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

EDWARD A. BOKS  
GENERAL MANAGER

LINDA J. BARTH  
ASST. GENERAL MANAGER

KATHLEEN J. DAVIS  
ASST. GENERAL MANAGER

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

**Edward A. Boks, General Manager**

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**COMMISSION MEETING DATE:** November 17, 2008

**PREPARED BY:** Anthony Sanchez

**REPORT DATE:** October 22, 2008

**TITLE:** Management Analyst II

**SUBJECT: Request for Proposals for the Operation of a Mobile Spay/Neuter Clinic**

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**BOARD ACTION RECOMMENDED:**

That the Board direct Staff to release a Request for Proposals (RFP), substantially in the form as on file, for the operation of a Mobile Spay/Neuter Clinic, subject to approval of the City Attorney as to form.

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**SUMMARY:**

Department-subsidized mobile spay/neuter clinics have operated in the City for several years providing free spay/neuter surgeries to low income residents of Los Angeles. Each fiscal year, the Department receives a general fund appropriation of \$500,000 to the Spay and Neuter Trust Fund expressly to provide mobile sterilization services in under-served communities, which funds approximately 6,000 surgeries a year. That base amount may be added to from other funds in that Trust Fund, which receives a surcharge of licensing revenue (\$7 from each altered dog license and \$2 from each unaltered dog license). In April of 2005, to ensure commitment to the highest number of sterilizations at the most effective use of the available dollars, the Department released an RFP to enter into an agreement with one provider committed to the \$500,000 annual appropriation. Two proposals were received, one from The Sam Simon Foundation, and another from The Amanda Foundation. Both proposers were well-qualified, and ultimately Sam Simon was awarded that contract. Amanda Foundation also provided services to low-income residents of the City and was paid from the other revenues in the Spay and Neuter Trust fund.

Subsequently, Sam Simon informed the Department that they no longer wished to continue the contractual commitment to the City. In May 2007, the City executed an assumption agreement with Amanda to assume operations from Sam Simon through the end of the initial three-year term, expiring on August 15, 2008. This prevented any chance of diminishing the level of free spay/neuter services offered in the City. Sam Simon also continued to provide some service,

reimbursed as Amanda had been before from the Trust Fund revenues, but was relieved from the high level of surgeries required by the contract.

#### Funding Concerns on a New Contract

Amanda satisfactorily completed the remainder of the three-year term in August. However, during the 2007-2008 fiscal year, funds were deleted from Spay and Neuter Trust Fund because of the City's projected deficit. Approaching the 2008-2009 fiscal year and beyond, the Department was unsure if there was a guaranteed \$500,000 annual funding level that could be committed to a three-year agreement, and we explored the concept of reimbursing the mobile clinic operators on a fee-for-service-basis, as we do with the veterinarians sterilizing adopted animals in stationery clinics. Despite the uneasy fiscal conditions, the Department elected to proceed with a contract, based in part on the findings in the Controller's recent Spay/Neuter Program audit that the mobile clinic program is a valuable, viable, and cost effective way of getting services to low income residents.

#### Charter Requirement for RFP

On October 16, 2008, the Department was notified by another non-profit organization that they had a mobile clinic and were prepared with an operational plan. They expressly requested to be notified of an RFP for this service when issued. By City Charter, the Department must conduct a competitive process to award a contract to the best and lowest cost operator.

#### Terms and Conditions

Following are notable terms and conditions of the RFP:

- The term will be three-years, with three one-year renewal options at the City's discretion.
- The Clinic will provide free sterilizations to low income, disabled, and senior residents throughout Los Angeles, and will be parked in areas throughout Los Angeles, designated by the contractor subject to Department approval.
- The contractor will own and maintain the vehicle at its own cost, and will provide all supplies, equipment, and staff to operate the clinic.
- All licenses, permits, and insurance will be maintained by the contractor, at their own cost.
- For each surgery, the amount to be paid to the contractor will be a proposal item.

In accordance with the City Charter, the Department is working with the Office of the City Administrative Officer to determine whether it is more feasible for the Department to enter into a contract to provide this service because there is insufficient existing City staff to perform the proposed work, and additional staff cannot be employed and trained in a timely manner to meet the Department's needs.

Although mobile spay/neuter services are a small market, staff will advertise the RFP through all available methods, including web postings on the Department website, on [www.labavn.org](http://www.labavn.org), and through the Los Angeles *Daily Journal*.

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#### **FISCAL IMPACT:**

Funds will be provided by a General Fund budget allocation of \$500,000, to be dispersed throughout the Fiscal Year, into Fund 543, the Spay and Neuter Trust Fund, and/other revenues in Fund 543. Provision of low-cost spay/neuter services also has a future positive budget impact by reducing the number of animals to be handled by the Department and thus lowering operating costs.

**Approved:**

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**Edward A. Boks, General Manager**

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**BOARD ACTION:**

\_\_\_\_\_ Passed

Disapproved \_\_\_\_\_

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

Continued \_\_\_\_\_

\_\_\_\_\_ Tabled

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