



SAVE THEM ALL

This letter is to serve as a commitment between Broward County (client) and Best Friends Animal Society (BFAS) in working to conduct a programmatic assessment of the shelter and/or field operations of the client's Animal Care and Adoptions Center.

In order for the BFAS leadership to feel comfortable moving forward with providing this free service, the following commitments would need to be agreed upon:

**BFAS agrees to:**

1. Provide, free of charge, appropriate staff for a minimum of 2 full days on site at Broward County Animal Care and Adoptions Center to conduct the assessment.
2. Conduct a summary meeting with the client's leadership team at the conclusion of the visit which will cover areas for improvement if found, high-level summary of the overall findings and answer specific questions the client may have.
3. A complete written report of the findings and recommendations to aid in the implementation of any/all recommendations made in the assessment particularly those requested by client.
4. Ongoing coaching, counseling and material resources to client and staff as appropriate to ensure success.

**Client understands the program will require the following:**

1. Provide statistics and information prior to visit as requested.
2. Provide meeting space for BFAS staff to operate in facility.
3. Make staff available for interviews as requested.
4. Allow BFAS staff to observe staff in working environment.
5. Agree to follow-up discussions 30, 60 and 90 days post visit to facilitate implementation of recommendations including timelines and goals for success.
6. Participate in a survey designed to provide BFAS feedback on the services provided.

This letter serves as a good faith commitment between Broward County and BFAS that they want to work together to increase the organizational efficiencies and life-saving capacity of the Animal Care and Adoptions Center.

Agency name: Broward County

Authorized representative signature: \_\_\_\_\_

(Name and title)

(Date)

Agency name: Best Friends Animal Society

Authorized representative signature: \_\_\_\_\_

Senior Manager, National Shelter Outreach

August 30, 2018

(Name and title)

(Date)

Reviewed and approved as to form  
Andrew J. Meyers, County Attorney

By  9/11/18  
Maite Azcoitia, Deputy County Attorney