for proposal (RFP) for a mobile spay/neuter service to provide better access for residents in these areas. The targeted Zip Codes are 90003, 90011, 90018 and 90037, which are covered by Council Districts 8, 9 and 10.

 JCY	 Analyst	04150019	 Assistant CAO	 City Administrative Officer
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Existing ASD spay/neuter programs, such as the mobile spay/neuter contract with the Amanda Foundation (C-116573), use pet owner income thresholds to qualify for free or reduced surgeries. Income verification methods include paycheck stubs and Los Angeles Department of Water and Power (LADWP) bills which indicate Low Income Discount Program enrollment. These are often required in addition to proof of residency in the City.

However, the proposed contract with SPAY4LA will only require proof of residency in the four stated Zip Codes to qualify for free sterilization services. The ASD believes that this method may achieve the same effect of reducing intake into shelters while also providing services to low income pet owners. In addition, more pet owners may be reached because the qualifications require less documentation.

On June 10, 2014, the Commission considered the proposed contract and expressed concern about the effectiveness of using only residency requirements to qualify for free animal sterilization services and the departure from the Department's past practice. The ASD had originally requested a three-year agreement with three one-year renewal options. The Commission approved the proposed contract with SPAY4LA with a modified term of one year with five one-year renewal options in order to have a one-year "pilot" testing period to evaluate the efficacy of the contract. The ASD is to report back to the Commission 10 months after contract execution on the contractor's performance and effectiveness and to recommend either extension or termination of the contract.

### **Scope of Services**

The Contractor will operate and maintain a mobile vehicle-based clinic to provide free spay and neuter surgeries on dogs and cats owned by City residents residing in Zip Codes 90003, 90011, 90018 and 90037. The Contractor will also provide ancillary medical procedures associated with surgical sterilization. Surgeries and procedures are to be performed in accordance with all surgical standards set by the California Veterinary Medical Practice Act. Care of animals in custody of the Contractor shall be in accordance with all federal, state and local humane laws and statutes.

The Contractor will determine the scheduling and locations of the mobile clinic operations but shall operate an average of five days per week. The Contractor shall advertise the days of operation at least one month prior and publish its scheduled days of operation online and by other appropriate media to effectively reach the intended population in the designated Zip Codes.

### **Compensation and Funding**

SPAY4LA will provide spay and neuter surgeries on dogs and cats free of charge for qualified City residents in the target Zip Codes. The Department will reimburse SPAY4LA for each surgery according to the following schedule of fees:

<b>Surgery</b>	<b>Fee</b>
Dog Spay	\$90
Dog Neuter	\$80
Cat Spay	\$65
Cat Neuter	\$60

This fee schedule is on par with the contracted fee schedule with the Amanda Foundation, the Department's other mobile clinic service, and the average fee paid to other contracted veterinarians for spay/neuter surgeries.

The Department reports that SPAY4LA proposes to provide 5,520 surgeries in the first year of the contract. With an average of \$74 per surgery, the estimated first year cost is \$408,480. The proposed contract limit is \$500,000 per year, subject to funding availability. Funding for this purpose is provided in the Animal Sterilization Trust Fund. The estimated revenue to the Fund in 2014-15 is \$1.57 million, including a \$545,218 appropriation from the General Fund.

### **City Contracting Requirements and Competitive Process**

In accordance with Charter Section 1022, the Personnel Department completed a Contract Review Report for the operation of a mobile spay/neuter clinic and concluded that the City does not have the service capability to provide mobile spay/neuter surgeries. In addition, the scope and time limitations of this project make contracting more feasible.

The ASD issued an RFP for mobile spay/neuter services with proposals due on November 1, 2013. SPAY4LA submitted the only proposal, which was deemed responsive and qualified. On June 4, 2014, the Department recommended approval of a contract with SPAY4LA to the Commission.

The Contractor has agreed to comply with all City policies and rules. The proposed contract must be reviewed and approved by the City Attorney as to form prior to execution.

### **RECOMMENDATIONS**

That the Council, subject to the approval of the Mayor:

1. Authorize the General Manager of the Animal Services Department (ASD), or designee, to execute a contract with SPAY4LA, INC., substantially in form as attached, to provide free animal spay/neuter surgeries from a mobile clinic to City residents in Zip Codes 90003, 90011, 90018 and 90037 for a term of one year, with five one-year renewal options, and in an amount not to exceed \$500,000 per year, subject to the approval of the City Attorney as to form; and,
2. Instruct the ASD to report back to the Board of Animal Services Commissioners on the effectiveness of the Contractor's performance and of targeting specific Zip Codes for spay/neuter surgeries prior to consideration of a contract renewal.

### **FISCAL IMPACT STATEMENT**

Approval of the recommendations will authorize the Animal Services Department to execute a contract with SPAY4LA, INC. to provide mobile spay/neuter services at an annual cost not to exceed \$500,000. Funding is available in the Animal Sterilization Trust Fund for this purpose, including a \$545,218 appropriation in 2014-15 from the General Fund. There is no additional impact to the General Fund. The proposed contract complies with the City's Financial Policies in that budgeted funds are used for budgeted purposes.

**BOARD OF  
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ALANA YANEZ  
VICE PRESIDENT

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**City of Los Angeles**  
CALIFORNIA



**ERIC GARCETTI**  
MAYOR

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

BRENDA BARNETTE  
GENERAL MANAGER

JOHN D. CHAVEZ  
ASSISTANT GENERAL MANAGER

June 19, 2014

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

2014 JUN 23 PM 3:49  
CITY ADMINISTRATIVE OFFICER

**RECOMMENDATION TO CONTRACT WITH SPAY4LA FOR MOBILE SPAY/NEUTER**

Dear Mayor Garcetti,

At its meeting of June 10, 2014, the Board of Animal Services Commissioners approved recommendations to:

1. **APPROVE** a one-year agreement, with five one-year options to renew, substantially in the form as attached, with SPAY4LA, INC., to operate a mobile spay and neuter van in Zip Codes 90003, 90011, 90018, and 90037. 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.

**SUMMARY**

The Board of Animal Services Commissioners authorized the Department to release a Request for Proposals (RFP) for the operation of a mobile spay and neuter van in specific zip codes. Staff released the RFP with proposals due on November 1, 2013.

One proposal was received from SPAY4LA, INC. To evaluate the proposals, staff formed a panel and each panelist certified that they had no conflict of interest, and that they were able to evaluate the proposals fairly.

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Subject: Transmittal to the Mayor's Office  
Recommendation to Contract with Spay4LA for Mobile Spay/Neuter Services  
June 20, 2014

Panel members evaluated the proposal according to criteria listed in the RFP: the proposers' experience and qualifications, proposed services, business plan, and proposed compensation to the City. Inasmuch as there was only one proposal submitted the evaluators ensured that SPAY4LA, INC. was able to meet the criteria of the RFP.

The panel believed SPAY4LA, INC.'s experience, qualifications, business plan, and proposed services bring much-needed benefits to the Department and the public, and therefore recommended that they be awarded the agreement. The Department concurred with this recommendation.

#### **SPAY4LA**

SPAY4LA, INC. is a mobile spay and neuter clinic that has been operating since 2010. The mobile van is a 33-foot motor home that has been customized into a self-contained spay and neuter clinic. Since 2010, SPAY4LA, INC. has performed over 19,000 surgeries. Included in this number are 2,567 (13%) that were accomplished through the Department's voucher program.

SPAY4LA, INC. proposes to provide approximately 5,520 sterilizations in its first year and increase this capacity to 7,000 surgeries in the second and third years. They will provide each pet with a spay or neuter procedure, microchip, e-collar and pain medication as part of the service. In addition they will also provide core vaccinations and other complimentary services, such as a nail trim, at no additional charge. The van will operate five days a week, 48 weeks per year to provide 240 days of service to owners in specific Zip Codes.

SPAY4LA, INC. will be reimbursed using \$500,000 from the Animal Sterilization Fund. The vendor will be reimbursed according to the number of surgeries performed and upon the mix of animals.

#### **TARGETING ZIP CODES AS A PILOT PROGRAM**

The Department initially recommended a three-year agreement with three one-year options with SPAY4LA. However, the Board voted to make this a one-year agreement with five one-year options to renew. This was due to the Board's position that targeting zip codes and using proof of residency – rather than income -- to qualify for these sterilization services is departure from the Department's past practices. Thus, this contract is considered a pilot program. As such, Animal Services is to report back to the Board 10 months after contract execution, report on the contractor's performance and effectiveness, and make a recommendation to either extend or terminate the contract.

Subject: Transmittal to the Mayor's Office  
Recommendation to Contract with Spay4LA for Mobile Spay/Neuter Services  
June 20, 2014

**FISCAL IMPACT**

There is no impact to the General Fund. The \$500,000 to pay mobile animal sterilizations will be used from the Animal Sterilization Fund.

The Board report is attached. If you or your staff requires additional information, please contact Ross Pool, Management Analyst II, at (213) 482-9501 or [ross.pool@lacity.org](mailto:ross.pool@lacity.org).

Sincerely,

  
**BRENDA F. BARNETTE** *for*  
General Manager

Attachments

CC:

David Zaft, President, Board of Animal Services Commissioners  
Patricia Whelan, Office of the Mayor  
Mandy Morales, Office of the Mayor  
Dov Lesel, Assistant City Attorney  
Ross Pool, Animal Services

**BOARD OF  
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FAX (213) 482-9511

BRENDA F. BARNETTE  
General Manager

JOHN CHAVEZ  
Assistant General Manager

**Report to the Board of Animal Services Commissioners**  
**Brenda Barnette, General Manager**

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**COMMISSION MEETING DATE:** June 10, 2014 **PREPARED BY:** Ross Pool

**REPORT DATE:** June 4, 2014

**TITLE:** Management Analyst II

**SUBJECT: THREE-YEAR AGREEMENT FOR THE OPERATION OF A MOBILE SPAY  
AND NEUTER VAN TARGETING SPECIFIC ZIP CODES**

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**BOARD ACTIONS RECOMMENDED:**

1. APPROVE a three-year agreement, with three one-year renewal options, substantially in the form as attached, with SPAY4LA, INC., to operate a mobile spay and neuter van in Zip Codes 90003, 90011, 90018, and 90037. 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.

**SUMMARY:**

The Board of Animal Services Commissioners authorized the Department to release a Request for Proposals (RFP) for the operation of a mobile spay and neuter van in specific zip codes. Staff released the RFP with proposals due on November 1, 2013.

One proposal was received from SPAY4LA, INC. To evaluate the proposals, staff formed a panel consisting of two Department employees. Each panel member certified that they had no conflict of interest, and that they were able to evaluate the proposals fairly.

Panel members evaluated the proposal according to criteria listed in the RFP: the proposers' experience and qualifications, proposed services, business plan, and proposed compensation to the City.

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**Report to the Board of Animal Services Commissioners**  
**Subject: Three-Year Agreement for Mobile Spay-Neuter Van**

The evaluators developed an initial score. The Department then convened a scoring debriefing meeting to discuss these initial scores. As a team, the evaluators reviewed the proposal and discussed significant scoring deviations. After listening to why an evaluator scored a proposal category relatively high or low, all evaluators had the opportunity to revise their scores using their best judgment. At the end of this process, final individual scores were totaled and an average score was developed for each. Inasmuch as there was only one proposal submitted the evaluators ensured that SPAY4LA, INC., was able to meet the criteria of the RFP.

Experience and Qualifications: SPAY4LA, INC. is a mobile spay and neuter clinic that has been operating since 2010. The mobile van is a 33-foot motor home that has been customized into a self-contained spay and neuter clinic. The mobile van operates five days per week at different locations within South Los Angeles. Through grant funding the van is able to provide services to low-income residents and immigrant communities. Since 2010, SPAY4LA, INC. has performed over 19,000 surgeries. Included in this number are 2,567 (13%) that were accomplished through the Department's voucher program.

Proposed Services: SPAY4LA, INC. proposes to provide approximately 5,520 sterilizations in its first year and increase this capacity to 7,000 surgeries in the second and third years. SPAY4LA, INC. will provide each pet with a spay or neuter procedure, microchip, e-collar and pain medication as part of the service. In addition they will also provide core vaccinations and other complimentary services, such as a nail trim, at no additional charge. The van will operate five days a week, 48 weeks per year to provide 240 days of service to owners in specific Zip Codes. The van will perform 23 surgeries per day to meet its first-year goal of 5,520 spay and neuter procedures.

Outreach:

The vendor, SPAY4LA, Inc. has a comprehensive outreach program to inform the community of the services offered in the targeted zip codes. The vendor distributes bilingual flyers on a monthly basis. In addition, an appointment phone line is staffed Monday through Friday by bilingual staff members. This allows callers to make appointments without having to leave a phone number and wait for a call back. In 2012, staff members began going door to door in targeted zip codes informing residents of the available services. This canvassing program allowed staff to answer questions and book appointments immediately. SPAY4LA, Inc. also maintains a relationship with a Spanish radio personality who has the van's veterinarian to call into the station and discuss spay and neuter services offered and answer questions from prospective patients. Bilingual marketing information is also distributed to local businesses, schools, churches and community centers.

Business Plan: Using the average daily mix over the past two years operating in South Los Angeles, the plan is to perform 5,520 surgeries during the first year of the contract. Of the total number of surgeries, approximately 80% will be dogs and the remaining 20% cats. Cost of the services will be as follows:

Dog neutered: \$80	Cats neutered: \$60
Dog spay: \$90	Cats spay: \$65

Compensation: SPAY4LA, INC. will be reimbursed using \$500,000 from the Animal Sterilization Fund. The vendor will be reimbursed according to the number of surgeries performed and upon the mix of animals.