



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**{{item.tracking\_number}}**

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**Agenda Item Number:** {{item.number}}

**Agenda Date:** October 20, 2022

**In Control:** Audit and Accountability Committee Meeting

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**DEPARTMENT:** Animal Care Services

**DEPARTMENT HEAD:** Shannon Sims

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Post-Solicitation High Profile item for Operation & Management of the Brackenridge Veterinary Clinic

**SUMMARY:**

Post-Solicitation briefing on Operation & Management of the Brackenridge Veterinary Clinic

**BACKGROUND INFORMATION:**

The Animal Care Services Department (ACS) released a Request for Proposals (RFP) on May 20, 2022, to select a vendor to manage and operate the Brackenridge Veterinary Clinic. Management and operation of the facility includes providing 6,500 low-cost spay/neuter surgeries to the community annually and providing low-cost vaccinations, microchips, and other pet wellness services to the community.

**ISSUE:**

Solicitation Type: Request for Proposals

Contract Value: \$170,000.00

Term of Contract: 3 years with 2, 1-year renewal options

Number of Respondents: 2

Contracts to be Awarded: 1

Council Consideration: October 20, 2022

Evaluation Criteria:

- Experience, Background, and Qualifications: 55 points

- Proposed Plan: 45 points

SBEDA Program: Waived

Local Preference Program: Not Applicable

Veteran Owned Small Business Preference Program: Not Applicable

Voting Members:

- David McCary, Assistant City Manager, City Manager's Office

- Shannon Sims, Director, Animal Care Services Department

- Bethany Colonnese, Chief Operations Officer, Animal Care Services Department

- Rita Braeutigam, Board Chair, Animal Care Services Advisory Board

- Alyssa McMullin, Special Projects Manager, Animal Care Services Department

**FISCAL IMPACT:**

**For briefing purposes only**

**ALTERNATIVES:**

For briefing purposes only

**RECOMMENDATION:**

Final score matrix for this solicitation is attached. Due diligence conducted for the respondents to the above solicitation included a search of federal and state debarment lists, prohibited political contributions, conflicts of interest, delinquent City/County taxes, outstanding payments to the City, payment of state franchise fees as well as a search of the internet for pertinent business information. No material findings were noted that would prevent the City from awarding to the selected vendor.

Staff recommends committee approval to proceed with scheduling this item for full City Council consideration