REQUEST FOR PROPOSALS / GRANT APPLICATIONS
LOW-COST SPAY-NEUTER PROGRAM

Issued: March 17, 2017

The County of Sacramento Department of Animal Care and Regulation is requesting proposals / applications for grant funds available from the County to be used for a low-cost spay-neuter program. The County proposes to enter into one grant agreement for provision of a full service program as described herein.

Submittal Due Date: No later than **4:00 p.m., April 20, 2017**.

Funds Available: Variable, dependent upon fees collected from intact animal licenses, citations for violations of County Code, and various grants as the County may receive and make available. In fiscal year 2015-16, the County expended $130,000. The County anticipates expending $80,000, in each of fiscal years 2016-17 and 2017-18.

Anticipated Contract Term: Three years, July 1, 2017 through June 30, 2020.

Purpose/Background: The County of Sacramento Department of Animal Care and Regulation is committed to reducing the number of homeless unwanted pets entering the County's Bradshaw Animal Shelter, thereby reducing the number of animals sheltered each year at the expense of County taxpayers.

Prior to fiscal year 2011-12, the County operated a spay-neuter incentive program in-house, verifying income, issuing vouchers, and contracting with multiple veterinarians. In 2012, the County entered into a grant agreement with the Sacramento Area Animal Coalition (SAAC) to administer such a program, and that agreement expires June 30, 2017.

In 2007, the County established a Sterilization Fund. Fifty percent (50%) of all penalty fees collected pursuant to Sacramento County Code Section 8.24.060 (for violations of SCC Chapter 8.24, including unlicensed dogs and cats, unvaccinated dogs and cats, sale of puppies and kittens less than eight weeks old, breeding of unlicensed dogs and cats) and 50% of all intact animal license fees are placed in the trust fund. The sole purpose of the trust fund is to finance public or private programs that provide sterilization of pets of low income individuals and families in Sacramento County. The low income restriction may be waived for any owner of a pit bull, pit bull mix, or cat, including unowned feral cats.

A state impound trust fund, comprised of fees for impounded intact dogs and cats in accordance with State of California Food and Agriculture Code Sections 31751.7 and 30804.7 will also supply funding, as available. Expenditures from this trust fund are restricted to humane education, low-cost spay-neuter and administration of the fund.

Qualification criteria for assistance from the trust funds includes:

- For spay/neuter of domestic animals other than cats, pit bulls and pit bull mixes, the owner's annual household income threshold is set at $45,000 or less per year, per household. (This threshold may be adjusted by the Director.)

- Acceptable proof of income is an Electronic Benefit Transfer (EBT) card, proof of Social Security Income (SSI), a current pay stub for each member of the household, current unemployment benefits statement and a statement that this is the entire household income, Golden State Advantage Card, State of California Benefits Identification Card, food stamps statement, CalWORKS statement, PG & E statement showing 'CARE discount rate', veterans benefits statement, other proof of public assistance such as WIC, Healthy Families or Medi-Cal card.
- For city residents, only those that reside in cities that financially contribute to the trust fund may utilize the program. However, the Director may extend the program to residents of cities that contract with the County for animal care and regulation services.
- The resident does not need to bring animal into the County's animal shelter to apply. All services are performed at participating veterinarians. (Veterinarians participate through arrangements made with the program provider. The County will contract only with the program provider.)
- The program is currently limited to four animals per household, however, the County has the flexibility to expand the program to cover the maximum number of animals which may be legally kept in a household (in the unincorporated area of the County that number is four (4) dogs and four (4) cats). Residents with more than the legal number of owned animals that need assistance should be referred to County partners who also offer low-cost, low-income spay/neuter services. (The number of animals allowed services under the program may be adjusted by the Director)
- For spay/neuter of pit bulls, pit bull mixes, and cats, including unowned feral cats, proof of jurisdiction is required (i.e., resident of unincorporated area of Sacramento County or resident of city that financially contributes to the trust fund or contracts with County for animal care and regulation services), but no proof of income is required.

- Upon receipt of proof utilizing the program, proof of the spay/neuter surgery and proof of current rabies vaccination, the County will provide a free one-year County dog or cat license.

The County also seeks grant funding from third party grantors, and, as applicable, will include grant award funds for pass through to this low-cost spay-neuter program.

Scope of Services: Provide a full-service low-cost pet sterilization program, including initial acceptance of applications, verification of low income status as necessary, verification of residency, verification of type of animal to be sterilized, issuance of vouchers or other documentation to allow applicant to obtain pet sterilization with minimal co-pays, coordination of and payment to veterinarians to perform the surgeries, maintain and make reports of program statistics, all in compliance with the minimum qualifications, below.

Utilize grant funds in accordance with the requirements of Sacramento County Code Section 8.24.065, for low-cost sterilization of pets of low income individuals and families in Sacramento County and, as applicable, in accordance with the requirements of State of California Food and Agriculture Code Sections 31751.7 and 30804.7, and, as may be applicable, grants under which

flow-through funds are provided to the program. The low income restriction may be waived for any owner of a pit bull, pit bull mix, or cat, including unowned feral cats.

Minimum Qualifications for Grant Applicants: The County is seeking a program provider who will have the following minimum qualifications and abilities.

1) Verify low-income status of applicants, as applicable. Verification must be achievable via U.S. Mail, fax, e-mail, or personal visit from applicant.
2) Issue vouchers or provide other acceptable method for applicants to obtain pet spay/neuter surgeries from participating veterinarians.
3) Allow for applications via the internet, telephone,U.S. Mail or personal visit from applicants.
4) Assure applicants meet the program requirements.
5) Make vouchers and veterinarian appointments available within 30 days of application.
6) Maintain network of California licensed veterinarians via contract or other arrangement to perform pet spay/neuter surgeries and rabies vaccinations.
7) Maintain spay/neuter surgery costs at or near the following example:

Pet Sterilization Services	Cost
Female Dog	$50-130
Male Dog	$40-120
Female Cat	$35
Male Cat	$30
Umbilical hernia repair	+$15-50
Cryptorchid or monorchid	+$15-50
Pregnant	+$25
In heat	+$20
Ear tip (feral cats only)	No extra charge
Rabies Vaccination	$10

8) Provide quarterly reports to County with information as detailed in Exhibit A, as well as concurrent supplemental reports of all applicant names, addresses, and description of animals for which low-cost spay/neuter vouchers have been requested.
9) Suspend or emphasize availability of vouchers from time to time for certain species, breeds, or communities/zip code. (e.g., if County identifies increased impoundment of stray pit bulls from a certain zip code, County may direct the program provider to allocate a greater proportion of program funds to vouchers for residents in that zip code for pit bulls; and conversely, if County identifies a high ratio of vouchers for feral cats to one zip code with the result that others in need are unable to benefit from the program, County may direct the program provider to suspend issuance of vouchers for feral cats in that zip code for a period of time to more fairly spread the availability of the program across communities.)
10) Any person providing services which constitute the practice of veterinary medicine must possess and maintain a license to practice veterinary medicine issued by the State of

California Veterinary Medical Board or be a veterinary medical student/intern and/or registered veterinary technician directly supervised by a licensed veterinarian in accordance with the State of California laws and regulations governing performance of such services by veterinary medical students/interns and/or registered veterinary technicians.

11) Maintain insurance in force at all times during the term of the grant agreement. General liability minimum limits shall be $1 million per occurrence, $2 million aggregate; auto liability limits shall be $1 million combined single limit if commercial lines policy, and shall be $250,000/$500,000/$100,000 per person/accident/property damage if personal lines policy; workers compensation shall be the statutory limit; employer's liability shall be $1 million per accident. Any party providing veterinary services shall carry professional liability appropriate to the profession.

Submittal Requirements/Content: Applicants should submit two complete copies of a proposal/application for grant funds to provide the requested low-cost spay/neuter services, including:

- Identify the key individual with whom the County may communicate and coordinate.
- Include a brief summary of the applicant's background and organization.
- Provide a statement of the applicant's capabilities, qualifications and experience for performing the subject services.
- Describe how the applicant meets the minimum qualifications to operate the program.
- List the proposed cost or range of costs for surgeries as compared to the above example.
- List the proposed administrative costs to run the program.
- List the proposed animal owner co-pays.
- Provide a list of references whom the County may contact.
- Signed non-collusion affidavit in the form attached hereto as Exhibit B.
- Any material submitted and considered by the applicant to be proprietary must be identified as such and include a signed indemnification in the form attached hereto as Exhibit C. The County will not assert the confidentiality of such information unless the signed indemnification is included as part of the application/proposal. The final determination as to whether or not the County will assert the claim of confidentiality is in the sole discretion of the County.

Proposals/Applications may be in the form of a letter, resume, or report providing the requested information. No faxes or e-mails; only hard copy applications/proposals will be accepted.

Selection Criteria: County will evaluate applications/proposals based upon the responsiveness to this Request for Proposals / Grant Applications, the applicant's qualifications, experience, abilities, proposed work plan, availability, references, surgery costs, administrative costs, and other factors the selection team deems relevant. The County will select for award of an agreement, the proposer/applicant the County believes, in the County's sole discretion, will provide the best overall value for the County. The County reserves the right to award a grant

agreement to any proposer/applicant or to reject all applications/proposals and to waive minor irregularities.

Submittal Address and Questions: Applications/proposals should be mailed or personally delivered to the following address by the due date. Questions may also be addressed as follows:

Susan Wright, Administrative Services Officer II
Department of Animal Care & Regulation
County of Sacramento
3839 Bradshaw Road
Sacramento, CA 95827
E-mail wrights@saccounty.net

Distribution:

Sacramento Area Animal Coalition (SAAC)
P. O. Box 161043
Sacramento, CA 95816

Animal Spay and Neuter, A Nonprofit Clinic
3524 KOA Way
Auburn, CA 95602

Sacramento SPCA
6201 Florin-Perkins Road
Sacramento, CA 95828

Happy Tails
6001 Folsom Boulevard
Sacramento, CA 95819

Advertisement, Daily Recorder

Website Posting, www.saccountyshelter.net

Exhibit A to
County of Sacramento Request for Proposals / Grant Applications, Low-Cost Spay-Neuter Program

Sample Quarterly Report

Low Income Restricted (Dogs other than Pit Bull and Pit Bull Mix)

Zip Code	Dog (Other than Pit/Pit Mix)								Amount Paid	Total Vouchers x $__ = Admin Costs	Balance of Grant
	Female	Male									
Subtotals											

No Income Restriction (Pit Bulls, Pit Bull Mixes and Cats, Including Un-Owned Feral Cats)

Zip Code			Pit Bull / Pit Bull Mix		Cat		Feral Cat				
			Female	Male	Female	Male	Female	Male			
Subtotals											

Totals	Dog (Other than Pit/Pit Mix)		Pit Bull / Pit Bull Mix		Cat (excluding feral)		Feral Cat		Amount Paid	Admin Costs	Balance of Grant
	Female	Male	Female	Male	Female	Male	Female	Male			

Exhibit B to
County of Sacramento Request for Proposals / Grant Applications
Low-Cost Spay-Neuter Program

CONFLICT OF INTEREST AND NON-COLLUSION AFFIDAVIT

In regard to the attached Grant Application, I certify that the Applicant/Proposer:

1. Does not and will not have a financial interest in any business, property or source of income, which could be financially affected or otherwise conflict in any manner with the performance of services under the Request for Proposals / Grant Applications, Low-Cost Spay-Neuter Program;

2. Has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the Request for Proposals / Grant Applications, Low-Cost Spay-Neuter Program; and

3. Is not currently suspended or debarred from doing business with any government entity.

I affirm that the above is true and correct to the best of my knowledge under penalty of perjury under the laws of the State of California.

_____ _____
Name Date

_____
Title

_____
Business Name

Exhibit C to
County of Sacramento Request for Proposals / Grant Applications
Low-Cost Spay-Neuter Program

WRITTEN AGREEMENT TO INDEMNIFY IN RE PROPRIETARY INFORMATION

_____ *(print name of proposer)*, hereinafter "Proposer," has provided the County of Sacramento (hereinafter referred to as "County") with certain information claimed by the Proposer to be proprietary and/or confidential information (hereinafter referred to as "Proprietary Data"). Submittal of Proprietary Data by Proposer to County is, in Proposer's opinion, necessary to fully respond to a Request for Grant Applications issued by County. Proposer and County agree as follows:

1. The Proprietary Data is submitted to County based on the understanding that the County will not disclose such data to others outside the County, nor reproduce the contents of said Proprietary Data or provide copies thereof to others outside the County without authorization from Proposer or as otherwise required by law. Proposer claims proprietary/confidential rights in the contents of the Proprietary Data as a basis for preventing disclosure of the contents thereof to others.

2. The County may make such disclosure or reproduction of the Proprietary Data as is reasonably necessary or convenient to evaluate the response to the Request for Grant Applications and/or to provide, monitor and evaluate the services subject to the Request for Grant Applications.

3. Except as provided in Paragraph 2 above, if any person serves a subpoena or makes a Public Records Act request to review, or to be provided with, copies of the Proprietary Data or any part thereof, immediately upon notification thereof, Proposer agrees to defend and indemnify the County and its officers, agents and employees against any action resulting from the County asserting the confidentiality of such Proprietary Data.

4. Proposer shall defend, indemnify and hold harmless County, its Board of Supervisors, officers, directors, agents, employees, and volunteers from and against any and all demands, claims, actions, liabilities, losses, damages, and costs, including reasonable attorneys' fees, arising out of or resulting from the performance of this Agreement, regardless of whether caused by a party indemnified hereunder.

5. If Proposer fails to execute this Agreement, the County, its officers, agents, and employees shall be free to grant a Public Records Act request relating to such Proprietary Data.

6. Notwithstanding this Agreement, the County reserves the right to determine, in its sole discretion, whether or not it will assert the claim of confidentiality on behalf of the Proposer.

EXECUTED on this _____ day of _____, 2017, in _____.

(Print name of proposer) _____

By: _____
(sign and print name of signatory)