



Office of Management and Budget Division of Purchasing
Non-Competitive Contract Request Form

Department	Metro Animal Services	Department Contact	Skip Kalkhof
Contact Email	skip.kalkhof@louisvilleky.gov	Contact Phone	(502) 574-5385

Contract Type: check one	<input type="checkbox"/> New	<input type="checkbox"/> Amendment		
		Additional Funds	Time Extension	Scope
Professional Service				
Sole Source (Goods/Services)	X			
	Start	End		
Requested Contract Dates (MM/DD/YYYY)	11/01/2023	10/31/2024		

VENDOR INFORMATION

Vendor Legal Name	Alley Cat Advocates				
DBA	Alley Cat Advocates				
Point of Contact	Karen Little	Email	karen.little@alleycatadvocates.org		
Street	3524 Newburg Road				
Suite/Floor/Apt		Phone	(502) 634-8777		
City	Louisville	State	Kentucky	Zip Code	40218
Federal Tax ID#		SSN# (If sole proprietor)			
Louisville Revenue Commission Account#					
<u>Human Relations Commission Certified Vendors</u>	<input type="checkbox"/> Certified Minority Owned Business	<input type="checkbox"/> Certified Woman Owned Business	<input type="checkbox"/> Disabled Owned Business		
Select if applicable					

FINANCIAL INFORMATION

Not to Exceed Contract Amount	70,000.00	(Including reimbursement expenses, if applicable)			
Spend Category:	Miscellaneous Services / Vet Services				
Fund:	General	Cost Center:	1101-430-4871-487101-522998 / 1101-430-4891-486101-647001		
Program:		Project:			
Grant:		Other Worktags:			

Payment Rate		per hour		per day		Other - describe below
dla	3,333.00	per month	\$40.00	per service		spay neuter average 62.5 per mo.
Payment Frequency	dla	3,333.00	Monthly	X	Upon Completion / Delivery	
			Quarterly		Other	estimate up to 750 spay/neuter



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CONTRACT SCOPE and PURPOSE (Attach additional documentation if necessary)

New: Be specific about the work to be performed/ product to be purchased including but not limited to scope of work; description of service: work product created; why the service/ product is necessary; and benefit to Louisville Metro Government.

Amendments: Describe the circumstances under which a time extension or scope change is needed.

See Attached

JUSTIFICATION FOR NON-COMPETITIVE GOOD/SERVICE (Attach additional documentation if necessary)

Provide justification including but not limited to a description of the unique features that prohibit competition; research conducted to verify the vendor as the only known source (sole source); why the service (PSC) is not feasible to be provided by LMG staff or expertise does not exist; known compatibility, proprietary and/or timing issues.

See Attached

AUTHORIZATIONS: Per KRS 45A.380, I have determined that competition is not feasible for the above described good/ service and there is a single source within a reasonable geographical area of the good/ service to be procured; or the resulting contract is for the services of a licensed professional, technician, artist, or other non-licensed professional service.

Department Director

Handwritten signature of Ashley Book

Signature

Printed Name Ashley Book

Printed Name

DocuSigned by:

Handwritten signature of Joel Neaveill

Signature

Date

10/9/23

Purchasing Director

Date

10/11/2023

Joel Neaveill



10/11/2023

Alley Cat Advocates is the expert in Jefferson County in regards to community cats. They are the sole entity in Jefferson County and works closely with Louisville Metro Animal Services (LMAS) in regards to the Trap, Euthanize and Return (TER) program for community cats. Alley Cat Advocates provides and assists LMAS with Community Cat Management, spay/neuter of community cats, and overflow cat surgeries when deemed necessary.

Objective: To offer citizens of our community the easiest, most user friendly method of managing their interactions with community cats, whether those interactions be positive or negative, while simultaneously humanely reducing the number of community cats both sheltered at MAS and living in our community at large.

In partnership with Louisville Metro Animal Services (LMAS), Alley Cat Advocates (ACA) agrees to provide the following TNR services on behalf of LMAS to the citizens of Jefferson County:

- Respond to contacts coming to LMAS regarding community cats in a timely manner.
 - o ACA agrees to respond to contacts in the order received by the contacts routed through LMAS or ACA.
 - o ACA agrees to respond to all contacts in the same timeframe regardless of having been routed through LMAS or ACA.
 - o The Director of LMAS or their designee may request that a contact be addressed out of the order received.
- Provide assistance through education, referrals, trapping, deterrents, and spay/neuter appointments.
 - o ACA agrees to participate in joint public events to introduce and further communicate benefits of TNR when appropriate.
 - o ACA agrees to refer citizens to appropriate local resources to best meet their TNR needs, including to other rescue groups for spay/neuter vouchers, for example, to assist in the cost of ACA scheduled surgeries.
 - o ACA agrees to provide trapping services for citizens requesting the service.
 - o ACA agrees to provide support, including deterrents when deemed appropriate.
 - o ACA agrees to schedule spay/neuter surgery appointments for callers routed through LMAS in the same manner as calls received directly through ACA.
- ACA Agrees to provide LMAS needed documentation for statistical and data collection.
- Support work of trap distribution, cat check-in, surgical processes, rehab care and coordination.
 - o ACA agrees to provide traps, trap training, and needed paperwork to citizens scheduled for surgery through ACA.
 - o ACA agrees to check-in cats scheduled for surgery.
 - o ACA agrees to negotiate high quality surgeries and support, including vaccinations, with appropriate service providers.
 - o ACA agrees to provide care, regardless of source of contact, with after care following ACA standards of care.

Not to Exceed \$70,000.00 FY24

\$3,333.00	
<u> </u>	x 12
\$39,996.00	Annual service fee charged monthly

\$40.00	
<u> </u>	x 750
\$30,000.00	Approximately 750 cats are expected to be spayed neutered In FY24 average 62.5 per month