

May 4, 2026

Cory Rogers
Senior Buyer
Collin County
2300 Bloomdale Rd. Suite 3160
McKinney, TX 75071

RE: Collin County Animal Shelter 2024-345 Quorum No: 24144 –
PO# 25002314
Amendment #01 – Needs Assessment

Cory,

Statement of Work (SOW): Animal Shelter Operational Consultant

1. Project Purpose & Background

Collin County ("Client") is seeking consulting services to determine current capacity needs and intake trends as well as 5 year, 10 year, 15 year and 20 year needs both with existing county partnerships to the County (to include unincorporated, smaller contract cities and MUD partners) and with the County alone (to include unincorporated, smaller contract cities and MUD partners), with consideration of intake diversion, length of stay reduction, adoption rate increase and humane sheltering. The goal of this engagement is to determine current and future sheltering needs to address community and staff concerns and expectations and to achieve the highest level of positive animal outcome/welfare.

2. Scope of Work (Tasks)

The Consultant (Quorum Architects, Inc) will provide the following services:

- **Assessment:** Conduct an assessment of current and historic shelter intake/outcome data and current capacity/population to extrapolate capacity needs at years 0, 5, 10 and 20 with both existing county partnerships as a partner and with County alone. Identify opportunities for intake diversion, length of stay reduction adoption rate increase and humane sheltering with or without other partners.
- **Data Review:** Analyze current and historical data to determine current and future capacity needs both with existing county partnerships as a partner and for County alone.
- **Process Review:** Review current policies and procedures to identify opportunities to reduce intake, decrease length of stay and increase positive outcomes.
- **Recommendation Report:** Draft a comprehensive report identifying current and future needs with/without key partners and identifying opportunities to reduce intake, decrease length of stay and increase positive outcomes.

3. Deliverables

- **Assessment Summary:** A written report detailing findings from data and future extrapolation and policy(ies) review.
- **Strategic Action Plan:** A prioritized list of any policy review recommendations.

4. Project Schedule/Timeline

- **Start Date:** Week of May 11, 2026
- **On-site Visit (as required):** Week of May 18, 2026
- **Draft Report Delivery:** Week of May 25, 2026
- **Final Report & Action Plan Delivery:** Week of June 8, 2026
- **End Date:** June 12, 2026

5. Roles and Responsibilities

- **Consultant:** Will perform all tasks, produce deliverables, and maintain confidentiality.
- **Client:** Will provide access to data, staff members, existing policies, and access to the existing Collin County Animal Shelter facility.

6. Payment Terms

- **Compensation for Amendment #01** – Needs Assessment as described herein is proposed to be a lump sum fee as described below, invoiced on percent complete each month:
- **Amendment 01 – Needs Assessment**

A.	Basic Services:	\$ 14,000
B.	Reimbursables:	\$ 1,000
Total:		\$ 15,000

Thank you for trusting Quorum Architects, Inc. to assist you in this endeavor.

Sincerely,
Quorum Architects, Inc.



Kim Hickman
Quorum Architects, Inc