

# Yolo LAFCo RFP to Provide Animal Sheltering and/or Control Services

## RFP Questions and Responses

Last Updated: August 12, 2014

| No. | Date Rec'd | Bidder Questions & LAFCo Responses   |
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| 1.  | 7/23/14    | <p><u>Bidder Question:</u><br/>How will the cash flow work for this operation? When would the Cities, UCD and the County pay their share to the entity that is running the shelter? How does the collection of revenue work? Does the entity collect on behalf of the County and turn it over to the County and then the County reimburses the entity? Or are the revenues paid directly to the entity that is running the shelter to be used by the entity to fund operations?</p> <p><u>LAFCo Response:</u><br/><b><i>The "Contract Administrator" would collect revenue from the cities, County and UCD (see the Governance Process Section of the RFP on page 10) and provide it to the service provider per the terms of the agreement. If you have any particular needs regarding payments, schedules, etc. please identify them in your proposal. The revenues from fees, licensing and other service charges would be collected directly by the service provider and deposited with the treasurer (as determined by the Contract Administrator).</i></b></p> |
| 2.  | 7/23/14    | <p><u>Bidder Question:</u><br/>Do you know the contract amount this year for the Koret Shelter Veterinarian and is it part of the 19 FTE funded for 2014/15?</p> <p><u>LAFCo Response:</u><br/><b><i>According to the Yolo County Sheriff's Office, the contract amount for a shelter veterinarian for FY 14/15 is \$150,000. The contract veterinarian for the Shelter is <u>not</u> part of the 19 FTE. It is included in the Professional Services account in the Sherriff's Office budget.</i></b></p>   |
| 3.  | 7/23/14    | <p><u>Bidder Question</u><br/>I believe there is an annual fee to operate/use Chameleon - do you know if this is true? If so, what is the amount and where is it in the budget scenarios in the LAFCo report? Does the current operation of Chameleon allow for on line licensing? If not, do we know the cost to allow for this?</p> <p><u>LAFCo Response:</u><br/><b><i>For the budget projections for Step 1 in this bidding process, please do <u>not</u> assume Chameleon licensing fees. Either the Contract Administrator will cover those costs since it will likely want to own the data or those costs can be determined/negotiated as part of Step 2 of the proposal process.</i></b></p>   |

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| 4. | 7/23/14 | <p><u>Bidder Question:</u><br/>The September LAFCo report includes the YCSPCA's contribution for services in the revenue section of the budget scenarios. However, the budgets also include increased staffing whose job descriptions include the services we provide. For instance, the front office staff is to provide adoption counseling, the front offices asst. is to manage lost and found listings and the Shelter Manager is to coordinate the rescue/transfer program. These are all duties that we currently manage/perform. Why the duplication?</p> <p><u>LAFCo Response:</u><br/><b><i>The goal of the 2013 Study was to recommend an ideal staffing and organizational scenario for providing sheltering and field services. It was also important to give the Yolo County SPCA credit for the contributions it was already making to the existing shelter. We recognize that the existing contribution and the ideal staffing scenario don't match up. The intent would not be to have the SPCA's 2.5 employees at the shelter plus the 29 FTE recommended in the Study. Rather, the SPCA employees would be used as an offset, and the remaining employees that needed to be hired would be reduced accordingly. We realize this would likely mean some small shifts in the job descriptions that the Study recommends in order to accommodate the job descriptions of the existing SPCA employees at the shelter.</i></b></p> <p><b><i>We included the Yolo County SPCA contributions in the Study's projected revenues because the SPCA previously indicated that these contributions would continue even with a change in service provider. However, for the budget projections in this bidding process, we will be asking bidders <u>not</u> to assume that the SPCA will continue to contribute the 2.5 FTE. This is something we can negotiate at a later date, and adjust the budget projections and job descriptions accordingly.</i></b></p> |
| 5. | 7/23/14 | <p><u>Bidder Question</u><br/>Where are rabies control and licensing canvassing to be included? In both field services and the shelter operations or just one side of the operation?</p> <p><u>LAFCo Response:</u><br/><b><i>It is anticipated that rabies control and license canvassing would be included in both field services and shelter operations. If you have any specific recommendations about the best division of responsibilities, please include any suggested approaches in your proposal.</i></b></p>  |
| 6. | 7/23/14 | <p><u>Bidder Question</u><br/>While the RFP states that for purposes of submitting a proposal to not include a rent expense or any capital expenditures for vehicles or equipment, it also states that the provided should assume the cost for all staffing and any additional equipment desired and supplies, as well as obtain all permits, licenses and registrations required to provide the proposed services. Is there a listing of current permits, licenses and registrations and their cost? Is it reasonable to assume that computers, surgical equipment, washers/dryers, vehicles, and other equipment, etc. in the existing facility and used by staff (such as microchip scanners) will be made available to the contracting entity for use? Also, would there be a list of the life of all equipment at some point? purchase</p>   |

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|    |         | <p>dates, repair histories?</p> <p><u>LAFCo Response:</u><br/> <b><i>After careful consideration of your questions and the need for us to compare cost proposals, we have attached an excel spreadsheet to help simplify this process (PLEASE SEE SEPARATE LINK TO SPREADSHEET). The spreadsheet provides columns displaying the existing Yolo County Animal Services budgets from FY 12-13 and 13-14, and the projected budget scenarios as provided in the KSMP Report. The spreadsheet also provides three columns in which the bidder should include their projected three-year budget.</i></b></p> <p><b><i>Budget Spreadsheet Directions</i></b></p> <p><b><i>Bidders should complete the spreadsheet by filling in projections for all rows highlighted in yellow. We are hopeful but do not necessarily expect the rows highlighted in blue to change with a potential new service provider and bidders may use our assumptions from the 2013 Study if warranted. However, if the bidder determines a change in the budget projection for one of the blue rows is warranted, you may adjust the number but should also explain the reason for the change.</i></b></p> <p><b><i>If you are bidding on only one portion of the contract (i.e. shelter OR field services):</i></b></p> <ul style="list-style-type: none"> <li><b><i>• You only need to provide one projected budget, and may place a zero in any budget sections that do not apply to the service they are bidding on.</i></b></li> </ul> <p><b><i>If you are bidding on the full contract (both shelter and field services):</i></b></p> <ul style="list-style-type: none"> <li><b><i>• Please provide separate budgets for shelter and field services. If you believe cost savings can be achieved by utilizing a single provider for the full contract, you may include a third budget that combine shelter and field services.</i></b></li> </ul> <p><b><i>Permits/Licenses/Equipment Costs</i></b></p> <p><b><i>We are not knowledgeable on the professional licenses and registrations potentially required of bidder’s staff. Also, we are not aware of any permits that will be required from Yolo County at this time.</i></b></p> <p><b><i>Equipment costs will need to be determined as part of Step 2 as the Contract Administrator will need to negotiate potential equipment transfer with the Sheriff’s Office.</i></b></p> |
| 7. | 8/11/14 | <p><u>Bidder Question:</u><br/> In response to my earlier question on the contract amount for the Koret Shelter Veterinarian at YCAS you said that this position is included in the Professional Services account in the Sheriff’s office budget. Is this amount part of what is funded by the cities for Animal Services? If not, how is it funded? Also, is the Volunteer Coordinator position at the shelter in the 19 FTE’s? If not, where is it classified and how is it currently funded?</p> <p><u>LAFCo Response:</u><br/> <b><i>Yes, the KSMP Veterinarian is part of what is funded by the cities for Animal Services.</i></b></p>  |

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|  |  | <p><i>However, the Volunteer Coordinator is funded out of the Sheriff's special revenue funds. The Sheriff has made the commitment to fund the position for two years and after that time it is expected to be included in the Animal Services budget.</i></p> |
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