

**APPLICATION FOR MANAGEMENT OF A PORTION OF THE
POMPANO BEACH ANIMAL SHELTER**

OVERVIEW

Broward County owns the Pompano Beach Animal Shelter located at 3100 NW 19th Terrace in Pompano Beach, Broward County, Florida ("Pompano Shelter"). The Animal Care and Adoption Division ("ACAD") is desirous of entering into a lease ("Lease") for a portion of the Pompano Shelter to an animal welfare 501(c)(3) nonprofit organization, which has proven success in fostering, adoptions, and ongoing out-of-State transportations to partner shelters, for purposes of assisting Broward County attain and sustain a No-Kill status. By industry standards, that necessitates that 90% of the dogs/cats entering the ACAD shelter, located at 2400 SW 42nd Street, Fort Lauderdale ("ACAD Shelter"), leave alive, either through a rescue group, owner reclamation, or adoptions.

Section 125.38, Florida Statutes, authorizes Broward County to lease the Pompano Shelter to a nonprofit organized for the purpose of promoting community interest and welfare, to be used for public or community interest and welfare. Broward County invites prospective applicants to provide information regarding their availability to manage a portion of the Pompano Shelter as more particularly described in the Scope of Work set out herein. All applications will be evaluated by an Evaluation Committee and rated based upon the criteria and point system set forth herein.

Prospective applicants should review the materials presented in the remainder of this Application to meet the information requirements for filing an Application.

SCOPE OF WORK
MANAGEMENT OF A PORTION OF THE POMPANO BEACH ANIMAL SHELTER

The Broward County Board of County Commissioners, by and through its ACAD, is seeking applications from qualified animal welfare 501(c)(3) nonprofit organizations to manage a portion of the Pompano Shelter. "Qualified Applicants" must possess:

- Current status and operation as an approved 501(c)(3) with the stated purpose of promoting animal welfare for a minimum of the immediate past five (5) years
- A record for rescuing a minimum of twenty (20) dogs/cats from a county or city government animal shelter for each of the immediate past five (5) years
- Current partnership with ACAD and have been in good standing for a minimum of the immediate past five (5) years
- A record of recruiting and maintaining a volunteer base of at least two hundred (200) volunteers and one hundred (100) fosters for the immediate past five (5) years
- Documented facilitation of successful adoption and fundraising events in the immediate past two (2) years
- Documented out-of-State transports of dogs and cats, including access to or readily available transport vehicle(s) for dogs and cats
- Documented financial capability to manage the Pompano Shelter and provide the services set forth below

The selected Applicant is expected to provide the following:

- Remove from the ACAD Shelter a minimum of thirty (30) canines per month, of any size, breed, vetting status, or age, as determined by ACAD
- Remove from the ACAD Shelter a minimum of forty (40) felines and weaned kittens per month, as determined by ACAD
- Host a minimum of one (1) Rabies and Microchip clinic per month at the Pompano Shelter, supported by ACAD
- Partner with other groups that specialize in Pet Retention programs
- Maintain, staff, and operate a neonate kitten nursery, with a maximum capacity of fifty (50) kittens, in an ACAD FORT at the Pompano Shelter, outfitted by grants and donations awarded to ACAD
- Provide monthly transports of dogs and cats to out-of-State shelters
- Provide disaster relief support as needed for the pet friendly shelters

The selected Applicant will be expected to execute a Lease with Broward County, in substantially the form attached hereto in Attachment "I."

APPLICATION INSTRUCTIONS

INVITATION TO APPLY

Applications must be submitted on the **Application Form** on Pages 5-6, with all other required and supplemental materials provided as Attachments.

APPLICATIONS must include the Applicant's return mailing address, contact person, and telephone number. Applicants shall submit one (1) original, six (6) bound copies with dividers, and six (6) electronic CD/DVD copies of the Application. The Applicant **must hand deliver** the Application and documentation to: **Animal Care and Adoption 2400 SW 42nd Street, Fort Lauderdale, FL. 33312.**

ACAD must receive Applications and documentation by 5:00 PM on November 19, 2019. Applications and documentation received after that date and time will not be accepted and will be returned to the Applicant.

Immediately upon receipt, Applications become "**public records**" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Applicants may invoke the exemptions to identify the data or other materials to be protected, and must state the statutory authority and the reasons why such exclusion from public disclosure is necessary. **Requests for exemption shall be subject to review and approval of the County Attorney's Office.**

Any Applicant may withdraw its Application by notifying ACAD in writing at any time. Duplicate copies of the Application and materials submitted with the withdrawn Application will be returned to the Applicant upon request, subject to the requirements of Chapter 119, Florida Statutes.

SELECTION PROCESS

Applications submitted shall be reviewed and evaluated by an Evaluation Committee composed of County staff. The Applicant understands that acceptance of an Application does not constitute an agreement or contract between the Applicant and Broward County.

Applicants will have an opportunity to present their Applications to the Evaluation Committee and will be contacted for the time and date.

Board of County Commissioners reserves the right to reject all Applications submitted, waive any information, and re-advertise for new Applications. ACAD may make a recommendation to the Board of County Commissioners not to lease the Pompano Shelter to any of the Applicants.

APPLICATION PREPARATION COSTS

Neither the County nor its representatives, which include County agencies and personnel, shall be liable for any expenses incurred in connection with preparation of an Application. Applicants should prepare their Applications simply and economically, providing straight forward and concise descriptions and responses.

ACCURACY OF APPLICATION INFORMATION

Any Applicant that submits in its Application to ACAD any information that is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration. Answers and responses must pertain to the specific question requested on the Application Form. No consideration will be given to a response that does not relate specifically to the question or requirement for information. If the response to a question is contained elsewhere in the Application, it must be specifically cited (i.e. page number, question number, etc.)

INSURANCE REQUIREMENTS

The Insurance Requirement Form set forth in Attachment "G" reflects the insurance requirements deemed necessary for this project. It is not necessary to have this level of insurance in effect at the time of submittal, but it is necessary to submit certificates indicating that the Applicant currently carries the insurance or to submit a letter from the carrier indicating it can provide insurance coverages.

FINANCIAL CAPABILITY

Applications must include the Applicant's Form 990, Form 990-EZ, Form 990-N, or Form 990-PF, as appropriate, filed with the Internal Revenue Service, and its annual budget for the immediate past five (5) years.

APPLICATION

Part I: COVER SHEET (To Be Completed by Applicant)

Section A. Applicant Agency Information

1. Applicant(s):	
2. Administrative Address:	
3. City & State:	4. Zip Code:
5. Telephone Number:	6. Fax Number:
7. E-mail Address:	8. Web Site:
9. Contact Person's Name	10. Phone Number including area code
11. Mailing Address, City, State, Zip Code	

Section B. Certification of Accuracy and Compliance

I do hereby certify that all facts, figures, and representations made in the Application, including the Attachments, are true and correct. The filing of this Application(s) has been authorized by the nonprofit's Board and I(we) have been duly authorized to act as the representative(s) of the Board in connection with this Application. I (we) also agree to follow all Terms, Conditions, and applicable federal and state statutes.

Print Authorized Signator's Name (required)

Title

Authorized Signator's Signature (required)

Date

Part II: ATTACHMENTS AND DOCUMENTS

<p>Submit each of the following Attachments "A" through "H" as an Appendix to the original Application and complete copies of the Application. Include all Attachments in the Application pagination. Failure to include or incomplete Attachments "A," "F," "G," or "H" shall be a Fatal Flaw and the Application shall be removed from further consideration. Failure to include Attachments "B" through "E" or incomplete Attachments "B" through "E" shall not constitute a Fatal Flaw but shall be scored accordingly.</p>
<p>1. Documentation of current status and operation as a 501(c)(3) nonprofit organization with a stated purpose of promoting animal welfare for the immediate past five (5) years. Attachment "A."</p>
<p>2. Documentation evidencing rescuing of a minimum of twenty (20) dogs/cats per month from a county or city government animal shelter during each of the immediate past five (5) years. Attachment "B."</p>
<p>3. Documentation regarding record of recruiting and maintaining a volunteer base of at least two hundred (200) volunteers and at least one hundred (100) fosters for the immediate past five (5) years. Attachment "C."</p>
<p>4. Documentation regarding facilitation of adoption and fundraising events during the immediate past two (2) years. Attachment "D."</p>
<p>5. Documentation regarding accessibility to or readily available transport vehicle(s) for dogs and cats. Attachment "E."</p>
<p>6. Documentation regarding previous out-of-State transports of dogs and cats. Attachment "F."</p>
<p>7. Insurance certificate or letter from insurance carrier indicating that required insurance can be provided. Attachment "G."</p>
<p>8. IRS Form 990 and annual budget for the immediate past five (5) years. Composite Attachment "H."</p>
<p>9. Proposed Lease. Attachment "I."</p>

FATAL FLAW CHECKLIST

Failure to comply with or include any of the **Required Items** below or failure to respond to **Required Items** will result in a Fatal Flaw and removal of the Application from further consideration.

Required Item		Yes	No
1.	Application was received by due date and time.		
2.	Original Application contains original signature(s) under Part I: Cover Sheet Section C "Certification of Accuracy and Compliance" on Page 5.		
3.	Application includes verification that Applicant is a current 501(c)(3) nonprofit organization with a stated purpose of promoting animal welfare.		
4.	Attachments "A," "F," and "H" are attached to the Application.		
5.	Application includes Attachment "G," insurance certificate or letter from insurance carrier indicating that required insurance can be provided.		

EVALUATION TOOL

Criteria and **scoring points** for Application selection are described on the following pages. For each Application, seven (6) of the eight (8) "**Criteria**" will be rated from 0 to 3 points, with the lowest score of "0" and the highest score of "3." Criteria 7 will be rated 0, 2, or 4 points. Criteria 8 will be rated either 0 or 3 points.

Applicants are **required** to identify, through narrative statements or through attached documentation referencing the Application page number(s) and Attachment reference, how the "**Criteria**" are addressed.

Each **Evaluation Committee** member will assign 0 to 3 points to each **Criteria 1-6** based on the documentation provided in the Application; 0, 2, or 4 points for **Criteria 7**; and 0 or 3 points for **Criteria 8**.

The minimum "**Final Project Score**" is **0 points** and the maximum is **25 points**.

The "**Average Final Project Score**" for each project will be an *average* of the "Final Project Score" of all members of the Evaluation Committee. The Application with the highest Average Final Project Score will be recommended to the Board of County Commissioners for the execution of a Lease for the portion of the Pompano Shelter.

Criteria

1. **Record of rescuing at least twenty (20) dogs/cats per month from a county or city government animal shelter for the immediate past five (5) years.** To obtain a high score of "3," the Application must demonstrate that the Applicant has rescued a minimum of twenty (20) dogs/cats per month for each of the immediate past ten (10) years or more. To obtain a score of "2," the Application must demonstrate that the Applicant has rescued a minimum of twenty (20) dogs/cats per month for a minimum of each of the immediate past eight (8) years but less than the immediate past ten (10) years. A score of "1" will be given if the Application demonstrates that the Applicant has rescued between a minimum of twenty (20) dogs/cats per month for a minimum of each of the immediate past five (5) years but less than the immediate past eight (8) years. The low score of "0" will be given if the Application provides no documentation or the Application demonstrates that the Applicant has rescued a minimum of twenty (20) dogs/care per month for less than the immediate past five (5) years.
2. **Current partnership with ACAD and be in good standing for a minimum of five (5) years.** "Good standing" shall be based upon a determination by ACAD that the Applicant has submitted required partnership paperwork on a timely basis and passed unannounced field inspection(s) performed by ACAD of all partners. To obtain a high score of "3," the Application must demonstrate that the

Applicant has been a partner in good standing with ACAD for a minimum of ten (10) immediate past years. To obtain the score of "2," the Application must demonstrate that the Applicant has been in good standing with ACAD for a minimum of eight (8) immediate past years but less than ten (10) immediate past years. An Application that demonstrates that the Applicant has been in good standing with ACAD for a minimum of five (5) immediate past years but less than eight (8) immediate past years will obtain the score of "1." The low score of "0" will be given if the Application provides no documentation or the Applicant demonstrates less than five (5) immediate past years of good standing with ACAD.

3. **Record of recruiting and maintaining a volunteer base of at least two hundred (200) volunteers in each of the immediate past five (5) years.** To obtain a high score of "3," the Application must demonstrate that the Applicant has recruited and maintained a volunteer base of at least three hundred (300) volunteers in each of the immediate past five (5) years. To obtain the score of "2," the Application must demonstrate that the Applicant has recruited and maintained a volunteer base of at least two hundred fifty (250) but less than three hundred (300) volunteers in each of the immediate past five (5) years. Applicants who demonstrate retention and maintenance of at least two hundred (200) volunteers but less than two hundred fifty (250) volunteers for each of the immediate past five (5) years shall obtain the score of "1." The low score of "0" will be given if the Application provides no documentation or the Applicant demonstrates the recruitment and maintenance of less than two hundred (200) volunteers in each of the immediate past five (5) years.
4. **Record of recruiting and maintaining a volunteer base of at least one hundred (100) fosters in each of the immediate past five (5) years.** To obtain a high score of "3," the Application must demonstrate that the Applicant has recruited and maintained a volunteer base of at least two hundred (200) fosters in each of the immediate past five (5) years. To obtain the score of "2," the Application must demonstrate that the Applicant has recruited and maintained a volunteer base of at least one hundred fifty (150) but less than two hundred (200) fosters in each of the immediate past five (5) years. Applicants who demonstrate retention and maintenance of at least one hundred (100) but less than one hundred fifty (150) fosters in each of the immediate past five (5) years shall obtain the score of "1." The low score of "0" will be given if the Application provides no documentation or the Applicant demonstrates the recruitment and maintenance of less than one hundred (100) fosters in each of the immediate past five (5) years.
5. **Successful adoption and fundraising events in the immediate past two (2) years, as documented in Schedule G of Form 990 or 990-EZ and adoption information.** To obtain a high score of "3," the Applicant's Schedule Gs must demonstrate that the Applicant has provided a minimum of twelve (12) adoption and fundraising events in the immediate past two (2) years, where at least Five Thousand Dollars (\$5,000) was obtained in donations and at least fifty (50) dogs/cats were adopted. To obtain a score of "2," the Applicant's Schedule Gs must demonstrate that the Applicant has provided at least six (6) events but less than twelve (12) events in the immediate past two (2) years, where at least Five Thousand Dollars (\$5,000) was obtained in donations and at least fifty (50) dogs/cats were adopted. A score of "1" will be given if the Applicant's Schedule Gs demonstrate that the Applicant has provided at least one (1) event but less than six (6) events in the immediate past two (2) years, where at least Five Thousand Dollars (\$5,000) was obtained

in donations and at least fifty (50) dogs/cats were adopted. The low score of "0" will be given if the Application provides no documentation or fails to demonstrate the hosting of any adoption and fundraising events in the past two (2) years where at least Five Thousand Dollars (\$5,000) was obtained in donations and at least 50 (50) dogs/cats were adopted.

6. **Access to or readily available transport vehicle.** Applications that demonstrate ownership of a readily available transport vehicle to transport dogs and cats out-of-State shall obtain the score of "4." Applications that demonstrate access to, but not ownership of, a readily available transport vehicle to transport dogs and cats out-of-State shall obtain the score of "2." The low score of "0" will be given if no documentation is provided or the Application fails to demonstrate ownership of or access to a transport vehicle to transport dogs and cats out-of-State.
7. **Out-of-State transport of dogs and cats.** To obtain a high score of "3," the Application must demonstrate that the Applicant has been successful in transporting a minimum of one hundred twenty (120) dogs and/or cats out-of-State during the immediate past twelve (12) months. To obtain the score of "2," the Application must demonstrate that the Applicant has been successful in transporting at least sixty (60) but less than one hundred twenty (120) dogs and/or cats out-of-State during the immediate past twelve (12) months. Applicants who demonstrate successful transportation of a minimum ten (10) but less than sixty (60) dogs and/or cats out-of-State during the immediate past twelve (12) months will obtain the score of "1." The low score of "0" will be given if the Application fails to demonstrate the transportation of less than ten (10) dogs and/or cats out-of-State during the immediate past twelve (12) months.
8. **Financial capability to manage the Pompano Shelter and provide the services set forth in the Scope of Work.** Applications that demonstrate, via the organization's IRS Form 990 and its annual budget, that the organization's yearly profits have equaled or exceeded the organization's losses in each of the immediate past five (5) years shall obtain the score of "3." Applications that fail to demonstrate that the organization's yearly profits have equaled or exceeded the organization's losses in each of the immediate past five (5) years shall obtain the score of "0."

CRITERIA / SCORING
(To Be Completed by Evaluation Committee)

CRITERIA	POINTS
<p>1. Rescuing at least twenty (20) dogs/cats per month from a county or city government animal shelter during each of immediate past 5 years (0 – 3 points) 10 years or more – 3 points At least 8 years but less than 10 years – 2 points At least 5 years but less than 8 years – 1 point No documentation or less than 5 years – 0 points</p>	
<p>2. Current partnership with ACAD and be in good standing for a minimum of immediate past 5 years (0 - 3 points) 10 years or more – 3 points Minimum 8 years but less than 10 years – 2 points Minimum 5 years but less than 8 years – 1 point No documentation or less than 5 years – 0 points</p>	
<p>3. Record of recruiting and maintaining a volunteer base of at least 200 volunteers for each of the immediate past 5 years (0 - 3 points) Minimum 300 volunteers – 3 points Minimum 250 but less than 300 volunteers – 2 points Minimum 200 but less than 250 volunteers – 1 point No documentation or less than 200 volunteers – 0 points</p>	
<p>4. Record of recruiting and maintaining a volunteer base of at least 100 fosters for each of the immediate past five 5 years (0 – 3 points) 200 fosters or more – 3 points Minimum 150 but less than 200 fosters – 2 points Minimum 100 fosters but less than 150 – 1 point No documentation or less than 100 fosters – 0 points</p>	

<p>5. Adoption and fundraising events within the immediate past 2 years where a minimum of \$5,000 in donations was received and a minimum of 50 adoptions occurred (0 -3 points) 12 or more events within immediate past 2 years – 3 points At least 6 events but less than 12 events – 2 points Minimum of 1 event but less than 6 events – 1 point No documentation or no events – 0 points</p>	
<p>6. Access to, or ownership of, a readily available vehicle to transport dogs and/or cats out-of-State (0, 2, or 4 points) Ownership – 4 points Access to, but not ownership – 2 points No documentation or evidence of ownership or access to – 0 points</p>	
<p>7. Out-of-State transport of dogs and/or cats within the immediate past twelve (12) months (0 – 3 points) Minimum 120 or more dogs/cats transported – 3 points Minimum 60 but less than 120 dogs/cats transported – 2 points Minimum 10 but less than 60 dogs/cats transported – 1 point Less than 10 dogs/cats transported – 0 points</p>	
<p>8. Financial capability to manage the Pompano Shelter and provide the services set forth in the Scope of Work - organization's yearly profits have equaled or exceeded the organization's losses in each of the immediate past 5 years (0 or 3 points) Yes – 3 points No -- 0 points</p>	
<p>FINAL PROJECT SCORE</p>	

ATTACHMENT "A"

CURRENT STATUS AS A 501(c) (3) NONPROFIT ORGANIZATION WITH A
STATED PURPOSE OF PROMOTING ANIMAL WELFARE

ATTACHMENT "B"

DOCUMENTATION OF PROVEN SUCCESS RATE FOR RESCUING DOGS/CATS
FROM A COUNTY OR CITY GOVERNMENT ANIMAL SHELTER

ATTACHMENT "C"

DOCUMENTATION REGARDING RECORD OF SUCCESSFUL RECRUITMENT AND
PROPORTIONS OF VOLUNTEERS AND FOSTERS

ATTACHMENT "D"

DOCUMENTATION REGARDING FACILITATION OF ADOPTION AND FUNDRAISING
EVENTS

ATTACHMENT "E"

DOCUMENTATION REGARDING ACCESSIBILITY TO OR READILY AVAILABLE
TRANSPORT VEHICLE(S) FOR DOGS AND CATS

ATTACHMENT "F"

DOCUMENTATION REGARDING PREVIOUS OUT-OF-STATE TRANSPORTS OF DOGS
AND CATS

ATTACHMENT "G"

INSURANCE REQUIREMENTS AND CERTIFICATE OR LETTER
INDICATING ABILITY TO SATISFY INSURANCE REQUIREMENTS

ATTACHMENT "H"

IRS FORM 990 AND ANNUAL BUDGET FOR THE IMMEDIATE PAST FIVE (5) YEARS

ATTACHMENT "I"

PROPOSED LEASE