

**ISSUING DEPARTMENT INPUT DOCUMENT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. BW9870-4/21  
 Re-Bid   
  Other – Access of Other Entity Contract   
 LIVING WAGE APPLIES:  YES  NO  
 Requisition No./Project No.: BW-10164   
 TERM OF CONTRACT 5 YEAR(S) WITH      YEAR(S) OTR

Requisition /Project Title: Operations Management Agreement - South Dade Clinic

Description:

Provision and administration of high-volume sterilization services to be rendered at the County's South Dade Animal Clinic ("Clinic") located at 10700 SW 211<sup>th</sup> Street, Cutler Bay, Florida. The County's primary objective is to offer free and low-cost high volume spay/neuter services for privately owned dogs and cats, free roaming community cats, as well as, ASD's rescued animals, to further increase the department's surgical capacity in support of the County 's "No Kill" resolution.

The Contractor shall give the County's lifesaving initiatives top priority and appoint a lead clinic manager and a multidisciplinary supporting team responsible for the strategic day-to-day operations and oversight of the County's South Dade Animal Clinic. The Contractor shall also serve as an advisor to the County for animal welfare and lifesaving initiatives.

Issuing Department: ISD    Contact Person: Enke Plasari    Phone: 305.375.3905  
 Estimate Cost: 2,000,000   
 Funding Source: General Fund    N/A    N/A

**ANALYSIS**

<b><u>Commodity Codes:</u></b>	<u>96206</u>			
Contract/Project History of previous purchases three (3) years				
Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.				
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>	
<b>Contractor:</b>	<u>HUMANE SOC OF GRT</u>			
<b>Small Business Enterprise:</b>				
<b>Contract Value:</b>				
<b>Comments:</b>				

Continued on another page (s):     YES     NO

**RECOMMENDATIONS**

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>				

Basis of Recommendation:

[Redacted]

Signed: Enke Plasari

Date sent to SBD: 8/12/2021

Date returned to SPD:

[Redacted]

## **APPENDIX A – SCOPE OF SERVICES**



### **Spay and Neutering Services**

#### **1. INTRODUCTION**

Miami-Dade County, herein referred to as the "County," as represented by the Miami-Dade Animal Services Department (ASD), is contracting for the provision and administration of high-volume sterilization services to be rendered at the County's South Dade Animal Clinic ("Clinic") located at 10700 SW 211<sup>th</sup> Street, Cutler Bay, Florida. The County's primary objective is to offer free and low-cost high volume spay/neuter services for privately owned dogs and cats, free roaming community cats, as well as, ASD's rescued animals, to further increase the department's surgical capacity in support of the County's "No Kill" resolution.

ASD has implemented numerous new programs and renovated key policies in its pursuit of attaining a 90% save rate for both dogs and cats within Miami-Dade County. A significant component of this initiative is supported by the expansion of spay and neutering services available to the public and through the proliferation of the Trap, Neuter, Giveback and Release (TNG/R) Program.

The Contractor shall give the County's lifesaving initiatives top priority and appoint a lead clinic manager and a multidisciplinary supporting team responsible for the strategic day-to-day operations and oversight of the County's South Dade Animal Clinic. The Contractor shall also serve as an advisor to the County for animal welfare and lifesaving initiatives.

#### **2. QUALIFICATION CRITERIA**

1. The Contractor veterinarians performing medical services to include sterilization, vaccinations and related procedures shall provide proof of an active license to practice veterinary medicine in the State of Florida. The Contractor shall maintain these qualifications during the term of the agreement, including any extensions; thereof.

#### **2. SERVICES TO BE PROVIDED**

The Contractor's responsibilities shall include the following services:

##### **A. Administration**

1. Manage and operate the South Dade Animal Services Clinic to serve as a free high volume sterilization facility for income qualified Miami-Dade County residents, in support of the County's Resolution No. R-1255-20 Save Charlie Act. The Clinic shall be operational for a minimum of five (5) days per week, to include one weekend day (preferably Saturday). The County will provide \$300,000 to support the sterilization of dogs and cats with an overall Clinic goal of 4,889 completed surgeries (2,960 of which will be free of charge to Income qualified residents, through the support of Miami- Dade County), within the five-year term Agreement. The days and hours wherein Services shall be provided may be adjusted by the County in consultation with Contractor to facilitate the County's objectives. Operational hours shall be convenient for County residents to easily drop-off and pickup pets before and after work (i.e., 7 a.m. -6 p.m.).

2. Direct the recruitment, training, scheduling, and supervision of all staff engaged in the operations of the high-volume sterilization functions, and related medical procedures within the Clinic. Contractor shall ensure that all veterinarians engaged in rendering medical services shall be licensed and insured. Contractor shall secure required documentation prior to veterinarian rendering medical services and annually, thereafter. The Contractor shall provide a copy of all documentation to the County.
3. Ensure compliance with veterinary medical care guidelines for spay/neuter programs as established by The Association of Shelter Veterinarians Guidelines, to include, but not limited to, standards for pre-operative care, animal housing, record keeping, anesthetic management, surgical care, animal preparation, surgical procedures for animals and post-operative care.
4. Develop and implement a management plan for post-operative emergencies and complications up to forty-eight (48) hours following surgery.
5. Provide Standard Operating Procedures (SOPs), within thirty (30) days of contract effective date, for review and concurrence by the County.
6. Be solely responsible for the utilities and maintenance of the Clinic, including but not limited to, the following:
  - a. Electrical
  - b. Water facilities
  - c. Sewage collection
  - d. Waste collection
  - e. Interior/exterior building maintenance (air conditioning, pest control, plumbing, carpentry, painting, etc.)
  - f. Janitorial services
7. Engage a licensed and insured contractor to perform routine maintenance and necessary repairs to the Clinic.
8. Abide by the County's Integrated Pest Management Guidelines as provided for by the County.
9. Purchase all consumable materials (syringes, bandages, etc.) and equipment necessary to operate the Clinic, as specified herein.
10. Verify pet owner's eligibility for free sterilization Services. The Contractor shall confirm pet owner's low-income status designation through the receipt and review of documentation supplied by pet owner (i.e., Food Stamps, Medicaid, Women, Infants and Children (WIC) Food and Nutrition Services, Supplemental Security Income (SSI), or other form of documentation acceptable to the County, at its sole discretion).
11. Retain copies of proof of low-income status and supporting documentation provided by each pet owner authorized to receive free Services. Low-cost pet sterilization services are available to all Miami-Dade County residents. The Contractor shall be responsible for authenticating that pet owner is a resident of Miami-Dade County, FL.

12. In accordance with Chapter V, Sections 5-6 and 5-7 of Miami-Dade County Code, all privately owned pets (dogs, cats, and ferrets) shall be licensed and/or registered for rabies protection. The Contractor shall be responsible for confirming that pet owner seeking services is compliant with the County's Codes. If at the time of surgery, the pet owner has not complied with the County license requirements, the Contractor shall administer rabies vaccination and provide license. The costs for licensing shall be borne by the pet owner and shall not be the responsibility of the County.
13. Provide transportation of dogs and/or cats to and from Clinic, to designated site(s) agreed to by the County and Contractor for the purpose of facilitating spay/neutering services to pet owners, community cat caregivers, rescue groups and shelters, etc. The animals must be transported in air-conditioned vehicle, within crates or kennels, sufficient in size to allow for normal postural adjustments. The Contractor is wholly responsible for maintaining the operational capacity and ensuring the transport vehicles utilized in these Services.
14. Implement a Quality Control/Assurance Program that provides for continual monitoring of the Services provided to the County and incorporate a self-inspection system. The Quality Control/Assurance Program shall also include methods for monitoring, identifying, correcting deficiencies in the quality of service provided, and accurately reporting the results of the Program to the County's Project Manager annually, or upon request by the County.
15. Serve as an advisor to the County for the development of criteria for measurable goals, tracking performance outcomes to evaluate effectiveness of high-volume sterilization services, and advise on animal welfare and lifesaving initiatives.
16. Provide technical assistance in support of the Services listed herein, to include consultation with the County's Project Manager, as deemed necessary by the County. The Contractor shall be available for telephone consultations, meetings, etc. between the hours of 8:00 a.m. - 5:00 p.m., Monday through Friday. The County reserves the right to contact the Contractor during evening hours (after 5:00 p.m.) and/or weekends.
17. Distribute outreach materials that advocate for animal lifesaving programs, the Clinic's services and resulting community benefits. ASD will assist the Contractor in the production and graphic design necessary in the assembly of all marketing materials (e.g., flyers, newsletters, brochures, special event banners, etc.) that are essential in promotional campaigns. All promotional materials, websites, advertisements, etc. shall clearly indicate that Contractor is funded by Miami-Dade County in support of achieving a "No Kill" initiative through spay and neutering services. The County's Project Manager shall provide written approval prior to the dissemination of information and materials. Contractor should prepare sufficient materials for dissemination at ASD's Headquarters.
18. Market, coordinate, and participate in various adoption and animal wellness related special events and community activities that the County may choose to participate in to raise lifesaving program awareness.
19. Develop innovative ideas (e.g., streaming benefits of spay/neutering animals via the County's website portal and onsite at Clinic, if capability exists, offering mini "how to"

workshops on a rotating basis at the Clinic and at ASD's headquarters, etc. as requested by the County) that will engage and encourage Miami-Dade County citizens throughout remote County locations and areas to market, promote and support the County's lifesaving initiatives. The Contractor shall also be responsible with ASD's support for promoting all available services through the execution of a proactive marketing and promotion campaign that will include animal transport assistance, ease, and accuracy of scheduling appointments for the public, and closely partnering with rescue and community animal advocate groups.

20. Provide the County with animal welfare-related appropriate content for inclusion in either the Clinic's website or any other website.
21. Create and distribute surveys to Clinic users seeking feedback, suggestions, and recommendations from service recipients. Feedback shall be compiled and analyzed by the Contractor for presentation to the County's Project Manager. Analysis will be used for the purpose of planning strategic implementation initiatives that promote, market, and ultimately attract more participants.
22. Exclusively utilize the not to exceed \$300,000 County funds for the purpose of rendering spay and neuter services as specified herein, within the five-year term for income qualified pet owners, feral/free-roaming community cat TNR, and ASD approved rescue pets.
23. Establish initial sterilization completion rate performance goal at a minimum of 2,960 free of charge to income qualified residents, of which cats will be at a 45% concentration and dogs at 55%. The County may consider modifying Contractor's established performance goals upon the review of measurable outcomes and utilized funds after 6 months of service.

## **B. Reporting Obligations**

### **1. Statistical Reports**

The Contractor shall:

Provide the County with quarterly, semi-annual, annual, and ad-hoc reports addressing outcomes of the high-volume sterilization services. Reports shall include, as deemed necessary, at the sole discretion of the County, the following:

- a. Surgeries performed on Dogs and Cats, to include specific information on the number of complications encountered (e.g., In-Heat Pregnant, Pyometra, Hernia Repair and Cryptorchid) and identification of any resulting deaths; Report for each category should include owner's name, address, telephone number, animal breed, gender, age, and species.
- b. Low Income Pet Owners Qualified for Free Animal Sterilization Services.
- c. Listing of Participating Veterinarians and Number of Surgeries Completed by Each.
- d. Baseline Spay/Neuter Statistical Requirements for Miami-Dade County, and Community Feedback and Service Satisfaction Results.
- e. Historical data files utilized for reporting within fifteen (15) days of contract termination or expiration to the County.

## 2. Purchases/Inventory Reports

The Contractor shall:

- a. All capital inventory deemed necessary by the Contractor and approved by the County as an integral part of the operational start-up (i.e., vehicles, surgical equipment, etc.) acquired with County funds, shall be returned to the County at the time of contract expiration or termination. All capital equipment must be sustained in accordance with manufacturer's recommended maintenance schedule. Such maintenance records shall be available for review/audit by the County at any reasonable time.
- b. Provide ad-hoc reports, as requested by the County, on all capital purchases acquired with County funds, for the operations of the County's South Dade Clinic.

## 3. **ADDITIONAL SERVICES**

At the County's sole discretion, the Contractor may be required to provide additional services which are related to, but not specifically included in the provision the above Services. The scope for such services shall be negotiated on a case-by-case basis for the purpose of determining how existing resources may be utilized.

## 4. **COUNTY RESPONSIBILITIES**

The County will:

1. Perform- capital improvement projects on as needed basis at the County's sole discretion, for the operations of the Clinic.
2. Provide structural rehabilitation services to the Clinic, on an as needed basis, at the County's sole discretion, to include common areas, lobbies, restrooms, and parking systems serving the Clinic (except to the extent that the need for repair is caused by the act or omission of the Contractor or its employees).
3. Provide marketing via outreach materials and promote the Clinic's services via social media.

**APPENDIX B PRICE SCHEDULE  
SPAY AND NEUTERING  
SERVICES**

**1. ADMINISTRATION/OPERATION SERVICES**

The Contractor's maximum unit price for providing all services as stated in, Appendix A, Scope of Services, shall be as follows:

Item	Procedure	Maximum Unit Price
1	<b>Surgical Sterilization Reimbursement for Cats</b> <ul style="list-style-type: none"> <li>• <i>Includes rabies vaccine for all cats</i></li> <li>• <i>Includes FVRCP for all community cats only</i></li> <li>• <i>Includes mandatory ear tip for all community cats only</i></li> </ul>	
2	<b>Surgical Sterilization Reimbursement for Dogs</b> <ul style="list-style-type: none"> <li>• <i>Includes rabies vaccine for all dogs</i></li> </ul>	
3	<b>Boarding and care of animal, after surgery, if necessary</b>	<b>\$NA</b> <i>(Included in surgery unit price)</i>

**A. Additional Services (refer to Section 4. Appendix A. Scope of Services)**

Contractor shall provide estimates to ASD in writing at no cost for additional services, as requested by the County. Written authorization by ASD is required prior to work commencing. In addition, Contractor shall work with ASD in utilizing existing resources, when applicable, without incurring additional costs. The County reserves the right to negotiate costs for additional services.

1. The prices include all costs, such as full compensation for labor and all operating expenses, as they will not be reimbursed separately by the County.
2. The prices are the maximum amounts the Contractor may invoice for Services rendered.
3. Miami-Dade County is exempt from all taxes (Federal, State, and Local). Tax Exemption Certificate furnished upon request.