



BOARD OF ANIMAL SERVICES COMMISSIONERS  
CITY OF LOS ANGELES

**MEETING AGENDA**  
**Tuesday, January 28, 2020**  
**9:30 A.M.**

LOS ANGELES CITY HALL, ROOM 1060  
200 NORTH SPRING STREET  
LOS ANGELES, CALIFORNIA 90012

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LARRY GROSS  
President

OLIVIA E. GARCÍA  
Vice-President

ALISA FINSTEN  
JOSE SANDOVAL  
ROGER WOLFSON

Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. For information please call (213) 482-9558.

Si requiere servicios de traducción, favor de hacer pedido con 24 horas de anticipo al (213) 482-9558.

**I. COMMISSION MEETING**

- 1. PUBLIC COMMENT PERIOD** - (Comments from the public on items of public interest within the Board's subject matter jurisdiction that are not on the Agenda)

**Public Comments:** The Brown Act prohibits the Board and staff from responding to the speakers' comments. Some of the matters raised in public comment may appear on a future agenda.

- 2. NEIGHBORHOOD COUNCIL COMMENTS** - (Discussion with Neighborhood Council representatives on Neighborhood Council Resolutions or Community Impact Statements filed with the City Clerk which relate to any agenda item listed or being considered on this agenda for the Board of Animal Services Commissioners)

### **3. COMMISSION BUSINESS**

- A. Approval of Minutes for the Meeting of January 14, 2020. (Action Item; Public comment limited to one minute per speaker)

### **4. ORAL REPORT OF THE GENERAL MANAGER**

### **5. COMMISSIONERS' ORAL REPORTS AND FUTURE AGENDA ITEMS**

### **6. BOARD REPORTS**

- A. Authorize Contract No. C-129781 – Amendment No. 1 – Between The City of Los Angeles and Western University of Health Sciences College of Veterinary Medicine to Provide Spay/Neuter and Related Veterinary Services at the East Valley Animal Care Center (Action Item; Public comment limited to one minute per speaker)
- B. Request for Qualification to Establish an On-Call Spay/Neuter Services List for Los Angeles Animal Services' Spay/Neuter Clinics, Spay/Neuter Mobile Clinics, and Spay/Neuter Support Services (Action Item; Public comment limited to one minute per speaker)
- C. Report Back on the posting of Spay/Neuter billboards citywide (Information Item; Public comment limited to one minute per speaker)
- D. 2nd Quarter Revenue, Expenditures, Animal Sterilization Fund and Animal Welfare Trust Fund Financial Reports for Fiscal Year 2019-20 (Information Item; Public comment limited to one minute per speaker)
- E. Quarterly Personnel Update (Information Item; Public comment limited to one minute per speaker)

### **7. ADJOURNMENT**

Next Regular Meeting is scheduled for 9:30 A.M., February 11, 2020, at City Hall  
200 North Spring Street, Room 1060, Los Angeles, CA 90012. (Enter on Main Street).

**AGENDAS** - The Board of Animal Services Commissioners (Board) meets regularly every second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Tuesday of each month at 9:30 A.M. Regular Meetings are held at City Hall, 200 North Spring Street, Room 1060, in Los Angeles, CA 90012. Evening Meetings are held in various locations throughout the City, from 7:00 to approximately 9:30 P.M. The agendas for Board meetings contain a brief general description of those items to be considered at the meetings. Board Agendas are available at the Department of Animal Services (Department), Administrative Division, 221 North Figueroa Street, 6<sup>th</sup> Floor, Suite 600, Los Angeles, CA 90012. Board Agendas may also be viewed on the 2<sup>nd</sup> floor Public Bulletin Board in City Hall East, 200 North Main Street, Los Angeles, CA 90012. Internet users may also access copies of present and prior agenda items, copies of the Board Calendar, MP-3 audio files of meetings as well as electronic copies of approved minutes on the Department's World Wide Web Home Page site at <https://www.laanimalservices.com/about-us-2/commission/#three>

Three (3) members of the Board constitute a quorum for the transaction of business. Some items on the Agenda may be approved without any discussion.

The Board Secretary will announce the items to be considered by the Board. The Board will hear the presentation on the topic and gather additional information from Department Staff. Once presentations have finished, the Board President will ask if any Board Member or member of the public wishes to speak on one or more of these items. Each speaker called before the Commission will have one (1) minute to express their comments and concerns on matters placed on the agenda. (For certain agenda items, speakers will have two (2) minutes.)

**PUBLIC INPUT AT BOARD MEETINGS – Public Participation on Agenda Items.** Members of the public will have an opportunity to address the Board on agenda items after the item is called and before the Board takes action on the item, unless the opportunity for public participation on the item was previously provided to all interested members of the public at a public meeting of a Committee of the Board and the item has not substantially changed since the Committee heard the item. When speaking to an agenda item other than during Public Comment (see Public Comment below), the speaker shall limit his or her comments to the specific item under consideration (California Government Code, Section 54954.3).

**Public Comment.** The Board will provide an opportunity for public comment at every regular meeting of the Board. Members of the public may address the Board on any items within the subject matter jurisdiction of the Board as part of Public Comment.

**Speaker Cards.** Members of the public wishing to speak are to fill out one speaker card for each agenda item on which they wish to speak and present it to the Board secretary **before** the item is called.

**Time Limit for Speakers.** Speakers addressing the Board will be limited to one (1) minute of speaking time for each agenda item except during general public comment period which is limited to two (2) minutes per speaker. (For certain agenda items, speakers will have two (2) minutes each.). The Chairperson, with the approval of a majority of the Board, may for good cause extend any speaker's time by increments of up to one (1) minute.

**Brown Act.** These rules shall be interpreted in a manner that is consistent with the Ralph M. Brown Act, California Government Code Section § 54950 et seq.

**STANDARDS OF CONDUCT.** Speakers are expected to behave in an orderly manner and to refrain from personal attacks or use of profanity or language that may incite violence.

All persons present at Board meetings are expected to behave in an orderly manner and to refrain from disrupting the meeting, interfering with the rights of others to address the Board and/or interfering with the conduct of business by the Board.

In the event that any speaker does not comply with the foregoing requirements, or if a speaker does not address the specific item under consideration, the speaker may be ruled out of order, their speaking time forfeited and the Chairperson may call upon the next speaker.

The Board, by majority vote, may order the removal from the meeting of any speaker or audience member continuing to behave in a disruptive manner after being warned by the Chairperson regarding their behavior. Section 403 of the California Penal Code states as follows: "Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 302 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor."

**VOTING AND DISPOSITION OF ITEMS** – Most items require a majority vote of the entire membership of the Board (3 members). When debate on an item is completed, the Board President will instruct the Secretary to "call the roll". Every member present must vote for or against each item; abstentions are not permitted unless there is a Conflict of Interest for which the Board member is obliged to abstain from voting. The Secretary will announce the votes on each item. Any member of the Board may move to "reconsider" any vote on any item on the agenda, except to adjourn, suspend the Rules, or where an intervening event has deprived the Board of jurisdiction, providing that said member originally voted on the prevailing side of the item. The motion to "reconsider" shall only be in order once during the meeting, and once during the next regular meeting. The member requesting reconsideration shall identify for all members present the Agenda number and subject matter previously voted upon. A motion to reconsider is not debatable and shall require an affirmative vote of three members of the Board.

When the Board has failed by sufficient votes to approve or reject an item, and has not lost jurisdiction over the matter, or has not caused it to be continued beyond the next regular meeting, the issue is again placed on the next agenda for the following meeting for the purpose of allowing the Board to again vote on the matter.



BOARD OF ANIMAL SERVICES COMMISSIONERS  
CITY OF LOS ANGELES



**MINUTES**

**TUESDAY, January 14, 2020 at 9:30 AM**

LOS ANGELES CITY HALL, ROOM 1060  
200 N. SPRING STREET  
LOS ANGELES, CALIFORNIA 90012

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Audio MP-3 Recording is available at [www.laanimalservices.com](http://www.laanimalservices.com)

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Larry Gross, President  
Olivia E. García, Vice President  
Alisa Finsten  
Jose Sandoval  
Roger Wolfson

Meeting called to order at 9:33 a.m. Commissioners present were Gross, García, Finsten, Sandoval, and Wolfson. Also present from Los Angeles Animal Services (LAAS) was General Manager (GM) Brenda Barnette, Assistant General Manager (AGM) Tammy Watson, Board Secretary Francine Acuña, and Senior Assistant City Attorney (SACA) Valerie Flores.

**Commissioner Gross** opened the meeting, introduced staff, and provided an overview of the meeting agenda.

## **I. ADMINISTRATIVE APPEALS**

### **1. Dangerous Animal Case: DA 191001 EV**

Appellant(s): Marcela Galvez, Bernardo Galvez  
East Valley Animal Services Center: Lt. Gonzalez  
Complaining Witness: Rachel White

The Board discussed the merits of the appeal, the evidence provided to the Hearing Examiner, and the grounds supporting the General Manager's determination. The Board found that the evidence supports the decision of the General Manager's determination.

**Commissioner Wolfson** made a motion to uphold the decision of the General Manager.

**Commissioner Sandoval** seconded and the motion was approved by a vote of 5-0.

Ayes: Gross, García, Sandoval, Finsten, and Wolfson

Noes: None.

Absent: None.

### **2. Dangerous Animal Case: DA 191137 NC**

Appellant: Emilio Frank Fimbrez  
North Central Animal Services Center: Lt. Owen  
Complaining Witness: Alejandro Alvarez Esparza

The Board discussed the merits of the appeal, the evidence provided to the Hearing Examiner, and the grounds supporting the General Manager's determination. The Board found that the evidence supports the decision of the General Manager's determination.

**Commissioner Gross** made a motion to uphold the decision of the General Manager.

**Commissioner Finsten** seconded and the motion was approved by a vote of 5-0.

Ayes: Gross, García, Sandoval, Finsten, and Wolfson

Noes: None.

Absent: None.

**3. Dangerous Animal Case: DA 191099 SLA**

Appellant: Marco Benacchio

South Los Angeles Animal Services Center: Lt. Cessna

Complaining Witness: Pia Artesona

The Board discussed the merits of the appeal, the evidence provided to the Hearing Examiner, and the grounds supporting the General Manager's determination. The Board found that the evidence supports the decision of the General Manager's determination and made a modification to only declare "Rex" a dangerous animal.

**Commissioner Wolfson** made a motion to uphold the decision of the General Manager in part with a modification to only declare "Rex" a dangerous animal.

**Commissioner Gross** seconded and the motion as approved by a vote of 5-0.

Ayes: Gross, García, Sandoval, Finsten, and Wolfson

Noes: None.

Absent: None.

**4. Dangerous Animal Case: DA 191120 NC**

Appellant: Sarah Hong, Ki Hong

North Central Animal Services Center: Lt. Owen

Complaining Witness: Michelle Nadar

The Board discussed the merits of the appeal, the evidence provided to the Hearing Examiner, and the grounds supporting the General Manager's determination. The Board found that the evidence supports the decision of the General Manager's determination.

**Commissioner Gross** made a motion to uphold the decision of the General Manager.

**Commissioner Wolfson** seconded and the motion was approved by a vote of 4-1.

Ayes: Gross, García, Finsten, and Wolfson  
Noes: Sandoval  
Absent: None.

## COMMISSION MEETING

### 1. PUBLIC COMMENT

**Jan Bunker** – Harbor Shelter Volunteer. There are only two or three ACT's per shift trying to oversee volunteers and service the public. Not nearly enough paid staff and due to this, cages are not being cleaned, and not enough staff to greet or help public who are interested in adopting an animal. LAAS shelters are seriously understaffed.

**Dan Guss** – pig rescue took 50 days rather than seven; seven times longer than needed. AWTF are not being used to care for animals. The Department has red/blue listed animals that go out without photos, names, or medical conditions. Encouraged people to read his article in CityWatch regarding a special needs rescue dog.

**Phyllis Daugherty** – Animal Issues Movement. Staff is the backbone of the shelters. Employees need to be protected and one way is by not keeping these dangerous dogs. Emotional impact of working in a shelter or with dangerous dogs is life shattering for the employees.

**Tara McGrath** – Volunteer with mobile adoption venue for rabbits with LA Rabbit Foundation in West LA. We should adopt the practice of mobile venues for all of our shelters, it increases adoptions for rabbits but it allows the public to be more educated about having rabbits as members of their family. The mobile adoption venue we have with LA Rabbit Foundation is successful and we should duplicate it.

**Irina Vesilevitskaya** – adopted a bunny from West LA – very impressed with LA Rabbit Foundation.

**Natalie Grant** – Volunteer with the rabbits of Los Angeles. While volunteering at West LA, an ACT told volunteers to pack up six rabbits for transfer. To our knowledge, we have never transferred rabbits from West LA; volunteers felt blindsided. West LA is the best shelter for rabbits in the City with a 100% placement rate. Volunteers felt very disappointed that they were not trusted. One of the rabbits transferred was part of a bonded pair and being separated from a pair can have deadly consequences.

**Michelle Kelly** – spoke about forced separation for bonded pair rabbits. Why would anyone transfer animals out of a shelter with an excellent adoption rate, it demoralizes staff and volunteers. Goal is to work together to get the rabbit adoption program back into West LA shelter.

**Sharon Tydell** – Volunteer with LA Rabbit Foundation. Rabbit hoarding – wondering about the mandatory spay/neuter ordinance for the City of LA and where does the

ruling stand? Rabbit bonding – cruel to the rabbits when you break up the pair.

**2. NEIGHBORHOOD COUNCIL COMMENTS** - (Discussion with Neighborhood Council representatives on Neighborhood Council Resolutions or Community Impact Statements filed with the City Clerk which relate to any agenda item listed or being considered on this agenda for the Board of Animal Services Commissioners)

Public Comment:  
None.

**3. COMMISSION BUSINESS**

A. Approval of Minutes for the Special Commission Meeting of December 17, 2019.

Public Comment:  
None.

**Commissioner Sandoval** moved to approve the minutes of Special Commission Meeting of December 17, 2019.

**Commissioner Finsten** seconded and the motion was approved by a unanimous vote of 5-0.

Ayes: Gross, García, Finsten, Sandoval, and Wolfson

Noes: None.

Absent: None.

**4. ORAL REPORT OF THE GENERAL MANAGER**

**GM Brenda Barnette**

- Planning to have a joint meeting with staff, rabbit volunteers and community. SACA Valerie Flores will be looking into the spay/neuter ordinance.
- Officer. Owen did have a stroke but was not reported as stress related. Nevertheless, we do not want to underestimate or play down the amount of stress our staff deals with at the shelters on a daily basis
- Working with General Services to inspect the shelters for any repairs that are needed and we are working to develop a long term maintenance facility plan.
- Complaints about the conditions of the shelters came from two former volunteers at SLA and one from WLA. Every shelter has a medical team.
- Cat population calendar year increased by 19%; kittens increased by 52%
- Dog population calendar year down by 8%; dog intake down 5%
- Successfully updated our Chameleon software – Chameleon is the data



management software the Department uses to manage animals in the shelters. The upgrades were applied to all Department PC's, cell phones, and laptops.

- South LA Center received a positive note from a family whose dog escaped. A Good Samaritan brought him into the Chesterfield Square Center, the family picked him up the next day and they were very happy with their experience.
- On Christmas Eve the Harbor Animal Services Center received a call concerning an opossum impaled on the top of an entry gate. Fortunately, the animal was not impaled but simply stuck and was released.
- North Central volunteers celebrated New Year's at the shelter to comfort the animals that may be frightened by the loud fireworks. They spent time distracting the nervous dogs with treats and reading to them.

**Commissioner Gross** asked if staff has been trained on the Chameleon software. **AGM Watson** stated there is no formal training at this time but we have experts at the shelters who are able to train the rest of the staff on the upgrades.

Public Comment:

**Michelle Kelly** – stated that she is concerned with the rabbit adoptions and they are not as easy as they used to be. There is a lack of spay/neuter facilities and need to find some more resources.

**Phyllis Daugherty** – stated that rabbits are not pets under the municipal code. General Services should provide a report on the facilities. My understanding is that the guillotine is still not working.

## 5. COMMISSIONERS' ORAL REPORTS AND FUTURE AGENDA ITEMS

**Commissioner Gross:**

- Update on Phone Systems
- Governor Newsom allocated \$50 million to the University of California Davis Koret Shelter Medicine Program to assist local shelter programs with a no-kill policy and to help make California a No-Kill State.

**Commissioner Finsten:**

- None

**Commissioner Garcia:**

- None

**Commissioner Sandoval:**

- Bonding procedures/protocols for the rabbits
- Requested a list of shelters that have radiant heat

**Commissioner Wolfson:**

- Mental state of Employees – is there an employee responsible to check on the

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mental state of staff. Does not need a formal Board Report. **GM Brenda Barnette** stated we had a person come in to meet with staff and volunteers at all the shelters. There are also services with City Personnel. We do have someone on staff who is working on risk management issues. **AGM Tammy Watson** stated Meryl Schwartz provided the compassion/fatigue training for all of the shelters and City Personnel has provided the similar training. When we have an incident or are concerned about the well-being of staff, we also call in Employee Assistance Program.

- EIR Injunction – **GM Brenda Barnette** stated we should be going back to court in mid-2020 but meetings are held quarterly with the City Attorney’s office and conference calls with the consultants.
- Request to adjourn meeting in honor of Assistant City Attorney Dov Lesel

Public Comment:  
None.

## 6. Board Reports

- A. Authorize Contract No. C-123811 – Amendment No. 5 – Between the City of Los Angeles and the American Society for the Prevention of Cruelty to Animals (ASPCA) to Provide Spay/Neuter and Related Veterinary Services at the South Los Angeles Animal Services Center (Action Item)

**Commissioner Garcia** made a motion to Authorize Contract No. C-123811 – Amendment No. 5 – Between the City of Los Angeles and the American Society for the Prevention of Cruelty to Animals (ASPCA) to Provide Spay/Neuter and Related Veterinary Services at the South Los Angeles Animal Services Center.

**Commissioner Sandoval** seconded and the motion was approved by a unanimous vote of 4-0.

Ayes: Gross, García, Sandoval, and Wolfson

Noes: None.

Absent: Finsten

Public Comment:

**Michelle Kelly** – ASPCA has done a phenomenal job with rabbits spay/neuters

- B. Authorize the Use of Animal Sterilization Trust Funds for a Two-Month Free Spay and Neuter Campaign for Cats and Kittens (Action Item)

**Commissioner Sandoval** made a motion to authorize the Use of Animal Sterilization Trust Funds for a Two-Month Free Spay and Neuter Campaign for Cats and Kittens.

**Commissioner Garcia** seconded and the motion was approved by a unanimous vote of 4-0.

Ayes: Gross, García, Sandoval, and Wolfson

Noes: None.

Absent: Finsten

Public Comment:

**Phyllis Daugherty** – questioned why the funds were being requested from Animal Welfare Trust Fund when funds should be used from the spay/neuter funds.

**Commissioner Gross** stated funds were being used from Animal Sterilization Funds

## 7. ADJOURNMENT

Meeting ended at 11:41 a.m. in honor of Assistant City Attorney Dov Lesel.

**BOARD OF  
ANIMAL SERVICES  
COMMISSIONERS**

LARRY GROSS  
PRESIDENT

OLIVIA E. GARCIA  
VICE PRESIDENT

COMMISSIONERS

ALISA FINSTEN

JOSE SANDOVAL

ROGER WOLFSON

# City of Los Angeles

CALIFORNIA



**ERIC GARCETTI**  
MAYOR

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GENERAL MANAGER

TAMMY WATSON  
ASSISTANT GENERAL MANAGER  
Administration

MELISSA WEBBER  
ASSISTANT GENERAL MANAGER  
LifeSaving

DR. JEREMY PRUPAS  
CHIEF VETERINARIAN

## Report to the Board of Animal Services Commissioners

**MEETING DATE:** January 28, 2020

**PREPARED BY:** Catherine Chico

**REPORT DATE:** January 22, 2020

**TITLE:** Senior Management Analyst II

**SUBJECT: AUTHORIZE CONTRACT NO. C-129781 – AMENDMENT NO. 1 – BETWEEN THE CITY OF LOS ANGELES AND WESTERN UNIVERSITY OF HEALTH SCIENCES COLLEGE OF VETERINARY MEDICINE TO PROVIDE SPAY/NEUTER AND RELATED VETERINARY SERVICES AT THE EAST VALLEY ANIMAL CARE CENTER**

### BOARD ACTION RECOMMENDED:

1. **APPROVE** the first draft extension, approved as to form and legality by the City Attorney as attached, with the Western University of Health Sciences College of Veterinary Medicine (Western U) to continue contractual services for an additional one (1) year to operate the East Valley Spay/Neuter Clinic through June 30, 2021.

### BACKGROUND:

The Department of Animal Services (Department) released a Request for Proposals ("RFP") on November 4, 2016, to provide spay/neuter and related veterinary services at the East Valley Animal Services Center. Western U's proposal met the requirements, was the only proposal submitted, and was awarded the agreement by the Animal Services Board of Commissioners on June 13, 2017. The agreement was approved by the City Council on June 30, 2017 for a three-year term with two additional one-year options to extend, for a total of five years at the sole discretion of the Department and General Services Department. Western U began operations on July 1, 2017. The initial contract expiration will be on June 30, 2020.

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AN EQUAL OPPORTUNITY EMPLOYER

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<b>Western University of Health Sciences College of Veterinary Medicine – Contract No. C-129781 Surgery and Cost Stats</b>							
<b>Fiscal Year</b>	<b>Cats</b>	<b>Dogs</b>	<b>Rabbits</b>	<b>Total # of Surgeries</b>	<b>Sub-Total Surgery Costs</b>	<b>Less Facility Surcharge</b>	<b>Total Cost</b>
FY 2017-18	361	968	147	1,476	\$160,880	-\$62,723	\$98,158
FY 2018-19	1,059	2,027	284	3,370	\$354,575	-\$138,458	\$216,118
FY 2019-20 (YTD)	813	859	124	1,796	\$174,700	-\$70,963	\$103,737
<b>Total</b>	<b>2,233</b>	<b>3,854</b>	<b>555</b>	<b>6,642</b>	<b>\$609,155</b>	<b>-\$272,144</b>	<b>\$418,013</b>

Although the Department employs veterinarians and veterinary technicians who have the expertise to perform spay/neuter surgeries, time constraints and workloads attributed to the treatment and care of all animals entering our Animal Services Centers prevent staff from performing these surgeries.

This request seeks to exercise the first extension option to be effective July 1, 2020 through June 30, 2021 for the continuation of spay/neuter clinic operations at the East Valley Animal Services Spay/Neuter Clinic.

**SUMMARY:**

The current agreement with Western U to operate the East Valley Spay/Neuter Clinic expires on June 30, 2020. Continued operation of the spay/neuter clinic at the East Valley Animal Services Center is critical to our spay/neuter operations and the surrounding community.

Approval of this request will provide convenient onsite spay/neuter and other veterinary services at our East Valley Animal Services Center, help to facilitate the pet adoption process, and provide spay/neuter services for City residents participating in the City’s low income and free Certificate Program.

**FISCAL IMPACT:**

There is no fiscal impact to the General Fund as all spay/neuter costs are paid through the Animal Sterilization Fund which is funded through licensing and adoption fees, annual budgetary allocations, and donations.

Approved:

*Brenda F. Barnette*

Brenda F. Barnette, General Manager

Attachment: Draft Contract Amendment No. 1 - Contract No. C-129781

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**BOARD ACTION:**

_____	Passed	Disapproved	_____
_____	Passed with noted modifications	Continued	_____
_____	Tabled	New Date	_____



**City of Los Angeles  
Department of Animal Services**

City Contract Number: C-129781

WESTERN UNIVERSITY OF HEALTH SCIENCES COLLEGE  
OF VETERINARY MEDICINE

FOR THE OPERATION OF THE SPAY AND NEUTER CLINIC  
AT THE EAST VALLEY ANIMAL CARE CENTER

1<sup>ST</sup> AMENDMENT

**AMENDMENT NO. 1 TO  
CONTRACT NUMBER C-129781  
BETWEEN THE CITY OF LOS ANGELES  
AND  
WESTERN UNIVERSITY OF HEALTH SCIENCES COLLEGE OF VETERINARY MEDICINE  
FOR THE OPERATION OF THE SPAY AND NEUTER CLINIC  
AT THE EAST VALLEY ANIMAL CARE CENTER**

THIS FIRST AMENDMENT to Agreement Number C-129781 ("Agreement") is made and entered into as of July 1, 2020, by and between the City of Los Angeles ("City"), a municipal corporation, acting through the Department of Animal Services ("Department") and the Department of General Services ("GSD"); and Western University of Health Sciences College of Veterinary Medicine ("Contractor") to approve a one (1) year extension through June 30, 2021.

WHEREAS, Contractor was selected pursuant to a Request for Proposals ("RFP"), awarded this Agreement by the Animal Services Board of Commissioners ("Board") on June 13, 2017, and approved by the City Council on July 3, 2017, for a three-year contract renewable at the Department's and GSD's sole discretion for up to two (2) additional years, for a period of up to five (5) years (C.F. 17-0659);

WHEREAS, pursuant to Contract Number C-129781, Contractor provides spay/neuter surgeries and related services at the East Valley Animal Care Center Spay/Neuter Clinic to sterilize dogs, cats, and rabbits (as needed) that are adopted from the Care Center as well as pets owned by qualifying residents near or in the Los Angeles area;

WHEREAS, the 1<sup>st</sup> Amendment, effective July 1, 2020 and approved by the Board of Animal Services Commissioners on \_\_\_\_\_, will extend the Agreement one-year from July 1, 2020 to June 30, 2021.

NOW THEREFORE, both parties intend the Agreement to be amended as follows:

**AMENDMENT**

1. Section II. Term, shall be amended to extend the term of the Agreement to June 30, 2021.

The City exercises its option of renewing the Agreement for one additional year. The Term shall be extended from its present expiration date of June 30, 2020 to a new expiration date of June 30, 2021. This is the first of two renewable options available for this agreement.

2. Except as herein amended, all other terms and conditions shall remain in full force and effect.



IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.

**THE CITY OF LOS ANGELES,  
DEPARTMENT OF ANIMAL SERVICES**

By \_\_\_\_\_  
Brenda F. Barnette, General Manager

Date: \_\_\_\_\_

**THE CITY OF LOS ANGELES,  
DEPARTMENT OF GENERAL SERVICES**

By \_\_\_\_\_  
Tony M. Royster, General Manager

Date: \_\_\_\_\_

**APPROVED AS TO FORM:  
MICHAEL N. FEUER, City Attorney**

By \_\_\_\_\_  
Dov S. Lesel, Assistant City Attorney

Date: \_\_\_\_\_

**ATTEST:  
HOLLY L. WOLCOTT, City Clerk**

By \_\_\_\_\_  
Deputy City Clerk

Date: \_\_\_\_\_

**CONTRACTOR – WESTERN UNIVERSITY  
OF HEALTH SCIENCES OF VETERINARY  
MEDICINE**

By \_\_\_\_\_  
Phillip Nelson, Dean

Date: \_\_\_\_\_

*(second signature required of corporations)*

By \_\_\_\_\_  
Dr. David Baron, Provost

Date: \_\_\_\_\_

Los Angeles City Business Tax License Number: **0002997751**

Taxpayer Identification Number: **95-3127273**

City Contract Number: **C-129781**

**BOARD OF  
ANIMAL SERVICES  
COMMISSIONERS**

LARRY GROSS  
PRESIDENT

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VICE PRESIDENT

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ALISA FINSTEN

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**City of Los Angeles**

CALIFORNIA



**ERIC GARCETTI  
MAYOR**

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**BRENDA F. BARNETTE**  
GENERAL MANAGER

**TAMMY WATSON**  
ASSISTANT GENERAL MANAGER  
Administration

**MELISSA WEBBER**  
ASSISTANT GENERAL MANAGER  
Lifesaving

**DR. JEREMY PRUPAS**  
CHIEF VETERINARIAN

**Report to the Board of Animal Services Commissioners**

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**MEETING DATE:** January 28, 2020

**PREPARED BY:** Catherine Chico

**REPORT DATE:** January 21, 2020

**TITLE:** Senior Management Analyst II

**SUBJECT: REQUEST FOR QUALIFICATION TO ESTABLISH AN ON-CALL SPAY/NEUTER SERVICES LIST FOR LOS ANGELES ANIMAL SERVICES' SPAY/NEUTER CLINICS, SPAY/NEUTER MOBILE CLINICS, AND SPAY/NEUTER SUPPORT SERVICES**

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**BOARD ACTION RECOMMENDED:**

1. **AUTHORIZE** the General Manager to release a Request for Qualification (RFQ), substantially in the form attached, to establish an on-call spay/neuter services list for Los Angeles Animal Services' (Department) spay/neuter clinics, spay/neuter mobile clinics, and spay/neuter support services, subject to approval of the City Attorney as to form and legality;
2. **DIRECT** the General Manager to report back to the Board with the list of qualified service providers.

**BACKGROUND:**

Los Angeles Municipal Code Section 53.15.2 (b) requires all dogs and cats within the City of Los Angeles (City) be spayed or neutered with the exception of animals meeting the exemption criteria outlined in the section. Since 1972, the City has assisted its residents in fulfilling their spay/neuter responsibility by constructing onsite spay/neuter clinics, establishing a mobile spay/neuter program, implementing a Letter of Agreement program, and funding Free and Low Cost spay/neuter surgeries.

In past years, the Department has issued separate Request for Proposals (RFP) for the operation of six (6) onsite spay/neuter clinics and mobile spay/neuter vans. The most recent RFPs resulted in the issuance of five (5) onsite spay/neuter clinics and three (3) mobile spay/neuter vans. A contract for the operation of an onsite clinic at the North Central Animal Services Center was not issued at that time due to the Proposition F related construction activity at that facility.

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Visit our website at [www.LAAnimalServices.com](http://www.LAAnimalServices.com)

Report to the Board of Animal Services Commissioners

SUBJECT: REQUEST RFQ TO ESTABLISH AN ON-CALL SPAY/NEUTER SERVICES LIST FOR LA ANIMAL SERVICES' SPAY/NEUTER CLINICS, MOBILE CLINICS, AND SUPPORT SERVICES

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Using the services of private contractors for the operation of both onsite spay/neuter clinics and mobile vans has resulted in following benefits to the residents of the City and the Department:

Onsite spay/neuter clinics –

- Spay/neuter surgeries take place at onsite clinics which reduces the Department's transportation and staffing costs;
- Allows adopters to pick up their pets from the same shelter from which the animal is adopted;
- Promotes responsible pet ownership by making it easier to sterilize animals; and
- Avoids the strain of sending soon-to-be-adopted animals to a remote location and requiring new owners to drive to that location to pick up their new family pets.

Mobile spay/neuter van benefits –

- Provides convenient, accessible spay/neuter services to low income areas of the City;
- Brings services directly to low income, senior and disabled residents; and
- Supplements areas of the City that tend to have fewer stationary spay/neuter clinics and veterinary hospitals.

Although the Department employs veterinarians and veterinary technicians who have the expertise to perform spay/neuter surgeries, time constraints and workloads attributed to the treatment and care of all animals entering our Animal Services Centers prevent staff from performing these surgeries.

All spay/neuter contract services are paid from the Department's Animal Sterilization Fund which is funded through licensing fees, annual budgetary allocations and donations.

#### **SUMMARY:**

The Department currently has the following contracts:

Contract	Contract #	Location	Expiration of Current Contract	Remaining Extensions
ASPCA	C-123811	South LA	12/31/2020*	None
Western University	C-129781	East Valley	06/30/2020	Two (2)
SNPLA-Harbor	C-125639	Harbor	12/31/2020	None
N/A	N/A	North Central	N/A	N/A
Value Vet	C-125775	West LA	12/31/2020	None
Heaven on Earth	C-131503	West Valley	07/01/2021	Two (2)
Amanda Foundation	C-126901	Mobile	12/16/2020	None
Lucy Pet Foundation	C-126900	Mobile	12/20/2020	None

\*Pending Council approval for approximately 8-month extension of contract.

The Department seeks to establish an on-call spay/neuter list of providers through the issuance of an RFQ. The list would be comprised of three (3) separate components consisting of RFQ respondents interested in providing services related to either on-site spay/neuter clinic operations, mobile spay/neuter clinic operations, and/or spay/neuter support services (i.e., high volume spay/neuter services, etc.). The on-call list will be valid for five years and will be re-opened at the 2 ½ year point to allow for additional respondents to be added to the list.

Report to the Board of Animal Services Commissioners

SUBJECT: REQUEST RFQ TO ESTABLISH AN ON-CALL SPAY/NEUTER SERVICES LIST FOR LA ANIMAL SERVICES' SPAY/NEUTER CLINICS, MOBILE CLINICS, AND SUPPORT SERVICES

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When a contract expires that has had all its options to extend their contract exhausted, rather than repeat the RFP process for each contract as it expires, the Department will use the on-call spay/neuter list to issue a Task Order Solicitation (TOS) for the specific spay/neuter services needed at that time from one of the three lists.

Steps for establishing and utilizing the on-call spay/neuter list are as follows:

1. Department will issue the RFQ in compliance with the City's established procedures;
2. Respondents submit their proposals and required documentation for placement on the list. It is the respondent's responsibility to identify the specific spay/neuter list that they wish to be placed upon.
3. Department evaluates submissions and formulates three (3) separate lists as follows:
  - a. On-site Spay/Neuter Clinics;
  - b. Mobile Spay/Neuter Clinic; and
  - c. Spay/Neuter Support Services.

Lists with multiple respondents will be established in random order.

4. Department issues a TOS at the time service is needed and maintains the ability to issue a TOS based upon one of the following methodologies as detailed in the RFQ:
  - a. Issue a TOS to the first respondent on the list;
  - b. Issue a TOS to the first three (3) respondents;
  - c. Issue a TOS to the entire list;
  - d. Issue a TOS to selected respondents; or
  - e. Assign a sole source TOS to a specific respondent. A sole source proposal may only be solicited after approval is granted by both the General Manager and Board of Animal Services Commission.
5. Department receives and reviews TOS response(s).
6. Department selects proposer(s) and initiates the City's contracting process (i.e., City Attorney review of contract, Commission approval, Council approval, etc.).

The intent of this request is to ensure sufficient spay/neuter resources are available to meet the Department's needs, reduce the amount of time it takes to obtain critical spay/neuter contractual services, reduce the amount of time it takes to replace underperforming or non-performing contractors, make it easier for prospective contractors to be placed on up to three (3) separate on-call lists at the same time, and streamline our internal contracting process.

**FISCAL IMPACT:**

There is no impact to the General Fund as all funding is provided by the Animal Sterilization Fund which is funded through licensing and adoption fees, annual budgetary allocations, and donations.

Report to the Board of Animal Services Commissioners

SUBJECT: REQUEST RFQ TO ESTABLISH AN ON-CALL SPAY/NEUTER SERVICES LIST FOR LA ANIMAL SERVICES' SPAY/NEUTER CLINICS, MOBILE CLINICS, AND SUPPORT SERVICES

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Approved:

*Brenda F. Barnette*

Brenda F. Barnette, General Manager

Attachments:

- Draft On-Call Spay-Neuter Services List RFQ
- 

**BOARD ACTION:**

\_\_\_\_\_ Passed \_\_\_\_\_ Disapproved \_\_\_\_\_

\_\_\_\_\_ Passed with noted modifications \_\_\_\_\_ Continued \_\_\_\_\_

\_\_\_\_\_ Tabled \_\_\_\_\_ New Date \_\_\_\_\_



# City of Los Angeles Department of Animal Services

REQUEST FOR QUALIFICATIONS  
(RFQ)

**On-Call Spay/Neuter Services List  
For  
LA Animal Services Spay/Neuter Clinics, Spay/Neuter Mobile Clinics, And  
Spay/Neuter Support Services**



RFQ Release Date: **DATE**  
RFQ Closing Date: **DATE**

RFQ Contract Administrator Contact: [ani.contracts@lacity.org](mailto:ani.contracts@lacity.org)

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### ATTACHMENTS AND EXHIBITS

Attachments and Exhibits are listed on the City of Los Angeles Business Assistance Virtual Network (BAVN) at: <http://www.labavn.org/>.

<b>Attachment 1:</b>	Clinic Floor Plans
<b>Attachment 2-A:</b>	Sample Personal Services On-Site Spay/Neuter Clinic Agreement
<b>Attachment 2-B:</b>	Sample Personal Services Mobile Clinic Agreement
<b>Attachment 3:</b>	License to Use Premises of Animal Spay/ Neuter Clinic
<b>Attachment 4:</b>	Standard Provisions for City Contracts
<b>Attachment 5:</b>	Submission Terms
<b>Attachment 6:</b>	General Terms and Conditions
<b>Attachment 7:</b>	Vendor Performance Management
<b>Attachment 8:</b>	Local Business Preference Program
<b>Attachment 9:</b>	Living Wage Ordinance (LWO) and Worker Retention Ordinance (WRO)
<b>Attachment 10:</b>	Submitting Proof of Insurance
<b>Attachment 11:</b>	Spay/Neuter Clinic Fixed Price Schedule
<b>Attachment 12:</b>	Vet Portal Summary Instructions
<b>Exhibit A:</b>	SOQ Checklist (Table of Contents)
<b>Exhibit B:</b>	Spay/Neuter Services On-Call List/Services Availability
<b>Exhibit C:</b>	City Ethics Commission (CEC) Form 50
<b>Exhibit D:</b>	City Ethics Commission (CEC) Form 55
<b>Exhibit E:</b>	Non-Collusion Affidavit

- Exhibit F-1:** Contractor Responsibility Ordinance Questionnaire (CROQ)
- Exhibit F-2:** Contractor Responsibility Ordinance (CRO) Pledge of Compliance
- Exhibit G:** Respondent Workforce Information
- Exhibit H:** Child Support Obligations Certificate of Compliance
- Exhibit I:** Business Services Implementation Plan Collaborator Agreements



**REQUEST FOR QUALIFICATIONS (RFQ)  
PRE-QUALIFIED ON-CALL SPAY/NEUTER SERVICES LIST  
FOR  
LA ANIMAL SERVICES SPAY/NEUTER CLINICS, SPAY/NEUTER MOBILE CLINIC  
AND SPAY/NEUTER SUPPORT SERVICES**

**I. INTRODUCTION**

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The City of Los Angeles ("City"), Angeles Animal Services ("Department" or "LAAS") is requesting Statements of Qualifications (SOQs) from experienced and qualified veterinary medical clinic operators. The intent is to establish a pre-qualified on-call list of available contractors interested in providing various spay/neuter services for LAAS. Due to the upcoming expiration of existing spay/neuter contracting services, there will be various contracting opportunities to operate on-site animal services center spay/neuter clinics, provide mobile spay/neuter clinic services and provide spay/neuter support services. Contracts will be proposed to and awarded from the established pre-qualified on-call contractor list. Interested Respondents for the pre-qualified on-call contractor list must submit their SOQs in accordance with the requirements set forth in this document.

Only written responses will be considered. Any material submitted will become part of the response, and may be incorporated into a subsequent contract(s) between the City and the selected operator. An original SOQ, including the signed Cover Letter and Exhibits, two (2) complete copies (total of three [3] sets), plus (1) complete PDF copy on compact disc or USB flash drive must be received by **TIME** on **DATE** addressed to:

**LA Animal Services  
Attention: Contract Administrator  
221 North Figueroa Street, Suite 600  
Los Angeles, California 90012**

The PDF copy must be submitted on a medium formatted to be accessed by a PC, Microsoft Windows Operating System. LAAS does not have the resources to retrieve electronic data from media formatted for a Macintosh-based operating system. If electronic files are submitted on media formatted for a Macintosh-based operating system, the submission will be deemed non-responsive.

Questions must be submitted to the Contract Administrator general e-mailbox at [ani.contracts@lacity.org](mailto:ani.contracts@lacity.org). Questions and answers posed to [ani.contracts@lacity.org](mailto:ani.contracts@lacity.org) and at the Pre-Submittal Meeting will be posted on the RFQ #XXX site. Any questions regarding mandated City Policies and Programs should be addressed to the City agency responsible for administering them.

The Mandatory Pre-Submittal Meeting schedule is as follows:

**DATE  
TIME**

## LOCATION

All Respondents submitting an SOQ for this RFQ are required to attend this meeting. Failure to attend this meeting will result in the SOQ being deemed non-responsive.

### **Definitions**

Please see Attachment 6: General Terms and Conditions for definitions related to this RFQ.

## **II. ABOUT THE DEPARTMENT OF ANIMAL SERVICES**

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### **Mission and Goals:**

#### *Our Mission*

The Department's mission is to promote and protect the health, safety, and welfare of animals and people in the City of Los Angeles.

#### *Our Vision*

We envision the day when every pet born is ensured a good home and care all its natural life, and no person is ever endangered by an animal.

#### *Our Values*

We value each employee, volunteer and partner contributing to the professional delivery of excellent customer service and the humane treatment of animals, in an atmosphere of open, honest communication, predicated on our respect for and trust in each other. Our values depict the highest standards of:

Respect - We pledge to treat each person thoughtfully, politely and kindly regardless of rank or relationship.

Trust – We strive to conduct ourselves in an honest, ethical, professional and respectful manner in everything we think, do and say, inspiring confidence in our abilities and our honesty.

Open and Honest Communication – We commit to complete transparency in all forms of communication and to carefully listen to the communications of one another.

Customer Service – We pledge to provide our best services to every customer, whether an internal or an external customer, every time.

Humane Treatment – At all times and in all places, we vow to care compassionately, advocate actively and work tirelessly to insure the best possible environment for all animals.

#### *Our Service Theme*

Creating a humane LA. We empower our communities to make humane choices.

### **Services at the Animal Shelters**

The Department offers a wide range of programs and services, including pet adoption, licensing, low-cost spay/neuter services, microchipping, foster programs, volunteer programs, permits, prevention of animal cruelty, and community outreach programs. Most of our services and programs are offered through our Animal shelters located

throughout Los Angeles. At the shelters, staff receive stray or surrendered animals, and after an initial check-up, hold the animals for the legally required period of time before placing them up for adoption. The shelters' veterinary staff are in charge of its animals and treats those needing special care. Animal Control Officers respond to public calls and pick up stray and injured animals, wildlife, or animals that may be in danger due to inhumane treatment. Volunteers and staff work together to help pet owners find their missing animal companions or to find new animal companions.

### **New and Expanded Animal Shelters**

With the passage of the City's Proposition F, the Fire and Animal Facilities Bond, Los Angeles voters signaled their support for new, expanded, and modern facilities for animal care and human interaction. Six new or expanded facilities provide community-oriented animal care, a safe environment for animals in the Department's care, and establish community relationships to enhance responsible pet ownership and to increase the number of pets reclaimed by owners or adopted to new homes.

Each new or expanded center features comfortable and safely designed public areas and state-of-the-art veterinary care, examination, and observation spaces. All include a major expansion of dog kennel space and large kitchens for preparing animal meals. They feature "get-acquainted" rooms for cats and outdoor yards for the adopter to get to know dogs and other animals. New spay/neuter clinics are included in five of the facilities, with another one being added to the North Central location. The new outdoor kennels keep animals comfortable with radiant heating built into the concrete kennels for winter and misting systems for hot days, while human visitors enjoy the garden settings of the kennel areas. Large community rooms are used for everything from staff training to community events.

Additional information is available online at: [www.laanimalservices.com](http://www.laanimalservices.com).

## **III. SCOPE OF WORK AND CONTRACT EXPECTATIONS**

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### **Overview**

The LAAS is requesting SOQ submittals from Respondents to provide veterinary medical spay/neuter clinic management services, mobile spay/neuter clinic services, and spay/neuter support services on a pre-qualified on-call basis. The Contractors will primarily provide high-volume spay and neuter services for shelter dogs, cats, and rabbits. The Contractors may also be required to implant microchips in all dogs, cats, and rabbits without microchips at the time of adoption from the shelter. Services will also be rendered to the public who may bring their pets for sterilization and related veterinary medical assistance. The resulting personal services contracts will enumerate the complete list of veterinary services to be provided. Samples of the on-site and mobile spay/neuter contracts are provided as Attachment 2A and 2B, respectively. It is anticipated that a 5-year list comprised of on-call spay/neuter services, on-site spay/neuter operators, and mobile clinic spay/neuter operators will be established. LAAS will re-open the list at the 2 ½ year point to allow for additional Respondents to be added to the list.

The issuing date for the RFQ is **DATE**. A pre-submittal meeting is scheduled for **DATE** at **TIME** at **LOCATION**. The closing date for this RFQ is **TIME** on **DATE**. Responses may be submitted at any time prior to the closing date.

The following LAAS Animal Shelters have on-site spay/neuter clinics:

- East Valley Animal Shelter
- Harbor Animal Shelter
- North Central Animal Shelter (Coming Soon)
- South Los Angeles Animal Shelter
- West Los Angeles Animal Shelter
- West Valley Animal Shelter

Clinic Contractors will provide the appropriate licenses, equipment, materials, supplies, medicines and controlled substances, and staff to operate as a self-contained, fully-equipped spay/neuter on-site clinic and/or mobile clinic(s). Respondents intending to provide mobile spay/neuter services will provide a Department-approved mobile van clinic. The floor plan for each of the on-site clinics are attached to this RFQ as **Attachment 1**.

### **Insurance**

The selected clinic operators will be required to obtain insurance coverage in the following types and amounts as specified by the City Administrative officer's Risk Manager prior to award of a task order under this contract:

- |                              |                                 |
|------------------------------|---------------------------------|
| • General Liability          | TBD prior to contract execution |
| • Professional Liability:    | TBD prior to contract execution |
| • Workers' Compensation (WC) | TBD prior to contract execution |
| • Employer's Liability (EL)  | TBD prior to contract execution |

Insurance requirements, including actual levels of insurance coverage for each required type of insurance may be adjusted for each project task order. Additional coverage may be required on specific project task orders. At the time a task order is issued and prior to the commencement of work, proof of insurance must be provided per Attachment 10 instructions for approval by the City Administrative Officer's Risk Manager.

### **Minimum Qualifications and Experience Required**

Contractors must have a valid California-licensed veterinarian with at least one year of recent experience in high-volume spay/neuter clinics on staff, or have a contract, partnership or similar relationship with a California-licensed veterinarian with at least one year of recent experience in high-volume spay/neuter clinics. Respondents intending to provide mobile spay/neuter services will provide a Department-approved mobile van clinic. Additional information about qualifications and experience is available in **Section VIII & X** of this RFQ.

### **Billing Processes**

Contractors must adhere to LAAS reporting requirements as stipulated in resulting contracts, including but not limited to, invoicing requirements related to the LAAS Vet Portal System located at <https://lacityvet.com/>. Contractors will be provided instructions for submitting invoicing and reimbursement documentation related to Spay/Neuter Vouchers (Discount Coupons, Free Certificates, and Authority for Expenditures) via hardcopy submission and use of the Vet Portal System. Sample instructions have been provided as Attachment 12 to this RFQ. LAAS reserves the right to make necessary amendments and/or adjustments to reporting requirements

### **Operating Contract Costs**

Payments to the contractor will be determined at the time of contract negotiations, but shall not exceed \$500,000 per year. The ability of the Contractor to meet prior contract terms will be considered when determining the funding amount of each contract during future contract the negotiations.

The Department expects the Contractor to make every effort to expend the entire contracted total in performing spay/neuter surgeries. This total shall include both animals provided by the Shelter and animals provided by the public. **No guarantee is given or implied as to the total amount to be paid to the contractor during the term of the agreement. Conversely, additional funding may be available to fund additional surgeries.** The Department recognizes that its subsidy may only fund a portion of the total cost to operate the clinic; it is the Contractor's responsibility to identify other sources of revenues or funding in order to recover the cost of operating the clinic. For example, Contractors who offer additional services to the public may generate additional revenues. Contractors may also seek funding from private sources (donations, grants, etc.).

Each mobile contract amount will be determined based upon the responder's capacity, the number of operators selected, the payment requested for each surgery, Contractor's ability to meet prior contract terms, and other factors in the RFQ response.

### **LAAS Events**

Mobile clinic Contractors will be asked to take part in the Department's various adoption events by locating the mobile clinic at the event to provide its free spay/neuter services. These events include pet adoption weekends, mobile pet adoptions, pet fairs, and super adoption events.

On-site clinic contractors' workloads may increase in the days before or after the Department's various adoption events; Contractors will be expected to make reasonable efforts to accommodate increased workloads and sterilize all shelter animals received. The following is a sampling of some of the pet-adoption events held by the LAAS:

Spay/neuter surgeries performed at LAAS events may be applied to a mobile contractor's total spay/neuter surgery goals.

- Pet Adoption Weekends: Various adoption events can occur monthly at one or more shelter locations organized by the Department with discounts/promotions geared to attract and increase people visiting LA Animal Shelters.
- Mobile Pet Adoptions  
Each month, the Department organizes Mobile Pet Adoptions, typically one-day events held on a Saturday or Sunday at a variety of locations in Los Angeles. Typically, about 30 to 40 animals are adopted at these events and hundreds of people are provided with information and messages about animal issues, including spay/neuter information.
- Pet Fairs  
The Department holds pet fairs throughout the year, typically in lower-income neighborhoods where free rabies vaccinations are given.
- Super Adoption Events  
Super Adoption events are held a few times a year. They are high profile events that are facilitated through partnerships between the Department and rescue organizations. These all-day and multi-day events attract thousands of current and potential pet owners.

#### **IV. FINANCIAL RESPONSIBILITY**

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The City shall not be responsible in any manner for the costs associated with Respondents' SOQ submissions. The SOQ and all its contents shall become the property of the City upon receipt by the City. The City shall have the right to copy, reproduce, publicize, or dispose of each SOQ in any way the City elects.

#### **V. RIGHTS OF NEGOTIATION, REVISION, WITHDRAWAL, AND REJECTION**

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The City will negotiate a contract with each Respondent selected for the Pre-Qualified On-Call List. The City reserves the right to revise the RFQ, withdraw the RFQ, reject any response for non-compliance with the RFQ provisions, or not to award a contract at any time because of unforeseen circumstances or if it is determined to be in the best interest of the City. If the RFQ is revised, written revisions will be posted to the Los Angeles Business Assistance Virtual Network (LABAVN) RFQ #XXXX page.

#### **VI. ACCEPTANCE OF TERMS AND CONDITIONS**

---

Submission of a SOQ shall constitute acknowledgement of acceptance of all terms and conditions hereinafter set forth in this RFQ unless otherwise expressly stated herein. All SOQs must be submitted in writing and must include all required documents including forms, appendices, and other specifications.

#### **VII. ASSIGNMENT OF WORK (CONTRACT AWARD AND TERM)**

---

If a Respondent is placed on the on-call list, their availability will be categorized, in random order, into the specific available spay/neuter services as indicated on their SOQ Exhibit B submission. Respondents are to identify the types of spay/neuter services they are able to provide on Exhibit B, such as, on-site clinic operations, mobile clinic operations, and any additional spay/neuter services they specify as available to provide.

In the event of a need for services, a Task Order Solicitation (TOS) will be prepared and issued by the City in one of the following methods:

If the city chooses to issue a TOS to the first Respondent on the established spay/neuter services list, it will open negotiations on the terms for the project regarding the scope of work, deliverables, and schedule. The reimbursable fees for adoption, discounted and free spay/neuter services are non-negotiable and fixed by the Board of Animal Services and Los Angeles City Council. These fixed fees can be found in Attachment 11 for your reference in establishing other fees as indicated above. If an agreement cannot be reached with the first Respondent, the City reserves the right to negotiate with the next Respondent on the list and so on until an agreement is reached. The successful Contractor will then be rotated to the bottom of the list for the purpose of subsequent work assignments.

If a TOS is issued to the first three Respondents on the established spay/neuter services list, responses will be reviewed and rated in accordance with the criteria issued in the TOS. Negotiations will follow in the manner described above for the top Respondent. The city reserves the right to negotiate with the next ranked Respondent and so on until an agreement is reached. The successful consultant will then be rotated to the bottom of the list for the purposes of subsequent work assignments.

If a TOS is issued to the entire list, responses will be reviewed and rated in accordance with the criteria issued in the TOS. The City may exercise its option to shortlist or interview TOS Respondents. Negotiations will follow in the manner described above for the SOQ that represents the best overall value to the City for the requested services. The City reserves the right to negotiate with the next ranked Respondent and so on until an agreement is reached. The successful contractor will then be rotated to the bottom of the list for the purposes of subsequent work assignments.

In certain circumstances, it may be necessary to assign a sole source task order to a Respondent on the pre-qualified on-call list. A sole source proposal may be solicited from the pre-qualified on-call clinic operators only after requesting approval by the LAAS General Manager and the Board of Animal Services Commissioners.

Once an agreement is reached, the City will issue a Notice to Proceed (NTP). No work is authorized until the City issues the Notice to Proceed to the selected Contractor. No guarantee of work is given or implied to any of the clinic operators on the on-call list.

In the case of a declared emergency, the City reserves the right to issue a TOS to the top Respondent regardless of cost.

Once the Department issues a NTP, the resulting contract will be for a term of three-years (with three possible, one-year extensions). The Contract will be subject to review by the City Attorney and the Mayor's Office, and is subject to approval by the Board of Animal Services Commissioners and the City Council prior to Contract execution and start of services. Additional information about the evaluation and award process can be found in Section XX of this RFQ.

## **VIII. SOQ REQUIREMENTS**

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### **Cover Letter**

The Cover Letter should include the name, address, and Business Tax Registration Certificate (BTRC) number of the Respondent. It should also include the name and contact information of the person authorized to represent the Respondent and the name of the proposed project coordinator for the duration of the contract.

### **Statement of Qualifications (SOQ)**

The SOQ must include a statement that is genuine, and not a sham or collusive, or made in the interest or on behalf of any person not herein named, and that the Respondent has not directly or indirectly induced or solicited any other Respondent to put in a sham SOQ, or any other person, Respondent or corporation to refrain from responding, and that the Respondent has not in any manner sought by collusion to secure for itself an advantage over any other Respondent. If selected, the consultant is prepared to provide all of the services described in the Scope of Work for each project (including identification of each specific on-site clinic[s]) for which an SOQ is submitted.

The SOQ must also include references from previous clients for past work of a similar nature. Provide the names of the clients, the client's contact persons and their telephone numbers, and a description of the project and the work performed. The city reserves the right to contact the clients listed at any time. The SOQ must also include information on the errors and omission (E&O) change order costs for all completed projects for the City within the last five years, or similar projects for other clients.

An organization chart and list of key personnel as categorized below must also be provided accompanied by a listing of the work he/she will perform; academic credentials; professional and/or requisite licensing, and/or certification documents as are required to perform the duties as detailed in the Scope of Work section. It is possible that the staffing requirements will vary from project to project over the duration of the contract. Describe your approach, capability, and flexibility to adjust to varying staffing requirements as the City's needs and policies vary from one project to the next.

The list of key personnel is to be categorized as:

- Executives/Managers
- Licensed Professionals
- Technical Staff
- Other Professional/Accounting Staff



- Administrative/Support Staff

#### **VIV. SUBMITTING AN SOQ**

---

##### **A. Deadline for Submission**

To be considered, SOQs, (with required documents attached), must be received by **2:00 p.m. (Pacific Standard Time) on DATE.**

##### **B. Where to Submit your SOQ**

Send or deliver submittals in a sealed envelope or box labeled "On-Call Spay/Neuter RFQ." Faxes will not be accepted. Indicate your name and address on the outside of the submittal package and deliver to:

**LA Animal Services  
Attention: Contract Administrator  
221 North Figueroa Street, Suite 600  
Los Angeles, California 90012**

If the Respondent wished to limit the use of confidential financial information (**per the Note in Section VI. B. of this RFQ**), the Respondent may provide two separate electronic copies identifying one as "Original" that contains all financial information, and the other as "Copy-Confidential" that excludes the confidential information. After submission, the Respondent may be required to provide original printed copies of some of the documents electronically submitted as part of the SOQ.

##### **C. Number of Copies (see also Section 1, Page 1)**

Please provide:

- one (1) original
- two (2) photocopies with all respective documents plainly identified
- one (1) electronic copy submitted on a CD or flash drive in PDF format

The PDF copy must be submitted on a medium formatted to be accessed by a PC, Microsoft Windows Operating System. LAAS does not have the resources to retrieve electronic data from media formatted for a Macintosh-based operating system. If electronic files are submitted on media formatted for a Macintosh-based operating system, the submission will be deemed incomplete.

##### **D. Miscellaneous RFQ Submittal Terms**

All SOQs must adhere to the following:

1. **Acknowledgment of Terms and Conditions:** An SOQ submitted in response to this RFQ shall constitute acknowledgment and acceptance of all terms and conditions set forth herein. Failure of the successful Respondent to accept these obligations may result in cancellation of the Contract award.

2. The RFQ and the selected SOQ, or any part thereof, may be incorporated into and made a part of the Contract. The City reserves the right to further negotiate the terms and conditions of the Contract with the selected Contractor.
3. All SOQs submitted in response to this RFQ become the property of the City.
4. Prohibition of Communication: During the RFQ process, after the submittal of SOQs, and continuing until a Contract has been awarded, all City personnel involved in the RFQ will be specifically directed against holding any meetings, conferences, or technical discussions with any submitter except as provided in the RFQ. Questions regarding this RFQ should be directed only to the RFQ/ Contract Administrator general email box indicated in Section 1 (Introduction). Failure to comply with this requirement may terminate further consideration of that SOQ.
5. Questions: For questions regarding this RFQ, contact the Contract Administrator at [ani.contracts@lacity.org](mailto:ani.contracts@lacity.org).

## **X. CONTENTS OF SUBMITTED SOQs**

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**ALL information requested must be included in your submitted SOQ and must include:**

- A Cover Letter
- SOQ Check List (Exhibit A)
- Respondent Spay/Neuter Services Availability (Exhibit B)
- Evidence of Financial Capability
- Qualifications and Experience Description
- Proposed Services
- A Business Plan, which includes:
  - ✓ An Operational Plan
  - ✓ A functional element supporting Mayor Garcetti's pLAN for sustainability. <http://plan.lamayor.org/>
  - ✓ A Financial Plan
- Proposed Compensation to the City (if not relevant to the type of service you are proposing – indicate N/A)
- Additional information, if any

### **A. Cover Letter**

The SOQ cover letter must:

- Be from and signed by an authorized representative of the entity indicating intent in providing the requested services;
- Provide the entity's authorized representative's name, title, mailing address, telephone number, email address;
- Include any DBA and other business names associated with the submitting entity;

- Include corporate and/or regional office mailing addresses if different from the authorized representative mailing address;
- Include the company's Business Tax Registration Certificate number.

**B. SOQ Checklist (SOQ Table of Contents) – Exhibit A**

The SOQ Checklist (Exhibit A) must be used by the Respondent to ensure that all required documents are included in the response and included in the SOQ as the Table of Contents. Respondent must indicate the corresponding page number within the SOQ that corresponds to each item, including all Exhibits, on the SOQ Checklist. The SOQ Checklist/Table of Contents will be used by the Department to verify that all documents listed on the Table of Contents are received when the SOQs are submitted. The evaluators will use the Table of Contents as an organizational reference document and to verify that all documents listed are present. The SOQ Checklist is created by the Department and lists all of the documents that must be completed and returned for the RFQ to be deemed responsive.

**C. Evidence of Financial Capability**

The number one (1) priority of the on-site clinics is to sterilize Department's animals at the same shelter location where the animals are adopted so the adopter(s) may conveniently pick up the animal(s) after surgery. The mobile clinics will service various locations with the City of Los Angeles and primarily focus on providing low-income residents with resources to spay/neuter services. Projected revenues may not be the best determining factor of a Respondent's demonstrated financial capability. The Respondent is directed to look at other sources of funds to demonstrate sufficient financial capital and capacity to cash flow the operation during the initial startup period and through the entire term of the Contract. The Respondent is directed to provide documentation of internal and external funding sources such as copies of bank statements, partnerships, contributors and donors, letters of credit, letters of intent to fund, etc. The Respondent should also factor in the cost of equipping the clinic, providing adequate administrative and medical staffing, and providing required bonds.

(**Note:** You do not need to submit multiple copies of documentation to demonstrate financial capability. You must include this in your original submittal, but may omit in the copies of your SOQ. Material that is considered confidential should be kept together and clearly marked confidential.)

**D. Qualifications and Experience Description**

Contractor must have a veterinarian licensed by the California Veterinary Medical Board, and all other necessary staff, such as registered veterinary technicians, etc, will be required to maintain current licenses from the Board of Consumer Affairs, the Drug Enforcement Administration (DEA), and any other regulatory agencies requiring licensure. Immediate written notification to LAAS is required when any staffing changes or losses to personnel with licensing requirements as listed above occur during the RFQ process, prior to the award of a contract, and for the duration of an executed contract. Notification must include updated copies of licenses and certificates for LAAS's files. Include in your SOQ:

- A detailed description of the veterinarian's qualifications and credentials, as well as the qualifications and credentials of key staff;
- Copies of licenses currently held;
- Resumes of key staff; and
- A minimum of three (3) professional references whose relationship has occurred within the past five (5) years and a minimum of one (1) bank reference whose banking services have been provided for or used by the Respondent within the last three (3) years. Include the following for each reference:

PROFESSIONAL REFERENCES	BANK REFERENCES
Company Name	Company Name
Name of Contact	Name of Contact
Title of Contact	Title of Contact
Telephone Number	Telephone Number
Dates and Nature of Relationship	Dates of Banking Services Used

The City may, at its option, contact other known Respondent's business partners for references.

- If applying for the mobile spay/neuter clinic services, provide a description of the Mobile Clinic to be utilized. Include items such as, but not limited to, the following:
  - ✓ Year and make of vehicle
  - ✓ Maintenance history. What are your plans for vehicle maintenance?
  - ✓ Amenities: number of cages (specify indoor/outdoor), capacity, details regarding post-surgical and recovery areas and care, etc.
  - ✓ Fixtures and equipment

**Respondents must have at least one year of recent experience; or have on staff a California-licensed veterinarian with at least one year of recent spay and neuter experience.** Describe your experience in operating spay/neuter veterinary clinic(s) and/or mobile spay/neuter clinic(s):

- How many clinics have you operated? Mobile clinics or stationary? How many years in each?
- Describe the medical services provided (surgeries, procedures, etc.)
- Describe the volume of services in each given year (number of surgeries, types of animals, etc.)
- Describe experience in performing prepubescent sterilizations on dogs and cats and number of surgeries in each given year.
- Describe how services will be advertised. Provide evidence of past campaigns and data demonstrating a direct correlation of increased customer participation as a result of outreach efforts.
- Describe the resources and strategies implemented in the past to increase public awareness and interest in obtaining free spay/neuter services.

### **General/Miscellaneous Spay/Neuter Services**

The checklist in Exhibit B provides an opportunity for Respondents to identify the types of spay/neuter services they are willing to provide LAAS. If Respondent had indicated an interest in providing spay/neuter services beyond the on-site animal shelter and mobile clinics. Use this section of the SOQ to explain, in more detail, the function and services your company is prepared to offer. Information must include, at minimum, the above bulleted items already outlined in this section as applicable to the additional services beyond on-site animal shelter and mobile clinics.

### **E. Proposed Services**

In addition to required shelter spay/neuter services, indicate all optional services you will provide, if any. Include:

- Fee Schedule
  - ✓ List of services
  - ✓ Price for each service
- Spay/Neuter Service Level Expectations:
  - ✓ Target volume of work
  - ✓ How you expect to meet that target

There is no set contract amount for each contact as it will be contingent on Contractor's proposed number of surgeries and demonstrated ability to perform estimated surgeries.

The reimbursable fees for adoption, discounted and free spay/neuter services are non-negotiable and fixed by the Board of Animal Services and Los Angeles City Council. These fixed fees can be found in Attachment 11 for your reference in establishing other fees as indicated above.

### **F. Proposed Business Plan**

Include a proposed Operational Plan. This must reflect an understanding of the overall goals of the Department and should demonstrate an interest in assisting with the Departments' goals to promote and protect the health, safety and welfare of animals and people in Los Angeles, including achievement of a permanent "No-Kill" policy.

The plan should contain:

- Number of staff, categories of each staff member (veterinary, vet technician, clerical, etc.), and days/hours per week of each staff member.
- Number of days per week and hours per day Respondent is available to operate shelter and/or mobile spay/neuter clinic(s)
- Description of equipment to be used (indicate whether new, used, etc.).
- A plan to track surgeries and other services; describe any software to be used for such tracking.
- A plan to sell dog licenses (\$2 reimbursements to Contractor for each sale).
- Facility maintenance plans and procedures.

- Methods of accounting.
- Advertising and Community outreach plans.
- Customer service:
  - ✓ Proposed hours and days of operation
  - ✓ Added-value services
- Indicate how your operations are environmentally friendly.

Describe the sustainability aspect of your program, if any. The Department strives to operate in an environmentally responsible manner by also reducing use of water, fuel, and electricity, by utilizing energy-efficient and consumption-reducing electronics, and by purchasing sustainable and/or recyclable products made in part or in whole from post-consumer waste. The Department also encourages our private business partners to engage in these environmentally responsible practices by designing an Operation Plan that contains a functional element that supports Mayor Garcetti's pLAN for sustainability (<http://plan.lamayor.org/>).

- Are your operations environmentally sustainable? How?
- Which equipment items of the proposed operation plan are produced in an environmentally sustainable way or are from recycled/recyclable materials? Which electronic equipment items of the proposed operation plan are certified as environmentally energy efficient (EG; Energy Star, epeat, etc.)?
- Are there any changes planned that will increase your efforts of sustainable and environmental operations? If so, include a description and timelines for implementation.

Include a Financial Plan:

- What is your annual operating budget?
  - ✓ Indicate start-up costs
  - ✓ Indicate total expenses
- Other than the Department subsidy, what are your sources of revenue?
  - ✓ List any anticipated sale revenue items.
  - ✓ List any anticipated grants, donations, or private revenue sources (include timelines).
  - ✓ Describe any plans, including timelines, for securing additional funding.
- Provide a projected financial statement, preferably in the form of a spreadsheet, for the operation of the proposed business for three years, showing projected operating expenses and projected revenues. You may indicate categories of services in your projected revenues, as well as categories of projected expenses (e.g. - salaries, supplies, fees, insurance, etc.). You do not need to disclose proprietary or confidential information, but you should demonstrate realistic expectations of revenues and all expenses and demonstrate that you are able to plan a financially viable operation.

## **H. Additional Information (if any)**

Provide any additional information which you feel will further demonstrate your ability to meet or exceed the requirements listed in this RFQ. Any additional information may address:

- Respondent's qualifications and experience
- Proposed methods of providing services
- Community-specific services
- Additional services which are available in addition to those listed in the Agreement (additional methods of accomplishing the Department's goals)
- Bilingual capabilities
- Proper licenses including veterinarian and DEA licenses and permits necessary to operate a spay/neuter clinic
- Explanations of any disciplinary actions, suspensions of license, claims, etc., if any
- Any other information which further demonstrates the Respondent's ability to achieve the Department's goals

If no additional information is to be provided, then state "No additional information to provide" in response to this subsection.

## **XI. COMPENSATION TO THE CITY**

City shall pay Contractor for each spay/neuter surgeries for dogs, cats, and rabbits (males and females) from the shelter and those brought in by the public in connection with any of the Department's various sterilization programs, according to the Board-approved fee schedule indicated in the attached Agreement 11. Of this payment, on-site clinic Contractors shall reimburse Department a percentage discount each month following receipt of the payment. Indicate your proposed discount percentage: \_\_\_\_% and what category (adoption, free, and/or discount) the discount will be based upon, if any. Mobile spay/neuter clinics do not reimburse LAAS a discount percentage.

Indicate what percentage of your annual revenue will be comprised of shelter animal spay/neuter surgeries for this contract.

## **XII. ADMINISTRATIVE REQUIREMENTS**

All Respondents seeking to enter into contracts with the City of Los Angeles are required to comply with the City's contracting requirements. These include, but are not limited to:

- The RFQ "Submission Terms," see Attachment 5 at [www.labavn.com](http://www.labavn.com) in the "Additional Documents" Section for this RFQ
- The RFQ "General Terms and Conditions," see Attachment 6 at [www.labavn.com](http://www.labavn.com) in the "Additional Documents" Section for this RFQ
- A functional element supporting Mayor Garcetti's pLAN for sustainability (<http://plan.lamayor.org/>)

Further information on City contract procedures, required documents, and completion and submission requirements will be found online at the City of Los Angeles Business Assistance Virtual Network (BAVN) at: <http://www.labavn.org/>. The Department reserves

the right during the evaluation to request additional information and/or clarification regarding documents submitted in the SOQ.

### **XIII. MANDATORY PRE-SUBMITTAL MEETING**

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A Mandatory Pre-Submittal Meeting will be held:

Mandatory Pre-Submittal Meeting  
221 North Figueroa Street, Conference Room XX  
DATE  
TIME

The Mandatory Pre-Submittal Meeting will clarify the contents of the RFQ and serve to discuss the needs of LAAS. City staff will be available to further explain program requirements and other mandated City policies and programs. Attendance at the Mandatory Pre-Submittal is mandatory, those intending to submit an SOQ must have a representative attend on their behalf.

To maximize the effectiveness of the meeting, LAAS requires that Respondents submit technical questions by email to [ani.contracts@lacity.org](mailto:ani.contracts@lacity.org) no later than DATE. This will enable LAAS staff to prepare responses in advance. Additional questions will be accepted at the Mandatory Pre-Submittal Meeting; however, responses will be deferred and posted to the RFQ page at a later date.

### **XIV. REVIEW, EVALUATION, AND AWARD**

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#### **A. Minimum Requirements**

1. Review Of SOQs

Staff will review all SOQs to determine if they meet the minimum requirements contained in this RFQ. All Respondents must have, or employ at least one licensed veterinarian with, a minimum of one year of recent relative experience. All SOQs must be complete at the time of submission and include all components. The Department reserves the right to request additional information to clarify a submitted SOQ.

2. Financial Capability

Respondent must demonstrate that it has sufficient financial capability to cash flow the operation during the initial period and through the entire term of the Contract.

**Respondents who fail to meet the minimum requirements stated herein, or who fail to demonstrate sufficient financial capability, may be disqualified from further evaluation and may be deemed non-responsive.** Respondents who pass the minimum requirements will be further evaluated as follows:

#### **B. Evaluation**



A selection panel may be convened to evaluate SOQs, may interview Respondents whose SOQs have met the minimum requirements, and may be asked by the Department to recommend an award of a Contract. Said selection panel may be comprised of Department staff and/or appropriate experts.

SOQs will be rated according to the following criteria:

- Qualifications and Experience
- Proposed Services
- Proposed Business Plan
- Additional Information

Each category will be rated based on a point scale as shown. SOQs will be ranked based on their respective aggregate scores with a perfect score being 100.

<b>Criteria: Qualifications and Experience</b> (30 pts maximum) What has the Respondent accomplished?	Below Average	Average	Above Average	Superior
Relevant experience of Respondent as a group/company/management and veterinary staff	0	1-2	3-4	5
Licenses are current and sufficient for all staff performing surgeries	0	1-2	3-4	5
Proven ability to provide similar spay and neuter services, demonstrated through previous experience, license history, and other facts; experience may be in providing services to the City of Los Angeles, other government agencies, and/or in the private sector	0	1-2	3-4	5
Demonstrates sufficient ability to provide high volume of services	0	1-2	3-4	5
Demonstrates sufficient ability to perform prepubescent sterilizations	0	1-2	3-4	5
References attest to Respondent's ability to perform services	0	1-2	3-4	5

<b>Criteria: Proposed Services</b> (10 pts maximum) What optional services will be performed?	Below Average	Average	Above Average	Superior
Proposed fees for services to the public are competitive	0	1-2	3-4	5
Target volume and approach are aligned	0	1-2	3-4	5

<b>Criteria: Proposed Business Plan</b> (35 pts maximum) How does the Respondent accomplish this?	Below Average	Average	Above Average	Superior
Number of staff is sufficient for planned operating hours	0	1-2	3-4	5
Thorough operating plan (plans for accounting, inventory, staffing, maintenance, etc)	0	1-2	3-4	5
Customer service: hours of operation, locations, added-value services, etc.	0	1-2	3-4	5
Advertising and Community Outreach Plans are thorough and cover all community income levels.	0	1-2	3-4	5
Environmental Plan – Sustainable and Environmentally Friendly	0	1-2	3-4	5
Sources of other revenues are adequate and explicit	0	1-2	3-4	5
3-Year projected financial statement is balanced and adequate	0	1-2	3-4	5

<b>Criterion: Mobile Clinic Description:</b> (15 pts maximum) What will you use to provide the services?	Below Average	Average	Above Average	Superior
Plans for vehicle maintenance are comprehensive	0	1-2	3-4	5
Amenities, fixtures, and equipment are sufficient	0	1-2	3-4	5
Condition of proposed vehicle	0	1-2	3-4	5

All SOQs will be evaluated solely on the basis of the criteria listed above and the ranking of any review panel will serve solely to assist Department staff on evaluating the merits and viability of each SOQ. Staff will independently formulate a recommendation to the General Manager, who will be free to accept or reject the review staff's recommendation and present his/her recommendation to the Board in a Board Report. The Board will consider the General Manager's recommendation during a public Board meeting and may accept or reject the General Manager's recommendation in making their decision as to the selection, stating publicly the reasons for their action. The proposed Contract is subject to review by the Office of the Mayor and the City Attorney, and the approval or rejection by the City Council pursuant to Charter Section 373.

### C. Consultant Selection Procedure

SOQs will be initially reviewed by a panel selected by Los Angeles Animal Services. The following criteria will be used in evaluating the Respondents' SOQ to establish which consultants are most qualified for the successful performance of the type of work included in this RFQ. Respondents submitting the highest-rated SOQs may be called for an oral interview to further assess their qualifications. If the consultant has complied with other city requirements, a contract may be negotiated with each successful Respondent and their company placed on the pre-qualified on-call list. For

specific project task orders, proposals will be solicited from the consultants on the list pursuant to the terms of **Section VII**.

Consultants will not be allowed to make any changes to their SOQs between the time of submittal and the time a decision is made by the City on which Respondents are “short listed” for interviews.

**D. Contractual Arrangements**

The Respondent selected to perform the services outlined in this RFQ will enter into a Contract, approved as to form by the City Attorney, directly with the City of Los Angeles.

**E. Verification of Information**

The Department reserves the right to verify the information received in the SOQ. If a Respondent knowingly and willfully submits false information or data, the Department reserves the right to reject that SOQ. If it is determined that a Contract was awarded as a result of false statements or other data submitted in response to this RFQ, the Department reserves the right to terminate the Contract.

**XV. RFQ SCHEDULE**

This schedule indicates estimated dates for the RFQ process. The City reserves the right to adjust this schedule and request for documentation when appropriate.

DATE	DURATION	EVENT
Date the Board adopts Board Report		Release of RFQ to potential respondents
2 weeks after RFQ is released		Pre-submittal meeting
1 week after pre-submittal meeting		Issue addendum in response to pre-submittal meeting, if applicable
8 weeks after RFQ is released		<b>Statements of Qualifications due by 2:00 p.m.</b>
	~6 weeks	Begin SOQ evaluations

This schedule indicates the general TOS process:

DATE	DURATION	EVENT
2 weeks after evaluations are completed		Service lists are established based on Exhibit B submissions
TBD		Department issues a TOS based on service needs
TBD		TOS responses due by 2:00 p.m.
TBD		Begin TOS submissions
TBD		Department issues a NTP

## **XVI. PROPOSAL PROTEST PROCEDURES**

These procedures provide a method for resolving, prior to award, protests regarding the award of personal service contracts by and through the Board of Animal Services Commissioners (Board). These procedures are for the benefit of the city and are not intended to establish an administrative requirement that must be exhausted by the protesting consultant prior to pursuing any legal remedy that may be available. For this reason, no consultant shall have any right to due process, should the City fail to follow these procedures, for any reason within its discretion. However, failure by a consultant to follow the protest procedures as discussed below will create the presumption that any subsequent legal action in a court of competent jurisdiction is of no merit. These procedures will enable the Board to ascertain all of the facts necessary to make an informed decision regarding the award of the contract.

- a) A protest relative to a particular Request for Qualification must be submitted in detail in writing and be postmarked within 14 calendar days after the receipt of rejection letter from the City. The day of the rejection letter receipt shall be considered as day one.
- b) All protests must be addressed to:

Los Angeles Animal Services  
Attention: Contract Administrator  
RFQ Appeal – Spay-Neuter Services RFQ# XXXX  
221 North Figueroa Street, Suite 600  
Los Angeles, California 90012

- c) Prime consultants are requested to advise their potential sub consultants of this protest period policy. Furthermore, protests against a prime consultant by a sub consultant with a direct financial interest that could be adversely affected by the determination of the protest may be considered by the Board beyond the protest period.
- d) The Board will only consider protests against any consultant who appears to have a substantial and reasonable prospect of receiving a contract if the protest is sustained.
- e) The Board may consider protests from consultants concerning contract compliance matters beyond the protest period. These protests will receive due consideration if the consultant submits the protest in a timely period and such protest affects a consultant who appears to have a substantial and reasonable prospect of being selected if the protest is accepted.
- f) Protests meeting the above criteria will be analyzed and reported upon in a written report to the Board. Protesting parties will be notified of the time and date that the written report will be discussed in a public session of the Board. Protesting parties

will be given the opportunity to present their arguments at the public session of the Board.



**DEPARTMENT OF ANIMAL SERVICES  
ANIMAL WELFARE TRUST FUND (FUND 859)  
OCTOBER 2019**

October 2018		Beginning Balance	Donations, Contributions & Interest	Expenditures	Ending Balance
Unrestricted Funds		\$2,650,552.98	\$35,282.31	-\$39,465.41	\$2,646,369.88
Restricted Funds		\$1,244,982.06	\$8,459.96	-\$25,650.90	\$1,227,791.12
<b>Totals</b>		<b>\$3,895,535.04</b>	<b>\$43,742.27</b>	<b>-\$65,116.31</b>	<b>\$3,874,161.00</b>
Donation Fund Title	Description of Purchase & Authorization	Unrestricted	Restricted		
Unrestricted Funds	Constant Contact - Online Marketing				
	General Manager Approval - 2019-09-18			-\$1,081.25	\$0.00
Unrestricted Funds	Microchip Refunds				
	Department Policy			-\$9.00	\$0.00
Unrestricted Funds	Canine Flu Vaccines				
	Board Approval - 2019-01-08			-\$13,940.70	\$0.00
Restricted Funds	Chesterfield Misting System				
	Commission Approval - 2019-08-13			\$0.00	-\$23,128.00
Restricted Funds	Trendkite				
	General Manager Approval - 2019-10-18			\$0.00	-\$2,501.00
Restricted Funds	Kennel Cards				
	Department Policy			\$0.00	-\$21.90
Unrestricted Funds	Fencing and Sally Ports on Training Field at EV				
	Commission Approval - 2019-05-14			-\$24,434.46	\$0.00
<b>Expenditure Sub-Total</b>				<b>-\$39,465.41</b>	<b>-\$25,650.90</b>



**DEPARTMENT OF ANIMAL SERVICES**  
**ANIMAL WELFARE TRUST FUND**  
**DETAIL - ACCOUNT NO. 859**  
**OCTOBER 2019**

DONATIONS	Beginning Balance	October 2019 Revenue	October 2019 Expenditures	Ending Balance
<b>UNRESTRICTED DONATIONS &amp; FUNDS</b>				
General Donations	\$2,614,070.14	\$27,224.53	-\$39,465.41	\$2,601,829.26
Interest Income	\$10,866.08	\$7,616.02	\$0.00	\$18,482.10
Restitution for Animal Cruelty	\$0.00	\$0.00	\$0.00	\$0.00
Awards & Refreshments	\$0.00	\$0.00	\$0.00	\$0.00
Vending Sales	\$25,616.76	\$441.76	\$0.00	\$26,058.52
Transfer Adjustment - General Services	\$0.00	\$0.00	\$0.00	\$0.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Voucher Payable	\$0.00	\$0.00	\$0.00	\$0.00
Cancelled Warrant Payable	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL UNRESTRICTED DONATIONS</b>	<b>\$2,650,552.98</b>	<b>\$35,282.31</b>	<b>-\$39,465.41</b>	<b>\$2,646,369.88</b>
<b>RESTRICTED DONATIONS</b>				
Agnes Wood Estate - Maintenance of North Central Shel	\$112,813.67	\$0.00	\$0.00	\$112,813.67
Amelia Parker Estate - Shelter Renovations	\$7,130.05	\$0.00	\$0.00	\$7,130.05
Best Friends - To Promote Adoptions	\$31,584.00	\$0.00	-\$2,501.00	\$29,083.00
East Valley Shelter - Shelter Maintenance	\$126,968.93	\$1,076.50	\$0.00	\$128,045.43
Foster Program	\$7,154.44	\$0.00	\$0.00	\$7,154.44
General Services Department	\$65,259.77	\$0.00	-\$23,128.00	\$42,131.77
Harbor Shelter - Shelter Maintenance	\$83,522.48	\$964.36	\$0.00	\$84,486.84
J.S. Rogers Foundation - S.T.A.R.	\$16,000.00	\$0.00	\$0.00	\$16,000.00
Jimmy Mitchell Estate - Volunteer Services	\$32,466.83	\$0.00	\$0.00	\$32,466.83
Kennel Plaque Sponsorship	\$66,132.64	\$278.10	-\$21.90	\$66,388.84
Kessie Family Trust	\$0.00	\$0.00	\$0.00	\$0.00
L.C. Mirabile Estate - Maintenance of SLA Shelter	\$4,316.26	\$0.00	\$0.00	\$4,316.26
M.L. Port Living Trust - Maintenance of WLA Shelter	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Marie Tyner Estate - Maintenance of West Valley Shelter	\$0.00	\$0.00	\$0.00	\$0.00
North Central Shelter - Shelter Maintenance	\$97,806.07	\$1,222.50	\$0.00	\$99,028.57
Public Education	\$1,500.00	\$0.00	\$0.00	\$1,500.00
Shuster/Cunard Estate - Maintenance of East Valley Shelter	\$55,165.68	\$0.00	\$0.00	\$55,165.68
South LA Shelter - Shelter Maintenance	\$77,626.61	\$895.50	\$0.00	\$78,522.11
Special Treatment and Recovery (S.T.A.R.) Program	\$146,837.50	\$12.50	\$0.00	\$146,850.00
Specialized Mobile Animal Rescue Team (S.M.A.R.T.)	\$2,643.91	\$0.00	\$0.00	\$2,643.91
Thomas Richmond Trust	\$5,000.00	\$0.00	\$0.00	\$5,000.00
West LA Shelter - Shelter Maintenance	\$161,857.40	\$2,268.00	\$0.00	\$164,125.40
West Valley Shelter - Shelter Maintenance	\$117,718.32	\$1,632.50	\$0.00	\$119,350.82
Volunteer Program	\$20,477.50	\$110.00	\$0.00	\$20,587.50
<b>TOTAL RESTRICTED DONATIONS</b>	<b>\$1,244,982.06</b>	<b>\$8,459.96</b>	<b>-\$25,650.90</b>	<b>\$1,227,791.12</b>
<b>TOTAL DONATIONS AND CONTRIBUTIONS</b>	<b>\$3,895,535.04</b>	<b>\$43,742.27</b>	<b>-\$65,116.31</b>	<b>\$3,874,161.00</b>







**DEPARTMENT OF ANIMAL SERVICES  
ANIMAL WELFARE TRUST FUND  
DETAIL - ACCOUNT NO. 859  
NOVEMBER 2019**

DONATIONS		Beginning Balance	November 2019 Revenue	November 2019 Expenditures	Ending Balance
<b>UNRESTRICTED DONATIONS &amp; FUNDS</b>					
General Donations		\$2,601,829.26	\$34,803.50	-\$25,057.56	\$2,611,575.20
Interest Income		\$18,482.10	\$5,473.59	\$0.00	\$23,955.69
Restitution for Animal Cruelty		\$0.00	\$0.00	\$0.00	\$0.00
Awards & Refreshments		\$0.00	\$374.35	\$0.00	\$374.35
Vending Sales		\$26,058.52	\$0.00	\$0.00	\$26,058.52
Transfer to General Services		\$0.00	\$0.00	\$0.00	\$0.00
Use Tax		\$0.00	\$0.00	\$0.00	\$0.00
Voucher Payable		\$0.00	\$0.00	\$0.00	\$0.00
Cancelled Warrant Payable		\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL UNRESTRICTED FUNDS</b>		<b>\$2,646,369.88</b>	<b>\$40,651.44</b>	<b>-\$25,057.56</b>	<b>\$2,661,963.76</b>
<b>RESTRICTED DONATIONS</b>					
Agnes Wood Estate - Maintenance of North Central Shel		\$112,813.67	\$0.00	\$0.00	\$112,813.67
Amelia Parker Estate - Shelter Renovations		\$7,130.05	\$0.00	\$0.00	\$7,130.05
Best Friends - To Promote Adoptions		\$29,083.00	\$0.00	\$0.00	\$29,083.00
East Valley Shelter - Shelter Maintenance		\$128,045.43	\$2,027.50	\$0.00	\$130,072.93
Foster Program		\$7,154.44	\$0.00	\$0.00	\$7,154.44
General Services Department		\$42,131.77	\$0.00	\$0.00	\$42,131.77
Harbor Shelter - Shelter Maintenance		\$84,486.84	\$809.00	\$0.00	\$85,295.84
J.S. Rogers Foundation - S.T.A.R.		\$16,000.00	\$0.00	\$0.00	\$16,000.00
Jimmy Mitchell Estate - Volunteer Services		\$32,466.83	\$40.00	\$0.00	\$32,506.83
Kennel Plaque Sponsorship		\$66,388.84	\$742.00	-\$876.00	\$66,254.84
Kessie Family Trust		\$0.00	\$0.00	\$0.00	\$0.00
L.C. Mirabile Estate - Maintenance of SLA Shelter		\$4,316.26	\$0.00	\$0.00	\$4,316.26
M.L. Port Living Trust - Maintenance of WLA Shelter		\$5,000.00	\$0.00	\$0.00	\$5,000.00
Marie Tyner Estate - Maintenance of West Valley Shelter		\$0.00	\$0.00	\$0.00	\$0.00
North Central Shelter - Shelter Maintenance		\$99,028.57	\$1,693.22	\$0.00	\$100,721.79
Public Education		\$1,500.00	\$0.00	\$0.00	\$1,500.00
Shuster/Cunard Estate - Maintenance of East Valley Shelter		\$55,165.68	\$0.00	\$0.00	\$55,165.68
South LA Shelter - Shelter Maintenance		\$78,522.11	\$414.20	\$0.00	\$78,936.31
Special Treatment and Recovery (S.T.A.R.) Program		\$146,850.00	\$1,470.00	\$0.00	\$148,320.00
Specialized Mobile Animal Rescue Team (S.M.A.R.T.)		\$2,643.91	\$0.00	\$0.00	\$2,643.91
Thomas Richmond Trust		\$5,000.00	\$0.00	\$0.00	\$5,000.00
West LA Shelter - Shelter Maintenance		\$164,125.40	\$2,359.00	\$0.00	\$166,484.40
West Valley Shelter - Shelter Maintenance		\$119,350.82	\$1,973.00	\$0.00	\$121,323.82
Volunteer Program		\$20,587.50	\$0.00	\$0.00	\$20,587.50
<b>TOTAL RESTRICTED FUNDS</b>		<b>\$1,227,791.12</b>	<b>\$11,527.92</b>	<b>-\$876.00</b>	<b>\$1,238,443.04</b>
<b>TOTAL DONATIONS AND CONTRIBUTIONS</b>		<b>\$3,874,161.00</b>	<b>\$52,179.36</b>	<b>-\$25,933.56</b>	<b>\$3,900,406.80</b>



**DEPARTMENT OF ANIMAL SERVICES  
ANIMAL WELFARE TRUST FUND (FUND 859)  
DECEMBER 2019**

December 2018		Beginning Balance	Donations, Contributions & Interest	Expenditures	Ending Balance
Unrestricted Funds		\$2,661,963.76	\$60,827.09	-\$12,126.94	\$2,710,663.91
Restricted Funds		\$1,238,443.04	\$23,787.19	-\$10,681.24	\$1,251,548.99
<b>Totals</b>		<b>\$3,900,406.80</b>	<b>\$84,614.28</b>	<b>-\$22,808.18</b>	<b>\$3,962,212.90</b>
<b>Donation Fund Title</b>	<b>Description of Purchase &amp; Authorization</b>		<b>Unrestricted</b>	<b>Restricted</b>	
Restricted Funds	Radio Advertisements		\$0.00	-\$5,000.00	
	General Manager Approval - 2019-10-08				
Unrestricted Funds	Microchip Refunds			-\$45.00	\$0.00
	Department Policy				
Restricted Funds	Uniforms for Volunteers		\$0.00		-\$2,688.45
	General Manager Approval - 2019-12-04				
Restricted Funds	Kennel Cards		\$0.00		-\$131.40
	Department Policy				
Unrestricted Funds	Canine Flu Vaccines			-\$12,081.94	\$0.00
	Board Approval - 2019-01-08				
Restricted Funds	Repid Reward Treat Bags		\$0.00		-\$2,861.39
	General Manager Approval - 2019-10-08				
			<b>Expenditure Sub-Total</b>	<b>-\$12,126.94</b>	<b>-\$10,681.24</b>



**DEPARTMENT OF ANIMAL SERVICES**  
**ANIMAL WELFARE TRUST FUND**  
**DETAIL - ACCOUNT NO. 859**  
**DECEMBER 2019**

DONATIONS	Beginning Balance	December 2019 Revenue	December 2019 Expenditures	Ending Balance
<b>UNRESTRICTED DONATIONS &amp; FUNDS</b>				
General Donations	\$2,611,575.20	\$57,044.34	-\$12,126.94	\$2,656,492.60
Interest Income	\$23,955.69	\$3,248.12	\$0.00	\$27,203.81
Restitution for Animal Cruelty	\$0.00	\$0.00	\$0.00	\$0.00
Awards & Refreshments	\$374.35	\$534.63	\$0.00	\$908.98
Vending Sales	\$26,058.52	\$0.00	\$0.00	\$26,058.52
Transfer to General Services	\$0.00	\$0.00	\$0.00	\$0.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Voucher Payable	\$0.00	\$0.00	\$0.00	\$0.00
Cancelled Warrant Payable	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL UNRESTRICTED FUNDS</b>	<b>\$2,661,963.76</b>	<b>\$60,827.09</b>	<b>-\$12,126.94</b>	<b>\$2,710,663.91</b>
<b>RESTRICTED DONATIONS</b>				
Agnes Wood Estate - Maintenance of North Central Shel	\$112,813.67	\$0.00	\$0.00	\$112,813.67
Amelia Parker Estate - Shelter Renovations	\$7,130.05	\$0.00	\$0.00	\$7,130.05
Best Friends - To Promote Adoptions	\$29,083.00	\$0.00	-\$5,000.00	\$24,083.00
East Valley Shelter - Shelter Maintenance	\$130,072.93	\$5,980.44	-\$476.00	\$135,577.37
Foster Program	\$7,154.44	\$0.00	\$0.00	\$7,154.44
General Services Department	\$42,131.77	\$0.00	\$0.00	\$42,131.77
Harbor Shelter - Shelter Maintenance	\$85,295.84	\$608.50	-\$476.00	\$85,428.34
J.S. Rogers Foundation - S.T.A.R.	\$16,000.00	\$0.00	\$0.00	\$16,000.00
Jimmy Mitchell Estate - Volunteer Services	\$32,506.83	\$50.00	-\$2,688.45	\$29,868.38
Kennel Plaque Sponsorship	\$66,254.84	\$0.00	-\$131.40	\$66,123.44
Kessie Family Trust	\$0.00	\$0.00	\$0.00	\$0.00
L.C. Mirabile Estate - Maintenance of SLA Shelter	\$4,316.26	\$0.00	\$0.00	\$4,316.26
M.L. Port Living Trust - Maintenance of WLA Shelter	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Marie Tyner Estate - Maintenance of West Valley Shelter	\$0.00	\$0.00	\$0.00	\$0.00
North Central Shelter - Shelter Maintenance	\$100,721.79	\$1,153.25	-\$478.69	\$101,396.35
Public Education	\$1,500.00	\$0.00	\$0.00	\$1,500.00
Shuster/Cunard Estate - Maintenance of East Valley Shelter	\$55,165.68	\$0.00	\$0.00	\$55,165.68
South LA Shelter - Shelter Maintenance	\$78,936.31	\$457.67	-\$478.70	\$78,915.28
Special Treatment and Recovery (S.T.A.R.) Program	\$148,320.00	\$13,326.58	\$0.00	\$161,646.58
Specialized Mobile Animal Rescue Team (S.M.A.R.T.)	\$2,643.91	\$0.00	\$0.00	\$2,643.91
Thomas Richmond Trust	\$5,000.00	\$0.00	\$0.00	\$5,000.00
West LA Shelter - Shelter Maintenance	\$166,484.40	\$1,057.50	-\$476.00	\$167,065.90
West Valley Shelter - Shelter Maintenance	\$121,323.82	\$1,153.25	-\$476.00	\$122,001.07
Volunteer Program	\$20,587.50	\$0.00	\$0.00	\$20,587.50
<b>TOTAL RESTRICTED FUNDS</b>	<b>\$1,238,443.04</b>	<b>\$23,787.19</b>	<b>-\$10,681.24</b>	<b>\$1,251,548.99</b>
<b>TOTAL DONATIONS AND CONTRIBUTIONS</b>	<b>\$3,900,406.80</b>	<b>\$84,614.28</b>	<b>-\$22,808.18</b>	<b>\$3,962,212.90</b>



**DEPARTMENT OF ANIMAL SERVICES  
GENERAL FUND REVENUE  
OCTOBER 2019**

DESCRIPTION	FY 19-20 Budget Revenue Projection	October Revenue	YTD Revenue Total	FY 19-20 Projected Balance
Dog Licenses	\$2,126,000	\$160,043	\$588,663	\$1,537,337
Duplicate Tags	\$8,000	\$610	\$2,710	\$5,290
Sentry Dog Licenses	\$0	\$0	\$20	(\$20)
Sentry Dog Trainers Licenses	\$0	\$0	\$0	\$0
Dog License Penalty Fee	\$120,000	\$7,208	\$26,515	\$93,485
Late Payment Penalty - EQ	\$1,000	\$30	\$110	\$890
Cat Identification Fee	\$0	\$10	\$30	(\$30)
Breeder's License Fee	\$341,000	\$32,430	\$117,165	\$223,835
Comm & Ind Guard Dog Licenses	\$9,000	\$150	\$1,950	\$7,050
Filing Permits	\$184,000	\$44,200	\$145,520	\$38,480
Animal Pick-up Fees	\$5,000	\$0	\$1,588	\$3,412
Animal Impoundment Fees	\$6,000	\$118	\$118	\$5,882
Pet ID System Fees	\$0	\$0	\$0	\$0
Trap Rental Fees	\$3,000	\$450	\$1,275	\$1,725
Cat Pound Fees	\$20,000	\$773	\$3,391	\$16,610
Dog Pound Fees	\$700,000	\$58,339	\$220,783	\$479,217
Veterinary Medical Fees	\$21,000	\$2,765	\$12,885	\$8,115
Other Animal Pound Fees	\$36,000	\$3,167	\$11,673	\$24,327
Animal Regulation Fees	\$425,000	\$13,940	\$58,790	\$366,210
Miscellaneous Revenue-Others	\$25,000	\$955	\$58,006	(\$33,006)
Redemption Fees	\$23,000	\$0	\$0	\$23,000
Bad Check Collection Fees	\$2,000	\$35	\$280	\$1,720
Fines and Penalties-Others	\$25,000	\$1,495	\$6,455	\$18,545
Miscellaneous Revenue-Others	\$2,000	\$0	\$0	\$2,000
Related Cost Reimb-Others	\$537,035	\$0	\$0	\$537,035
<b>Total</b>	<b>\$4,619,035</b>	<b>\$326,717</b>	<b>\$1,257,927</b>	

Projection Information		Total
YTD Revenue Required to Meet FY Revenue Projection		\$1,539,678
Actual YTD Revenue		\$1,257,927
	<b>YTD Overage/Shortage</b>	<b>-\$281,751</b>
<b>Remaining Monthly Revenue Required to Meet Projection</b>		<b>\$420,138</b>



**DEPARTMENT OF ANIMAL SERVICES  
GENERAL FUND REVENUE  
NOVEMBER 2019**

DESCRIPTION	FY 19-20 Budget Revenue Projection	November Revenue	YTD Revenue Total	FY 19-20 Projected Balance
Dog Licenses	\$2,126,000	\$127,436	\$716,099	\$1,409,901
Duplicate Tags	\$8,000	\$705	\$3,415	\$4,585
Sentry Dog Licenses	\$0	\$0	\$20	(\$20)
Sentry Dog Trainers Licenses	\$0	\$0	\$0	\$0
Dog License Penalty Fee	\$120,000	\$5,410	\$31,925	\$88,075
Late Payment Penalty - EQ	\$1,000	\$75	\$185	\$815
Cat Identification Fee	\$0	\$5	\$35	(\$35)
Breeder's License Fee	\$341,000	\$27,965	\$145,130	\$195,870
Comm & Ind Guard Dog Licenses	\$9,000	\$600	\$2,550	\$6,450
Filming Permits	\$184,000	\$27,200	\$172,720	\$11,280
Animal Pick-up Fees	\$5,000	\$177	\$1,765	\$3,235
Animal Impoundment Fees	\$6,000	\$0	\$118	\$5,882
Pet ID System Fees	\$0	\$0	\$0	\$0
Trap Rental Fees	\$3,000	\$0	\$1,275	\$1,725
Cat Pound Fees	\$20,000	\$1,437	\$4,828	\$15,173
Dog Pound Fees	\$700,000	\$52,942	\$273,724	\$426,276
Veterinary Medical Fees	\$21,000	\$4,333	\$17,219	\$3,781
Other Animal Pound Fees	\$36,000	\$2,082	\$13,755	\$22,245
Animal Regulation Fees	\$425,000	\$13,205	\$71,995	\$353,005
Miscellaneous Revenue-Others	\$25,000	\$12,540	\$70,547	(\$45,547)
Redemption Fees	\$23,000	\$0	\$0	\$23,000
Bad Check Collection Fees	\$2,000	\$35	\$315	\$1,685
Fines and Penalties-Others	\$25,000	\$1,225	\$7,680	\$17,320
Miscellaneous Revenue-Others	\$2,000	\$0	\$0	\$2,000
Related Cost Reimb-Others	\$537,035	\$0	\$0	\$537,035
<b>Total</b>	<b>\$4,619,035</b>	<b>\$277,372</b>	<b>\$1,535,299</b>	

Projection Information	
	Total
YTD Revenue Required to Meet FY Revenue Projection	\$1,924,598
YTD Actual Revenue	\$1,535,299
<b>YTD Overage/Shortage</b>	<b>-\$389,299</b>
<b>Remaining Monthly Revenue Required to Meet Projection</b>	<b>\$440,534</b>



**DEPARTMENT OF ANIMAL SERVICES  
GENERAL FUND REVENUE  
DECEMBER 2019**

DESCRIPTION	FY 19-20 Budget Revenue Projection	December Revenue	YTD Revenue Total	FY 19-20 Projected Balance
Dog Licenses	\$2,126,000	\$127,561	\$843,659	\$1,282,341
Duplicate Tags	\$8,000	\$525	\$3,940	\$4,060
Sentry Dog Licenses	\$0	\$5	\$25	(\$25)
Sentry Dog Trainers Licenses	\$0	\$0	\$0	\$0
Dog License Penalty Fee	\$120,000	\$5,386	\$37,311	\$82,690
Late Payment Penalty - EQ	\$1,000	\$44	\$229	\$771
Cat Identification Fee	\$0	\$5	\$40	(\$40)
Breeder's License Fee	\$341,000	\$29,065	\$174,195	\$166,805
Comm & Ind Guard Dog Licenses	\$9,000	\$200	\$2,750	\$6,250
Filming Permits	\$184,000	\$26,520	\$199,240	(\$15,240)
Animal Pick-up Fees	\$5,000	\$283	\$2,048	\$2,952
Animal Impoundment Fees	\$6,000	\$0	\$118	\$5,882
Pet ID System Fees	\$0	\$0	\$0	\$0
Trap Rental Fees	\$3,000	\$0	\$1,275	\$1,725
Cat Pound Fees	\$20,000	\$2,367	\$7,195	\$12,806
Dog Pound Fees	\$700,000	\$63,900	\$337,624	\$362,376
Veterinary Medical Fees	\$21,000	\$357	\$17,576	\$3,424
Other Animal Pound Fees	\$36,000	\$2,906	\$16,661	\$19,339
Animal Regulation Fees	\$425,000	\$13,168	\$85,163	\$339,838
Miscellaneous Revenue-Others	\$25,000	\$10,735	\$81,281	(\$56,281)
Redemption Fees	\$23,000	\$0	\$0	\$23,000
Bad Check Collection Fees	\$2,000	\$0	\$315	\$1,685
Fines and Penalties-Others	\$25,000	\$1,920	\$9,600	\$15,400
Miscellaneous Revenue-Others	\$2,000	\$0	\$0	\$2,000
Related Cost Reimb-Others	\$537,035	\$0	\$0	\$537,035
<b>Total</b>	<b>\$4,619,035</b>	<b>\$284,945</b>	<b>\$1,820,244</b>	

Projection Information		Total
YTD Revenue Required to Meet FY Revenue Projection		\$2,309,518
YTD Actual Revenue		\$1,820,244
<b>YTD Overage/Shortage</b>		<b>-\$489,274</b>
<b>Remaining Monthly Revenue Required to Meet Projection</b>		<b>\$466,465</b>



**DEPARTMENT OF ANIMAL SERVICES  
EXPENDITURES (Non-Contractual)  
FY 2019-20**

DESCRIPTION	FY 19-20 Adopted Budget	October Expenditures	November Expenditures	December Expenditures	YTD Expenditures	Remaining Balance
Salaries, General	\$24,698,532.00	\$1,590,397.68	\$1,632,199.07	\$2,551,923.00	\$10,143,458.50	\$14,555,073.50
Salaries, As-Needed	\$216,225.00	\$25,420.87	\$22,560.44	\$36,306.70	\$169,863.04	\$46,361.96
Salaries, Overtime	\$119,032.99	\$12,038.22	\$882.76	\$5,014.12	\$21,431.38	\$97,601.61
Printing & Binding	\$73,000.00	\$0.00	\$6,482.62	\$8,004.66	\$28,733.66	\$44,266.34
Contractual Services	\$563,292.00	\$14,649.64	\$25,747.01	\$18,848.00	\$89,228.36	\$474,063.64
Medical Supplies	\$488,591.00	\$47,639.64	\$56,944.79	\$44,213.15	\$185,259.99	\$303,331.01
Transportation	\$7,500.00	\$504.00	\$250.00	\$860.00	\$2,406.00	\$5,094.00
Uniforms	\$31,520.00	\$735.13	\$0.00	\$0.00	\$735.13	\$30,784.87
Private Veterinary Care	\$47,500.00	\$0.00	\$0.00	\$11,147.72	\$11,147.72	\$36,352.28
Animal Feed & Grain	\$520,000.00	\$76,169.14	\$80,257.68	\$43,819.78	\$282,371.44	\$237,628.56
Office & Administrative	\$239,487.00	\$23,684.49	\$16,353.93	\$20,156.32	\$99,429.95	\$140,057.05
Operating Supplies	\$280,826.00	\$16,004.78	\$12,424.91	\$13,743.50	\$90,056.76	\$190,769.24
<b>Total</b>	<b>\$27,285,505.99</b>	<b>\$1,807,243.59</b>	<b>\$1,854,103.21</b>	<b>\$2,754,036.95</b>	<b>\$11,124,121.93</b>	<b>\$16,161,384.06</b>

UNCOMMITTED CASH		October Beginning Balance	
Unrestricted			\$920,345.43
Restricted			-\$972.09
<b>Total Available</b>			<b>\$919,373.34</b>
REVENUE - Unrestricted Funds		October Activity	
Spay and Neuter Fees			\$50,235.24
Donations & Grants			\$3,405.83
Interfund Oper Transfer - General Fund			\$33,333.33
FD Bal - Correction of Prior FY			\$64,077.00
<b>Total</b>			<b>\$151,051.40</b>
REVENUE - Restricted Funds		October Activity	
Dog/Cat Spay & Neuter Deposit			\$1,280.00
Vouchers Payable			\$0.00
<b>Total</b>			<b>\$1,280.00</b>
EXPENDITURES		October Activity	
Vouchers Payable - Unrestricted			-\$287,612.00
Dog/Cat Spay & Neuter Deposit - Restricted			\$0.00
<b>October Expenditure Total</b>			<b>-\$287,612.00</b>
UNCOMMITTED CASH		October Ending Balance	
Spay and Neuter Fees - Unrestricted			\$783,784.83
Dog/Cat Spay & Neuter Deposit - Restricted			\$307.91
<b>Total Available</b>			<b>\$784,092.74</b>
<b>Cash Committed to Contract Payments (Non LOA's)</b>			<b>\$355,072.00</b>



**ANIMAL  
STERILIZATION  
FUND**

**October 2019**

OCTOBER INVOICED SPAY & NEUTER ACTIVITY					
Mobile Vans	Cat	Dog	Rabbit	Oct Total	FYTD Total
Amanda Foundation	53	87	0	140	618
Lucy Pet Foundation	146	172	0	318	1,370
Spay4LA	0	0	0	0	546
<b>Mobil Vans Sub-Total</b>	<b>199</b>	<b>259</b>	<b>0</b>	<b>458</b>	<b>2,534</b>
Shelter Adoptions	Cat	Dog	Rabbit	Oct Total	FYTD Total
Amanda Foundation	38	21	0	59	204
ASPCA	44	127	13	184	820
Heaven on Earth	68	11	0	79	454
Lucy Pet Foundation	2	7	0	9	29
SNP LA - Harbor	151	70	0	221	775
Value Vet	107	64	0	171	668
Western University	245	214	51	510	974
Letters of Agreement (LOA) Contractor's	412	323	24	759	3,553
<b>Shelter Adoptions Sub-Total</b>	<b>1,067</b>	<b>837</b>	<b>88</b>	<b>1,992</b>	<b>7,477</b>
Coupon/Certificate Program	Cat	Dog	Rabbit	Oct Total	FYTD Total
ASPCA	99	125	5	229	1,021
Heaven on Earth	5	17	0	22	80
Lucy Pet Foundation	5	4	0	9	38
SNP LA - Harbor	25	14	0	39	159
Spay4LA	0	0	0	0	0
Value Vet	23	11	0	34	105
Western University	65	73	1	139	245
Letters of Agreement (LOA) Contractor's	334	294	8	636	2,529
<b>Coupon &amp; Certificate Program Sub-Total</b>	<b>556</b>	<b>538</b>	<b>14</b>	<b>1,108</b>	<b>4,177</b>
<b>Total Surgeries</b>	<b>1,822</b>	<b>1,634</b>	<b>102</b>	<b>3,558</b>	<b>14,188</b>



UNCOMMITTED CASH		November Beginning Balance	
Unrestricted			\$783,784.83
Restricted			\$307.91
<b>Total Available</b>			<b>\$784,092.74</b>
REVENUE - Unrestricted Funds		November Activity	
Spay and Neuter Fees			\$44,998.48
Donations & Grants			\$11,429.43
Interfund Oper Transfer - General Fund			\$33,333.33
FD Bal - Correction of Prior FY			\$74,437.00
<b>Total</b>			<b>\$164,198.24</b>
REVENUE - Restricted Funds		November Activity	
Dog/Cat Spay & Neuter Deposit			\$1,440.00
Vouchers Payable			\$0.00
<b>Total</b>			<b>\$1,440.00</b>
EXPENDITURES		November Activity	
Vouchers Payable - Unrestricted			-\$287,252.75
Dog/Cat Spay & Neuter Deposit - Restricted			\$0.00
<b>November Expenditure Total</b>			<b>-\$287,252.75</b>
UNCOMMITTED CASH		November Ending Balance	
Spay and Neuter Fees - Unrestricted			\$660,730.32
Dog/Cat Spay & Neuter Deposit - Restricted			\$1,747.91
<b>Total Available</b>			<b>\$662,478.23</b>
<b>Cash Committed to Contract Payments (Non LOA's)</b>			<b>\$249,744.25</b>



**ANIMAL  
STERILIZATION  
FUND**

**November 2019**

**NOVEMBER INVOICED SPAY & NEUTER ACTIVITY**

Mobile Vans	Cat	Dog	Rabbit	Nov Total	FYTD Total
Amanda Foundation	66	70	0	136	754
Lucy Pet Foundation	176	213	0	389	1,759
Spay4LA	0	0	0	0	546
<b>Mobil Vans Sub-Total</b>	<b>242</b>	<b>283</b>	<b>0</b>	<b>525</b>	<b>3,059</b>
Shelter Adoptions	Cat	Dog	Rabbit	Nov Total	FYTD Total
Amanda Foundation	8	19	0	27	231
ASPCA	29	97	12	138	958
Heaven on Earth	156	68	0	224	678
Lucy Pet Foundation	0	0	0	0	29
SNP LA - Harbor	144	110	0	254	1,029
Value Vet	90	58	0	148	816
Western University	89	114	30	233	1,207
Letters of Agreement (LOA) Contractor's	425	295	27	747	4,300
<b>Shelter Adoptions Sub-Total</b>	<b>941</b>	<b>761</b>	<b>69</b>	<b>1,771</b>	<b>9,248</b>
Coupon/Certificate Program	Cat	Dog	Rabbit	Nov Total	FYTD Total
ASPCA	87	123	4	214	1,235
Heaven on Earth	0	0	0	0	80
Lucy Pet Foundation	0	0	0	0	38
SNP LA - Harbor	22	26	0	48	207
Spay4LA	23	46	0	69	69
Value Vet	16	10	0	26	131
Western University	17	46	0	63	308
Letters of Agreement (LOA) Contractor's	310	328	14	652	3,181
<b>Coupon &amp; Certificate Program Sub-Total</b>	<b>475</b>	<b>579</b>	<b>18</b>	<b>1,072</b>	<b>5,249</b>
<b>Total Surgeries</b>	<b>1,658</b>	<b>1,623</b>	<b>87</b>	<b>3,368</b>	<b>17,556</b>



**ANIMAL  
STERILIZATION  
FUND**

**December 2019**

UNCOMMITTED CASH		December Beginning Balance	
Unrestricted			\$660,730.32
Restricted			\$1,747.91
<b>Total Available</b>			<b>\$662,478.23</b>
REVENUE - Unrestricted Funds		December Activity	
Spay and Neuter Fees			\$45,735.47
Donations & Grants			\$5,722.50
Interfund Oper Transfer - General Fund			\$33,333.33
FD Bal - Correction of Prior FY			\$59,957.00
<b>Total</b>			<b>\$144,748.30</b>
REVENUE - Restricted Funds		December Activity	
Dog/Cat Spay & Neuter Deposit			\$1,560.00
Vouchers Payable			\$0.00
<b>Total</b>			<b>\$1,560.00</b>
EXPENDITURES		December Activity	
Vouchers Payable - Unrestricted			-\$232,305.50
Dog/Cat Spay & Neuter Deposit - Restricted			\$0.00
<b>December Expenditure Total</b>			<b>-\$232,305.50</b>
UNCOMMITTED CASH		December Ending Balance	
Spay and Neuter Fees - Unrestricted			\$573,173.12
Dog/Cat Spay & Neuter Deposit - Restricted			\$3,307.91
<b>Total Available</b>			<b>\$576,481.03</b>
<b>Cash Committed to Contract Payments (Non LOA's)</b>			<b>\$266,983.75</b>

**DECEMBER INVOICED SPAY & NEUTER ACTIVITY**

Mobile Vans	Cat	Dog	Rabbit	Dec Total	FYTD Total
Amanda Foundation	46	48	0	94	848
Lucy Pet Foundation	168	193	0	361	2,120
Spay4LA	0	0	0	0	546
<b>Mobil Vans Sub-Total</b>	<b>214</b>	<b>241</b>	<b>0</b>	<b>455</b>	<b>3,514</b>
Shelter Adoptions	Cat	Dog	Rabbit	Dec Total	FYTD Total
Amanda Foundation	2	9	0	11	242
ASPCA	33	115	17	165	1,123
Heaven on Earth	148	42	0	190	868
Lucy Pet Foundation	3	0	0	3	32
SNP LA - Harbor	104	62	0	166	1,195
Value Vet	113	42	0	155	971
Western University	116	104	12	232	1,439
Letters of Agreement (LOA) Contractor's	340	219	27	586	4,886
<b>Shelter Adoptions Sub-Total</b>	<b>859</b>	<b>593</b>	<b>56</b>	<b>1,508</b>	<b>10,756</b>
Coupon/Certificate Program	Cat	Dog	Rabbit	Dec Total	FYTD Total
ASPCA	106	117	6	229	1,464
Heaven on Earth	11	33	0	44	124
Lucy Pet Foundation	1	5	0	6	44
SNP LA - Harbor	15	21	0	36	243
Spay4LA	0	0	0	0	69
Value Vet	7	12	0	19	150
Western University	16	33	0	49	357
Letters of Agreement (LOA) Contractor's	224	249	17	490	3,671
<b>Coupon &amp; Certificate Program Sub-Total</b>	<b>380</b>	<b>470</b>	<b>23</b>	<b>873</b>	<b>6,122</b>
<b>Total Surgeries</b>	<b>1,453</b>	<b>1,304</b>	<b>79</b>	<b>2,836</b>	<b>20,392</b>