

Department of Animal Care and Regulation
David Dickinson, Director



Municipal Services
Navdeep S. Gill,
County Executive
Robert B. Leonard,
Deputy County Executive

County of Sacramento

**REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR ASSISTANCE WITH
DOG FOSTER-RESCUE, POSITIVE PLACEMENT, AND WELLNESS PROGRAM**

Date: October 23, 2018

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, positive placement, and wellness program for dogs.

Background

Dog Live Release Statistics. The County continues to experience a high volume of dogs through its Bradshaw Animal Shelter, as do neighboring governmental and non-profit organization animal shelters. In calendar year 2013, the total dogs accepted at the Bradshaw Animal Shelter was 4,850; in 2017, the total was 5,616. In 2013, the live release rate for dogs was approximately 60%. In 2017, the live release rate for dogs increased to 80.1%. Our goal in 2018 is to achieve a 90% live release rate for dogs.

Foster and Rescue Coordinator. In March 2014, the County hired an Animal Care Attendant (ACA) as the County's Foster Rescue Program Coordinator. The County currently contracts with two individuals for foster and rescue program assistance – one for dogs and one for cats. The County is expanding the program with positive placement and wellness resources and is seeking proposals for additional program assistance for dogs, with anticipated contract commencing in January 2019.

Scope of Services

Dog Foster and Rescue, Positive Placement, and Wellness Program Assistance.

The selected proposer will provide assistance to the Bradshaw Animal Shelter's Foster and Rescue Program Coordinator with community outreach, coordination and management of foster home and rescue organizations placements. Specifically, services shall include, but not be limited to:

- 1) Via CONTRACTOR'S networking, recruit foster care providers and rescue organizations to encourage their participation in COUNTY'S Foster and Rescue Program.
- 2) Evaluate foster care provider applications via both interviews and home visits. Provide brief written report of proposed foster home and CONTRACTOR recommendation to Program Coordinator. Approval, denial, and/or conditional approval will be made by COUNTY in COUNTY'S sole discretion.
- 3) As may be requested by Program Coordinator on a case-by-case basis, network, establish, coordinate, and attend events off-site from COUNTY'S Animal Shelter with a focus on recruiting foster care providers, rescue organizations, and positive placement.

- 4) As may be requested by Program Coordinator on a case-by-case basis, evaluate dogs currently in foster care for attendance at community adoption events and coordinate transport and attendance with foster care providers and others, as necessary.
- 5) As may be requested by Program Coordinator, provide foster care providers with obedience training of dogs on-site at COUNTY'S Animal Shelter to increase adoptability. Training sessions shall be open, as space may be available, to volunteer dog walkers.
- 6) Assist Program Coordinator to categorize list of foster care providers for dogs into types, e.g., little dogs, big dogs, various ages of puppies or adults, various breeds.
- 7) As may be requested by Program Coordinator on a case-by-case basis, provide observation and recommendation concerning eligibility of dogs identified by the Program Coordinator as potential candidates for foster care or rescue placement.
- 8) Communicate and liaison between foster providers and shelter veterinary staff. As may be requested by Program Coordinator on a case-by-case basis, coordinate evaluation of dogs to/from foster care providers and COUNTY'S Animal Shelter for veterinary medical evaluations/treatments.
- 9) As may be requested by Program Coordinator on a case-by-case basis, assist Program Coordinator in facilitating transfers to rescue organizations.
- 10) As may be requested or approved in advance by COUNTY'S Director, attend, as a reimbursable expense under this Agreement, various seminars/conferences concerning but not limited to, animal behavior, strategies to increase involvement for fostering and adoptability, etc.

Dog Behavior Evaluations

As may be requested by Program Coordinator, perform or assist with performance of dog behavior evaluations. Bradshaw Animal Shelter utilizes a modified "Safer" evaluation format.

Socialization

Assist with socialization of shy, fearful or otherwise in-need dogs to increase their adoptability.

Adoption Counseling

Perform or assist with performance of counseling of prospective adopters with goal toward positive outcome for dogs as well as best match for dogs and adopters towards long-term pet retention and mutual life-time enrichment.

Dog Playgroups

At County direction, the selected proposer will be required to supervise dog playgroups, including:

- 1) Maintain and update written criteria to be approved by COUNTY'S Director, for participation in dog play groups by volunteers and dogs.
- 2) Maintain and update written criteria to be approved by COUNTY'S Director, for management of dog play groups, including, but not limited to weather restrictions, number of dog and volunteer participants in each group, safety protocols, equipment, and emergency response.
- 3) Evaluate, select, train, and supervise volunteers to assist with managing dog play groups. CONTRACTOR shall provide names of participating volunteers to COUNTY'S Director within two days after start date of each volunteer.

- 4) Evaluate and select dogs for participation in play groups. Dogs selected may participate only after their stray or other legal hold period has concluded, and COUNTY is legal owner.
- 5) Supervise introductions, play group interactions, and return of dogs to kennels.
- 6) For each dog evaluated, input notes in Chameleon database of objective, observable behavior of dogs in relation to play.
- 7) Immediately report to COUNTY'S Director any injury to a person or a dog, providing names, contact information, dog description and identification number and details of the injury.
- 8) Assure all exterior doors and perimeter gates are shut and locked at conclusion of dog play groups conducted after shelter has been closed for the evening by staff.

Animal Care and Regulation Code of Conduct

Under the proposed contract, the Contractor must abide by the "ACR Code of Conduct," a copy of which is attached hereto as Exhibit A and incorporated herein by this reference. Failure to follow the code of conduct may be deemed material breach of contract.

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 contract, the County will reserve the following rights:

- 1) While the selected dog foster and rescue contractor will propose candidate dogs for foster and/or rescue, the County reserves the right to determine, in its sole discretion, which animals may participate in the programs.
- 2) The County reserves the right to approve foster providers and homes, and to terminate partnership by any provider or home at any time.
- 3) The County reserves the right to approve rescue organizations and to terminate partnership by any rescue organization.
- 4) While reasonable effort will be made to place animals that are in the foster program, the County reserves the right to terminate veterinary medical care, shelter resources/support, 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 determine the final outcome which may include euthanasia.

Additional Limitations and Exclusions from Scope of Services

Specifically excluded from the scope of services, but without limitation, are the following:

- 1) Removing dogs from COUNTY'S Animal Shelter without specific written authorization from COUNTY'S Program Coordinator or via authorized adoption.
- 2) Returning dogs to COUNTY'S Animal Shelter and placing in kennels without first coordinating such placement with either COUNTY'S Program Coordinator or the Supervising Animal Control Officer or Senior Animal Control Officer in charge on day of return.

- 3) Obtaining veterinary medical care for dogs in foster care other than from COUNTY'S Shelter Veterinarians unless required for life-threatening emergency or otherwise irreparable suffering.

Compensation

Compensation in Fiscal Year 2018-19 is budgeted at \$42,900. Compensation in Fiscal Year 2019-20 is yet to be determined in budgetary process. Compensation is subject to both budget and negotiation based on contractor qualifications and experience.

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, positive placement and wellness program, and what you can provide in support of the County's program.
- 5) Describe your proposed 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 references that may be contacted.
- 8) State any exceptions or additions to the indemnification and insurance requirements 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 for interviews 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.

Addenda

Addenda, if any, will be posted www.bradshawshelter.net / www.animalcare.saccounty.net
Proposers are responsible to monitor this site. If addenda that materially change the terms of this request are issued within 72 hours of the submittal due date, the submittal due date will be postponed.

Submission Requirements


Sealed proposals marked with the proposer's name and "Sealed Proposal, Foster-Rescue Program Assistance," must be submitted in triplicate hard copy no later than 4:00 p.m., November 5, 2018, to:

Vita Tsymbol, Administrative Services Officer II
Department of Animal Care and Regulation
County of Sacramento
3839 Bradshaw Road
Sacramento, CA 95827

Questions may be directed to: tsymbolvi@saccounty.net.

Attachment: Exhibit A – ACR Code of Conduct

EXHIBIT A

<p>Municipal Services Department of Animal Care & Regulation David Dickinson, Director</p>	 <p>County of Sacramento</p>	<p>Bradley J. Hudson, County Executive</p> <p>Robert B. Leonard, Chief Deputy County Executive</p>
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Intra-Departmental Memorandum

DATE: April 4, 2014
TO: All ACR Employees and Volunteers
FROM: David Dickinson, Director
SUBJECT: ACR CODE OF CONDUCT

BACKGROUND

In June 2013, the Animal Care & Regulation Leadership Team began a strategic planning process to identify the Department's top goals and priorities. Three major objectives emerged: improve Leadership Team cohesion and communication; promote accountability throughout organization; and, create a positive, motivating and gratifying culture for all. The Leadership Team secured feedback from staff, partner rescue groups, and the shelter's extensive volunteer group through meetings, emails, and phone calls during a two-month period.

The ACR Code of Conduct was developed as one avenue for establishing expectations for all employees and volunteers as well as promoting accountability throughout the organization. In February-March 2014, the ACR Code of Conduct was finalized after going through the meet and confer process with Animal Care & Regulation labor unions.

ACR CODE OF CONDUCT

1. Staff/Volunteers are expected to treat all animals and humans with dignity and respect, and to keep pets in their own personal care in compliance with all federal, state, and local requirements.
2. Staff/Volunteers are expected to promote positive, professional, courteous and collaborative relationships within the Department and with other organizations and individuals.
3. Staff/Volunteers are expected to communicate consistently, truthfully and with integrity inside and outside of our organization.

4. Staff/Volunteers are expected to recognize and respect the value of each individual and group, keeping an open mind to all viewpoints.
5. Staff/Volunteers are expected to be fair and just.
6. Staff/Volunteers are expected to continuously improve our organization's operations and delivery of services.
7. Staff/Volunteers are expected to, at all times, be attentive to their duties and provide the highest quality of service to animals and humans in need of our organization's assistance.
8. Staff/Volunteers are expected to, at all times, use sound judgment and remain emotionally composed, alert and observant during the course of their duties in our organization.
9. Staff/Volunteers are expected to develop, maintain and demonstrate proficiency in current professional sheltering and animal welfare practices.
10. Staff/Volunteers are expected to refrain from any conduct that is unbecoming or that in any way discredits, disrupts, or erodes the efforts of our organization.
11. Staff/Volunteers are expected to be neat and clean, except when duties or assignments prevent normal attire or appearance.
12. Staff/Volunteers are expected to perform their job duties satisfactorily, including demonstrating the ability and the initiative to meet all of our organization's required standards, policies, and procedures.
13. Staff/Volunteers are expected to respect the confidential, proprietary, and sensitive nature of information related to the Department's operations, including, but not limited to, animals, adopters, pet owners, staff, volunteers, donors, and legal filings.
14. Staff/Volunteers shall not accept any gratuity, gift, or other valuable article from an individual, company or organization doing business with the County because gifts can be viewed as unethical attempts to influence our organization's operations. Although some offers are made in good faith and intent, all staff/volunteers are expected to remain free from any potential conflict of interest. Any gift of a substantial value offered by an outside party should be politely, but firmly, declined. Any such items received must be turned into Department Director within 30 days of receipt.
15. Staff/Volunteers shall not use Department resources for personal gain.
16. Staff/Volunteers shall not harass, discriminate against, or refuse professional services to anyone on the basis of any protected characteristics, including, but not limited to, race, color, age, sex/gender, sexual orientation, religion, disability, or nationality.