

**Department of Animal Care  
and Regulation**  
David Dickinson, Director



**Municipal Services**  
Navdeep S. Gill,  
County Executive  
Nancy Newton,  
Asst. County Executive  
Officer

**County of  
Sacramento**

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**REQUEST FOR QUALIFICATIONS AND PROPOSALS**  
**CAT FOSTER-RESCUE PROGRAM ASSISTANCE**

March 11, 2020

The Bradshaw Animal Shelter, County of Sacramento Department of Animal Care (the "County") is seeking proposals from qualified individuals, groups, and/or companies to provide assistance to the foster-rescue program for cats.

**Background**

**Cat Live Release Statistics.** The County continues to experience a high volume of cats and kittens through its Bradshaw Animal Shelter, as do neighboring governmental and non-profit organization animal shelters. On average Bradshaw Animal Shelter accepts 6,000 cats per year. In 2013, the live release rate (LLR) for cats was approximately 52%. In 2016, the live release rate for cats increased to 73%. Since, we have consistently and significantly increased that number, and at the end of 2019, our cat LLR was 87%. Our goal in Fiscal Year 2019-20 is to achieve a 90% live release rate for cats.

**Foster-Rescue Coordinator.** In March 2014, the County hired an Animal Care Attendant (ACA) as the County's Dog and Cat Foster-Rescue Program Coordinator. The County subsequently contracted for additional assistance with dog foster-rescue efforts and that contract relationship continues with substantial gains in the foster and rescue of dogs. Since June 2015, the County also sought proposals for and entered into short-term contracts for cat-foster-rescue assistance. The County is again seeking a contractor to assist with cat foster-rescue efforts in Fiscal Year 2019-20 and beyond.

**Scope of Services**

**Cat Foster-Rescue Program Assistance.** The selected proposers will provide assistance to the Bradshaw Animal Shelter's Foster-Rescue Program Coordinator with community outreach, coordination and management of foster care providers and rescue placements.

RTF and Barn Cat Programs.

The selected proposer may also be requested to provide assistance and coordination with the Bradshaw Animal Shelter's associated Return-to-Field (RTF) and Barn Cat Programs.

County-Provided Resources. The County will meet with the successful proposer to mutually identify resources the County needs to provide to support the new program assistance services. Such resources will be subject to availability, negotiation and contract acceptance.

County-Reserved Rights. Under the proposed contracts, the County will reserve the following rights:

- 1) While the selected cat foster-rescue contractor will propose candidate cats for foster and/or rescue, the County reserves the right to determine, in its sole discretion, which animals may participate in the program.
- 2) The County reserves the right to approve foster providers and homes, and to terminate participation by any provider or home.
- 3) The County reserves the right to approve rescue organizations and to terminate participation by any rescue organization.
- 4) While reasonable effort will be made to adopt animals that are in the foster program, the County reserves the right to terminate veterinary medical care and foster program eligibility of the animal if, in the County's sole judgment, the animal is not successfully recuperating from injury, disease, behavioral problem, etc. for which it was placed in foster care or which has developed while in foster care. In making such judgment, the County reserves the right to euthanize the animal or seek alternative placement.

**Compensation**

Compensation for Fiscal Year 2019-20 is budgeted not to exceed \$24,000, and \$30,000 for Fiscal Year 2020-21, subject to adoption of final budget in September 2020.

**Independent Contractor**

The successful proposer will be an independent contractor with a work schedule to be mutually developed by the selected contractor and the County. Provided, however, County shall withhold payroll taxes from compensation.

**Indemnification**

The successful proposer shall indemnify the County as follows:

- A. To the fullest extent permitted by law, CONTRACTOR shall indemnify, defend, and hold harmless County, its governing Board, officers, directors, officials, employees, and authorized volunteers and agents, (collectively "Indemnified Parties"), from and against any and all claims, demands, actions, losses, liabilities, damages, and all expenses and costs incidental thereto (collectively "Claims"), including cost of defense, settlement, arbitration, and reasonable attorneys' fees, resulting from injuries to or death of persons, including but not limited to employees of either Party hereto, and damage to or destruction of property or loss of use thereof, including but not limited to the property of either Party hereto, arising out of, pertaining to, or resulting from the acts or omissions of the CONTRACTOR its officers, employees, or agents, or the acts or omissions of anyone else directly or indirectly acting on behalf of the CONTRACTOR, or for which the CONTRACTOR is legally liable under law excepting only such injury, death, or damage, to the extent it is caused by the negligence of an Indemnified Party. CONTRACTOR shall not be liable for any Claims arising from the sole negligence or willful misconduct of an Indemnified Party where such indemnification would be invalid under Section 2782 of the Civil Code.
- B. The provisions of this indemnity shall survive the expiration or termination of this Agreement.
- C. This indemnity shall not be limited by the types and amounts of insurance or self-insurance maintained by the CONTRACTOR or the CONTRACTOR'S Subcontractors.
- D. Nothing in this indemnity shall be construed to create any duty to, any standard of care with reference to, or any liability or obligation, contractual or otherwise, to any third party.

### **Insurance Requirements**

The successful proposer to whom a contract is awarded shall maintain and provide evidence of insurance to the County.

If the proposer is a company or nonprofit organization, general liability, auto liability and workers compensation coverage must be provided. Minimum limits will be \$1 million per occurrence, \$2 million aggregate.

If the proposer is an individual, auto liability coverage must be provided. Minimum limits will be personal lines coverage of \$100,000 per person, \$300,000 each accident, and \$100,000 property damage or \$300,000 combined single limit.

### **Proposal Content**

Proposals should specifically address the following topics. Please refrain from submitting general marketing materials which do not explicitly respond to the questions below. Proposals should not exceed 5 pages in length excluding a maximum two-page cover letter and resumes.

- 1) Include a brief summary about you/your organization and background.
- 2) Provide a statement of your education and training, capabilities, qualifications and experience for performing the subject services.
- 3) Provide a summary of your experience and past involvement with coordinating foster and/or rescue programs and how you network to accomplish foster-rescue placements.
- 4) Identify how you can supplement the County's foster-rescue program, and what you can provide in support of the County's program.
- 5) Describe your proposed work, hours, scheduling, outreach, and compensation/budget for the subject services.
- 6) The proposal should identify any actual, apparent or potential conflicts of interest that may result from the performance of the subject services.
- 7) Include a list of professional references that may be contacted.
- 8) State any exceptions or additions to the sample agreement that you wish to negotiate. The County reserves the right to refuse exceptions and additions.

### **Selection Criteria and Evaluation of Proposals**

Proposals will be evaluated based upon the responsiveness to this Request for Qualifications and Proposals, qualifications, experience, abilities, proposed work plan, proposed schedule, proposed fees/charges for services, references, and other factors that the selection team deems relevant. A panel made up of County staff and advisors will evaluate the proposals for the purpose of selecting an individual/group/company. If required, interviews may be scheduled at a later date. The County will determine the size and composition of the selection committee as part of the selection process. The County reserves the right to award a contract to any proposer or to reject all proposals.

### **Submission Requirements**

Three (3) hard copies of your proposal must be submitted by 5:00 p.m., March 27, 2020, to:

Vita Tsymbal, Administrative Services Officer II  
Department of Animal Care and Regulation  
County of Sacramento  
3839 Bradshaw Road

Sacramento, CA 95827

If you have any questions regarding this request for qualifications and proposals, please contact Vita Tsymbol at [tsymbv@saccounty.net](mailto:tsymbv@saccounty.net).

Bradshaw Animal Shelter  
Department of Animal Care and Regulation  
County of Sacramento

Attachment A – Sample County Agreement

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