



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number: SC PO SC2600000072

Award Type: Contract

Is a Board Meeting Date Requested? Yes

Requested Board Meeting Date: 04/21/2026

Signature Only: NO

Procurement Director Award / Delegated Award: • N/A

Supplier / Customer / Grantor / Subrecipient: Iron Brick Associates, LLC (Headquarters: Sperryville, VA)

Project Title / Description: Deployment of Workday Grants Module

Purpose: Award: Supplier Contract No. SC2600000072. This Supplier Contract is for an initial term from 04/21/2026 to 08/31/2027 in the not-to-exceed contract amount of \$425,000.00 (including sales tax). Administering Department: Information Technology, on behalf of Finance and Risk Management.

Procurement Method: Other

Insert additional Procurement Method info, if applicable: Pursuant to Pima County Procurement Code 11.24.010, Cooperative procurement authorized, for Requisition No. RQ2600002456, the Procurement Director approved the use of OMNIA Partners Contract No. 159124, which was awarded through competitive procedures comparable to those set forth by Pima County Procurement Code.

RQID: 2600002456

Attachment: Supplier Contract

Program Goals/Predicted Outcomes: The addition of the Workday Grants eliminates the need for certain system integrations, duplicate data entry, and reconciliation between systems. It facilitates more efficient grant setup, award, and fiscal tracking while providing smoother cost allocation and allocability controls. It will also make it easier for the County to comply with Federal Uniform Guidance 2 CFR 200.

Public Benefit and Impact: The implementation of Workday Grants into the Pima County's Workday-based Pima1 ERP system provides a scalable, cost-effective solution for increased volume of processing grants financial data without increasing administrative overhead.

Budget Pillar • Core functions & excellent service

Support of Prosperity Initiative: • N/A

Provide information that explains how this activity supports the selected Prosperity Initiatives N/A

Metrics Available to Measure Performance: The effectiveness of implementing the Workday Grants module can be measured by:

- The measurement of reduced labor due to elimination of double entry of data
- Elimination of late reports by providing streamlined and timely delivery of reports within specified reporting periods
- Reduced or eliminated audit findings
- Increased accuracy of SEFA preparation while reducing associated labor

Retroactive:

NO

Contract / Award Information

Record Number: SC PO SC2600000072

Document Type: SC

Department Code: PO

Contract Number: SC2600000072

Commencement Date: 04/21/2026

Termination Date: 08/31/2027

Total Expense Amount:

\$425,000.00

Total Revenue Amount:

\$0.00

Funding Source Name(s) Required: 40074FD IT Capital Projects

Funding from General Fund?

NO

Contract is fully or partially funded with Federal Funds?

NO

Were insurance or indemnity clauses modified?

YES

Vendor is using a Social Security Number?

NO

Department: Procurement

Name: Dawn Dargan

Telephone: 520-724-9071

Add Procurement Department Signatures

Yes

Add GMI Department Signatures

No

Division Manager/Procurement Officer Signature: Kelsey Braun-Shirley Digitally signed by Kelsey Braun-Shirley Date: 2026.04.16 13:15:59 -07'00' Date: _____

Acting Procurement Director Signature: Ana Wilber Digitally signed by Ana Wilber Date: 2026.04.16 13:51:20 -07'00' Date: _____

Department Director Signature: Kristen Irby Digitally signed by Kristen Irby DN: cn=Kristen Irby, o=Pima County, ou=Information Technology, email=kristen.irby@pima.gov, c=US Date: 2026.04.16 14:38:04 -07'00' Date: _____

Deputy County Administrator Signature: [Signature] Date: 4-16-2026

County Administrator Signature: [Signature] Date: 4/16/26

PIMA COUNTY

Pima County Procurement Department
 150 W. Congress St. 5th Fl
 Tucson AZ 85701

**Supplier Contract**

Contract Number	SC2600000072
Contract Start Date	04-14-2026
Contract End Date	08-31-2027
Payment Type	Warrant/Check
Buyer	Dawn Dargan
Phone Number	+1 (520) 7249071
Email	Dawn.Dargan@pima.gov

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Supplier:	Contract Name:
Iron Brick Associates, LLC 362 Old Hollow Rd Sperryville, VA 22740	Deployment of Workday Grants Module

Supplier Contact and Payment Terms:	Shipping Method	Delivery Type	FOB
	Vendor Method	Standard Ground	FOB Dest, Freight Prepaid
	Currency	NTE Amount	Used Amount
Phone: +1 (979) 4293137 Email: Jason.ogle@ironbrick.com Terms: Net 30 Days:	USD	425,000.00	0.00

Contract/Amendment Description:

This Supplier Contract commences on 04/21/2026 and expires 08/31/2027 with a not-to-exceed amount of \$425,000.00 (including sales tax).

Attachment: Cooperative Agreement

This Supplier Contract incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this contract. All transactions and conduct are required to conform to these documents.

Pima County Procurement Department

Administering Department: Information Technology, on behalf of Finance and Risk Management

Project: Deployment of Workday Grants Module

Contractor: Iron Brick Associates, LLC

362 Old Hollow Ct.

Sperryville, VA 22740

Amount: \$425,000.00

Contract No: SC2600000072

Funding: IT Capital Projects

COOPERATIVE PROCUREMENT AGREEMENT

1. Parties, Background and Purpose.

1.1. Parties.

This Cooperative Procurement Agreement ("Contract") is between Pima County, a political subdivision of the State of Arizona ("County"), and Iron Brick Associates, LLC ("Contractor")

1.2. Purpose.

The Pima County Finance and Risk Management requires services to configure, implement, and deploy the Workday Grants module into the County's Workday-based Pima1 ERP ecosystem.

1.3. Authority.

County is authorized by Pima County Code § 11.24.010 and A.R.S. § 41-2632 to enter into cooperative purchasing arrangements. Pima County has entered into such an agreement with OMNIA Partners (OMNIA Partners Master Intergovernmental Cooperative Purchasing Agreement effective March 5, 2019).

1.4. Contract.

1.4.1. Name

Region 14 Education Service Center entered into a contract (Contract No. 159124) for specified goods and services with Contractor, which is currently in effect (the "Region 14 Education Service Center Contract"). The Region 14 Education Service Center Contract is incorporated into this Contract by this reference, exclusive of Section IV "Region 14 – Terms and Conditions, which are applicable only as between Contractor and Region 14 Education Service Center".

1.4.2. Selection

Section 34 of the Region 14 Education Service Center Contract provides that another governmental entity with which Region 14 Education Service Center has a cooperative purchasing agreement may, with Contractor's approval, purchase products and services at the same prices and under the same terms as in the Region 14 Education Service Center Contract.

2. Term.

2.1. Initial Term.

The term of this Contract commences on April 21, 2026, and will terminate on August 31, 2027("Initial Term").

3. Scope of Services.

Contractor is an authorized reseller of certain third-party software, platforms, and services, including those provided by The Groove. The Groove will provide County with the services described in **Exhibit A – The Groove Statement of Work** (8 pages), at the dates and times described in **Exhibit A**. The Contractor must comply with all requirements and specifications in the Region 14 Education Service Center Contract, except where altered by this Contract.

3.1. Order of Precedence.

All services provided under this Contract are subject to the terms of the following documents. In the event of conflicting terms between the incorporated documents, the following order of precedence, superior to subordinate, dictates the order in which these conflicts will be resolved.

3.1.1. Exhibit A to Cooperative Procurement Agreement No. SC2600000075

3.1.2. Amendments to this Contract.

3.1.3. This Cooperative Procurement Agreement No. SC2600000075.

3.1.4. To the extent applicable, the Region 14 Education Service Center Contract.

3.1.5. To the extent applicable, the Contractor's Terms and Conditions.

4. Reserved.

5. Compensation and Payment.

5.1. Rates; Adjustment.

County will pay Contractor at the rates set forth in **Exhibit B – Quote IB20260309** (1 page). Those rates will remain in effect during an Extension Option period unless Contractor, at least sixty (60) days before the end of the then-existing Term, or at the time the County informs Contractor that the County intends to extend the Term, if that is earlier, notifies County in writing of any adjustments to those rates, and the reasons for the adjustments.

5.2. Maximum Payment Amount.

County shall pay Contractor a firm fixed price of \$384,675.00 for the Services. County's total payments to Contractor under this Contract, including any sales taxes, may not exceed \$425,000.00 (the "NTE Amount"). The NTE Amount can only be changed by a formal written amendment executed by the Parties. Contractor is not required to provide any services, payment for which will cause the County's total payments under this Contract to exceed the NTE Amount; if Contractor does so, it is at the Contractor's own risk.

5.3. Sales Taxes.

The payment amounts or rates in **Exhibit B** do not include sales taxes. Contractor may invoice County for sales taxes that Contractor is required to pay under this Contract. Contractor will show sales taxes as a separate line item on invoices.

5.4. Timing of Invoices.

Contractor will invoice County on a monthly basis unless a different billing period is set forth in **Exhibit B**. County must receive invoices no more than 30 days after the end of the billing period in which Contractor delivered the invoiced products or services to County. County shall make payment to Contractor within thirty (30) days after receipt of invoice. Pursuant to A.R.S. § 11-622(C), County will not pay for any product or service invoiced more than 6-months late.

5.5. Content of Invoices.

Contractor will include detailed documentation in support of its invoices and assign each amount billed to an appropriate line item.

5.6. Invoice Submittal.
AP_Invoices@pima.gov
Subject Line: PO# for SC2600000072

5.7. Invoice Adjustments.
County may, at any time during the Term and during the retention period set forth in Section 23 below, question any payment under this Contract. If County raises a question about the propriety of a past payment, Contractor will cooperate with County in reviewing the payment.

6. Insurance.

The Insurance Requirements herein are minimum requirements for this contract and in no way limit the indemnity covenants contained in this contract. Contractor's insurance shall be placed with companies licensed in the State of Arizona and the insureds shall have an "A.M. Best" rating of not less than A-VII, unless otherwise approved by County. County in no way warrants that the minimum insurer rating is sufficient to protect Contractor from potential insurer insolvency.

6.1. Minimum Scope and Limits of Insurance.

Contractor will procure and maintain at its own expense, until all contractual obligations have been discharged, the insurance coverage with limits of liability not less than stated below. County in no way warrants that the minimum insurance limits contained herein are sufficient to protect Contractor from liabilities that arise out of the performance of the work under this contract. If necessary, Contractor may obtain commercial umbrella or excess insurance to satisfy County's Insurance Requirements.

6.1.1. Commercial General Liability (CGL).

Occurrence Form with limits of \$1,000,000 Each Occurrence and \$2,000,000 General Aggregate. Policy shall include cover for liability arising from premises, operations, independent contractors, personal injury, bodily injury, property damage, broad form contractual liability coverage, personal and advertising injury and products – completed operations.

6.1.2. Business Automobile Liability.

Bodily Injury and Property Damage for any owned, leased, hired, and/or non-owned automobiles assigned to or used in the performance of this contract with a Combined Single Limit (CSL) of \$1,000,000 Each Accident.

6.1.3. Workers' Compensation (WC) and Employers' Liability.

Statutory requirements and benefits for Workers' Compensation. In Arizona, WC coverage is compulsory for employers of one or more employees. Employers' Liability coverage with limits of \$1,000,000 each accident and \$1,000,000 each person - disease.

6.1.4. Professional Liability (E&O Insurance).

This insurance is required when the Professional Liability or any other coverage is excluded from the above CGL policy. The policy limits shall be not less than \$2,000,000 Annual Aggregate. The insurance policy shall cover professional misconduct or negligent acts of anyone performing any services under this contract.

In the event that the Professional Liability insurance required by this contract is written on a claims-made basis, Contractor shall warrant that continuous coverage will be maintained as outlined under "Additional Insurance Requirements – Claims-Made Coverage" section.

6.1.5. Technology Errors and Omissions (E&O) Insurance – The Technology E&O coverage shall have minimum limits not less than \$2,000,000 Annual Aggregate. Such insurance shall cover any, and all errors, omissions, or negligent acts in the delivery of products, services, and/or licensed programs under this contract. Coverage shall include or shall not exclude settlement and/or defense of claims involving intellectual property, including

but not limited to patent or copyright infringement. In the event that the Technology E&O insurance required by this contract is written on a claims-made basis, Contractor shall warrant that continuous coverage will be maintained as outlined under “Additional Insurance Requirements – Claims-Made Coverage” section.

- 6.1.6. Network Security (Cyber)/Privacy Insurance – Coverage shall have minimum limits not less than \$2,000,000 Annual Aggregate. Such insurance shall include, but not be limited to, coverage for third party claims and losses with respect to network risks (such as data breaches, unauthorized access or use, ID theft, theft of data) and invasion of privacy regardless of the type of media involved in the loss of private information, crisis management and identity theft response costs. This should also include breach notification costs, credit remediation and credit monitoring, defense and claims expenses, regulatory defense costs plus fines and penalties, cyber extortion, computer program and electronic data restoration expenses coverage (data asset protection), network business interruption, computer fraud coverage, and funds transfer loss. In the event that the Network Security and Privacy Liability insurance required by this contract is written on a claims-made basis, Contractor must warrant that either continuous coverage will be maintained as outlined under “Additional Insurance Requirements – Claims-Made Coverage” section, or an extended discovery period will be exercised for a period of two (2) years beginning at the time of work under this contract is completed.

6.2. Additional Insurance Requirements.

The policies shall include, or be endorsed to include, as required by this written agreement, the following provisions.

6.2.1. Claims Made Coverage.

If any part of the Required Insurance is written on a claims-made basis, any policy retroactive date must precede the effective date of this contract, and Contractor must maintain such coverage for a period of not less than three (3) years following contract expiration, termination or cancellation.

6.2.2. Additional Insured Endorsement.

The General Liability and Business Automobile Liability policies must each be endorsed to include Pima County and all its related special districts, elected officials, officers, agents, employees and volunteers (collectively “County and its Agents”) as additional insureds with respect to vicarious liability arising out of the activities performed by or on behalf of the Contractor. The full policy limits and scope of protection must apply to County and its Agents as an additional insured, even if they exceed the Insurance Requirements.

6.2.3. Primary Insurance Endorsement.

The policies shall stipulate that the insurance afforded Contractor shall be primary and that any insurance carried by County, its agents, officials, or employees shall be excess and not contributory insurance. The Required Insurance policies may not obligate County to pay any portion of Contractor’s deductible or Self Insurance Retention (SIR). Insurance provided by the Contractor shall not limit the Contractor’s liability assumed under the indemnification provisions of this Contract.

6.2.4. Subcontractors.

Contractor must either (a) include all subcontractors as additional insureds under its Required Insurance policies, or (b) require each subcontractor to separately meet all Insurance Requirements and verify that each subcontractor has done so, Contractor must furnish, if requested by County, appropriate insurance certificates for each subcontractor. Contractor must obtain County’s approval of any subcontractor request to modify the Insurance Requirements as to that subcontractor.

6.3. Notice of Cancellation.

Each Required Insurance policy must provide, and certificates specify, that County will receive not less than thirty (30) days advance written notice of any policy cancellation, except 10-days prior notice is sufficient when the cancellation is for non-payment of a premium. Notice must be mailed, emailed, hand-delivered or sent via facsimile transmission to County's Contracting Representative, and must include the project or contract number and project description.

6.4. Verification of Coverage.

Contractor shall furnish County with certificates of insurance (valid ACORD form or equivalent approved by County) as required by this contract. An authorized representative of the insurer shall sign the certificates. Each certificate must include.

6.4.1. County's tracking number for this contract, which is shown on the first page of the contract, and a project description, in the body of the Certificate.

6.4.2. A notation of policy deductibles or SIRs relating to the specific policy.

6.4.3. Certificates must specify that the appropriate policies are endorsed to include additional insured and subrogation waiver endorsements for County and its Agents.

All certificates and endorsements, as required by this contract, are to be received and approved by County before, and be in effect not less than 15 days prior to, commencement of work. A renewal certificate must be provided to County not less than 15 days prior to the policy's expiration date to include actual copies of the additional insured and waiver of subrogation endorsements. Failure to maintain the insurance coverages or policies as required by this contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this contract shall be sent directly to the appropriate County Department. The Certificate of Insurance shall include County's project or contract number and project description on the certificate. County may require complete copies of all insurance policies required by this contract at any time.

6.5. Approval and Modifications.

County's Risk Manager may approve a modification of the Insurance Requirements without the necessity of a formal contract amendment, but the approval must be in writing. County's failure to obtain a required insurance certificate or endorsement, County's failure to object to a non-complying insurance certificate or endorsement, or County's receipt of any other information from the Contractor, its insurance broker(s) and/or insurer(s), do not constitute a waiver of any of the Insurance Requirements.

7. Indemnification.

7.1 To the fullest extent permitted by law, Contractor will defend, indemnify, and hold harmless Pima County and any related taxing district, and the officials and employees of each of them (collectively, "Indemnatee") from and against any and all third party claims, actions, liabilities, losses, and expenses (including reasonable attorney fees) (collectively, "Claims") arising out of actual or alleged injury of any person (including death) or loss or damage to tangible or intangible property caused, in whole or in part, by: 1) a breach of any representation, warranty, or obligation hereunder by Contractor, 2) infringement of a third party's intellectual property rights by Contractor; or 3) the gross negligence or willful misconduct of Contractor. This indemnity includes any claim or amount arising or recovered under the Workers' Compensation Law or arising out of the failure of Contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. The Indemnatee will, except for Claims arising solely or partially from the acts or omissions of the Indemnatee, be indemnified by Contractor from and against Claims as provided for herein. Contractor is responsible for primary loss investigation, defense and judgment costs for any Claim to which this indemnity applies. This indemnity will survive the expiration or termination of this Contract.

7.2 EXCEPT WITH RESPECT TO CONTRACTOR'S BREACH OF INTELLECTUAL PROPERTY INFRINGEMENT OBLIGATIONS, CONTRACTOR SHALL HAVE NO LIABILITY WITH RESPECT TO ITS OBLIGATIONS HEREUNDER OR OTHERWISE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, INCLUDING WITHOUT LIMITATION, DAMAGES FOR LOSS OF USE, LOST PROFITS, LOST SAVINGS OR OTHER FINANCIAL LOSS, EVEN IF CONTRACTOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

TO THE EXTENT PERMITTED BY LAW, THE CUMULATIVE LIABILITY OF CONTRACTOR TO PIMA COUNTY FOR ALL CLAIMS ARISING FROM OR RELATING TO THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, ANY CAUSE OF ACTION SOUNDING IN CONTRACT, TORT, OR STRICT LIABILITY, SHALL NOT EXCEED THE TOTAL AMOUNT OF FEES PAID TO CONTRACTOR BY PIMA COUNTY UNDER THIS AGREEMENT.

7.3 TO THE EXTENT PERMITTED BY LAW, PIMA COUNTY SHALL DEFEND CONTRACTOR, AT PIMA COUNTY'S EXPENSE, FROM ANY THIRD-PARTY CLAIM AGAINST CONTRACTOR ARISING FROM ANY PIMA COUNTY DATA, CONTENT OR INTELLECTUAL PROPERTY PROVIDED TO CONTRACTOR.

8. Laws and Regulations.

8.1. Compliance with Laws.

Contractor will comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders. Any changes in the governing laws, rules, and regulations during an agreement apply, but do not require an amendment or revisions.

8.2. Licensing.

Contractor warrants that it is appropriately licensed to provide the services under this Contract and that its subcontractors will be appropriately licensed.

8.3. Choice of Law; Venue.

The laws and regulations of the State of Arizona govern the rights and obligations of the parties under this Contract. Any action relating to this Contract must be filed and maintained in the appropriate court of the State of Arizona in Pima County.

9. Independent Contractor.

Contractor is an independent contractor. Neither Contractor, nor any of Contractor's officers, agents or employees will be considered an employee of Pima County for any purpose or be entitled to receive any employment-related benefits, or assert any protections, under the Pima County Merit System. Contractor is responsible for paying all federal, state and local taxes on the compensation received by Contractor under this Contract and will indemnify and hold County harmless from any and all liability that County may incur because of Contractor's failure to pay such taxes.

10. Subcontractors.

Contractor is responsible for the acts and omissions of any subcontractor, and of persons directly or indirectly employed by any subcontractor, for work performed under this Contract, to the same extent that the Contractor is responsible for the acts and omissions of its own employees under this Contract. Nothing in this Contract creates any obligation on the part of County to pay or see to the payment of any money due any subcontractor, except as may be required by law.

11. Assignment.

Contractor may not assign its rights or obligations under this Contract, in whole or in part, without the County's prior written approval. County may withhold approval at its sole discretion.

12. Non-Discrimination.

Contractor will comply with all provisions and requirements of Arizona Executive Order 2009-09, which is hereby incorporated into this contract, including flow-down of all provisions and requirements to any subcontractors. During the performance of this Contract, Contractor will not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

13. Americans with Disabilities Act.

Contractor will comply with Title II of the Americans with Disabilities Act (Public Law 110-325, 42 U.S.C.§§ 12101-12213) and the federal regulations for Title II (28 CFR Part 35).

14. Authority to Contract.

Contractor warrants its right and power to enter into this Contract. If any court or administrative agency determines that County does not have authority to enter into this Contract, County may terminate this Contract and make payment to Contractor for all milestones, taxes and other costs incurred up to the date of termination.

15. Full and Complete Performance.

The failure of either party to insist, in one or more instances, upon the other party's complete and satisfactory performance under this Contract, or to take any action based on the other party's failure to completely and satisfactorily perform, is not a waiver of that party's right to insist upon complete and satisfactory performance, or compliance with any other covenant or condition in this Contract, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time is not an accord and satisfaction.

16. Cancellation for Conflict of Interest.

This Contract is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511, the pertinent provisions of which are incorporated into this Contract by reference. County represents that any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County have complied and will comply with applicable disclosure and recusal requirements under Arizona law, including A.R.S. § 38-503. County shall pay Contractor for all goods delivered and services properly performed and accepted by Customer prior to the effective date of any cancellation, to the extent permitted by applicable law.

17. Termination by County.

17.1. With Cause.

County may terminate this Contract if Contractor is in default of any provision of this Contract. County shall first notify Contractor, in writing, at least 30 days before the effective date of the termination and provide Contractor with at least thirty (30) days to remedy the default.

17.2. Non-Appropriation.

Notwithstanding any other provision in this Contract, County may terminate this Contract if for any reason there are not sufficient appropriated and available monies for the purpose of maintaining County or other public entity obligations under this Contract. In the event of such termination, County will have no further obligation to Contractor, other than to pay for services rendered prior to termination.

18. Notice.

Any notice required or permitted to be given under this Contract must be in writing and be served by personal delivery or by certified mail upon the other party as follows:

County
Bruce D. Collins, Procurement Director
Pima County Procurement Department
150 W Congress, 5th Floor
Tucson, AZ 85701
520.724.8161

Contractor
Zebulon Mellett, President
Iron Brick Associates, LLC
362 Old Hollow Ct.
Sperryville, VA 22740
703.288.3874

19. Non-Exclusive Contract.

Contractor understands that this Contract is nonexclusive and is for the sole convenience of County. County reserves the right to obtain like services from other sources for any reason.

20. Remedies.

Either party may pursue any remedies provided by law for the breach of this Contract. No right or remedy is intended to be exclusive of any other right or remedy and each is cumulative and in addition to any other right or remedy existing at law or at equity or by virtue of this Contract.

21. Severability.

Each provision of this Contract stands alone, and any provision of this Contract found to be prohibited by law will be ineffective to the extent of such prohibition without invalidating the remainder of this Contract.

22. Use of County Data.

Unless it receives County's prior written consent, Contractor: (a) shall not access, process, or otherwise use County Data other than as necessary to provide contracted services or products; and (b) shall not intentionally grant any third party access to County Data, including without limitation Contractor's other customers, except subcontractors that are subject to a reasonable nondisclosure agreement. Notwithstanding the foregoing, Contractor may disclose County Data as required by applicable law or by proper legal or governmental authority. Contractor shall give County prompt notice of any such legal or governmental demand and reasonably cooperate with County in any effort to seek a protective order or otherwise to contest such required disclosure, at County's expense. Upon termination or completion of the Contract, Contractor will, within 60 calendar days, either return all County Data to County or will destroy County Data and confirm destruction to County in writing. As between the parties, County retains ownership of County Data. "County Data" means data in electronic or paper form provided to Contractor by County, including without limitation personal identifying information as defined in A.R.S. § 13-2001(10).

23. Books and Records.

Contractor will keep and maintain proper and complete books, records and accounts, which will be open at all reasonable times for inspection and audit by duly authorized representatives of County. In addition, Contractor will retain all records relating to this Contract for at least five (5) years after its expiration or termination or, if later, until any related pending proceeding or litigation has concluded.

24. Public Records.

24.1. Disclosure.

Pursuant to A.R.S. § 39-121 et seq., this Contract and all documents submitted to County in relation to this Contract, including, but not limited to, pricing schedules, product specifications, and work plans are public records. As such, those documents are subject to release and/or review by the general public upon request, including competitors.

24.2. Records Marked Confidential; Notice and Protective Order.

If Contractor reasonably believes that any documents submitted to County contain proprietary, trade-secret or otherwise-confidential information, Contractor must prominently mark those records "CONFIDENTIAL." In the event a public-records request is submitted to County for records marked CONFIDENTIAL, County will notify Contractor of the request as soon as reasonably possible. County will release the records 10 business days after the date of that notice, unless Contractor has, within that period, secured an appropriate order from a court of competent jurisdiction, enjoining the release of the records. County will not, under any circumstances, be responsible for securing such an order, nor will County be in any way financially responsible for any costs associated with securing such an order.

Contractor agrees to waive confidentiality of any price terms.

25. Legal Arizona Workers Act Compliance.

25.1. Compliance with Immigration Laws.

Contractor hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to its employment of its employees, and with the

requirements of A.R.S. § 41-4401 (together the "State and Federal Immigration Laws"). Contractor will further ensure that each subcontractor who performs any work for Contractor under this Contract likewise complies with the State and Federal Immigration Laws.

25.2. Books & Records.

County has the right at any time, during normal working hours and with reasonable advance notice, to inspect the books and records of Contractor and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

25.3. Remedies for Breach of Warranty.

Any breach of Contractor's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, is a material breach of this Contract subjecting Contractor to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Contractor will be required to take such steps as may be necessary to retain a replacement subcontractor, as soon as possible so as not to delay project completion. Any additional costs attributable directly or indirectly to such remedial action are the responsibility of Contractor.

25.4. Subcontractors.

Contractor will advise each subcontractor of County's rights, and the subcontractor's obligations, under this Section 25 by including a provision in each subcontract substantially in the following form:

"Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subcontractor's employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to insure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor is a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract."

26. Reserved.

27. Written Orders.

County will order products or services under this Contract by issuing a Delivery Order (DO) document. Order documents will be furnished to Contractor via e-mail or telephone.

Contractor must not supply materials or services pursuant to the contract that are not documented or authorized by a DO at the time of provision. County accepts no responsibility for control of or payment for materials or services not documented by a DO.

Contractor will establish, monitor, and manage an effective contract administration process that assures compliance with all requirements of this Contract. In particular, Contractor will not provide goods or services other than those described in this Contract, in excess of the Maximum Payment Amount, or after the Term of the Contract has ended, without a Contract amendment properly executed by County and Contractor, as provided below. Any items provided in excess of that stated in this Contract, or a mutually signed Amendment to this Contract, are at Contractor's own risk.

28. Counterparts.

The parties may execute the Contract that County awards pursuant to the solicitation in any number of counterparts, each counterpart is considered an original, and together such counterparts constitute one and the same instrument.

29. Israel Boycott Certification.

Pursuant to A.R.S. § 35-393.01, if Contractor engages in for-profit activity and has 10 or more employees, and if this Contract has a value of \$100,000.00 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Contract to not engage in, a boycott of goods

or services from Israel. The certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.

30. Forced Labor of Ethnic Uyghurs.

Pursuant to A.R.S. § 35-394 if Contractor engages in for-profit activity and has 10 or more employees, Contractor certifies it is not currently using, and agrees for the duration of this Contract to not use (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and (3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If Contractor becomes aware during the term of the Contract that the Company is not in compliance with A.R.S. § 35-394, Contractor must notify the County within five business days and provide a written certification to County regarding compliance within one hundred eighty days.

31. Heat Injury and Illness Prevention and Safety Plan.

Pursuant to Pima County Procurement Code 11.40.030, Contractor hereby warrants that if Contractor's employees perform work in an outdoor environment under this Contract, Contractor will keep on file a written Heat Injury and Illness Prevention and Safety Plan. At County's request, Contractor will provide a copy of this plan and documentation of heat safety and mitigation efforts implemented by Contractor to prevent heat-related illnesses and injuries in the workplace. Contractor will post a copy of the Heat Injury and Illness Prevention and Safety Plan where it is accessible to employees. Contractor will further ensure that each subcontractor who performs any work for Contractor under this Contract complies with this provision.

32. Amendment.

The parties may modify, amend, alter or extend this Contract only by a written amendment signed by both parties.

33. Entire Agreement.

This document constitutes the entire agreement between the parties pertaining to the subject matter it addresses, and this Contract supersedes all prior or contemporaneous agreements and understandings, oral or written.

SIGNATURE PAGE TO FOLLOW

This Contract will become effective when all parties have signed it. The effective date of the Contract will be the date this Contract is signed by the last party (as indicated by the date associated with that party's signature).

IN WITNESS WHEREOF, the parties have approved this Cooperative Procurement Agreement and agree to be bound by the terms and conditions of the Contract on the dates written below.

Pima County

Iron Brick Associates, LLC

Chair, Board of Supervisors

Zebulon Mellett

Authorized Officer Signature

Date

4.16.2026

Date

ATTEST

Clerk of the Board

Date

Pima County Attorney's Office – As To Form

AD

Andrew Donnellan
Deputy County Attorney

4/16/2026

Date

Approved as to Content

Kristen Irby

Digitally signed by Kristen Irby
DN: cn=Kristen Irby, o=Pima County,
ou=Information Technology,
email=kristen.irby@pima.gov, c=US
Date: 2026.04.16 14:39:31 -07'00'

Department Head

Date

EXHIBIT A: THE GROOVE STATEMENT OF WORK (8 pages)

1.0 Scope of Work

1.1 Functionality Scope

The Groove will design and configure generally available Workday functionality, as listed below. Each component listed below will be prioritized and designed during the Design and Prototype stages of the project. All Workday functional areas not presented in the table below are deemed out of the Scope for this SOW.

Function	Functionality Scope
Grants Awards	Award Contracts and required attributes Award Schedules Catalog of Federal Domestic Assistance (CFDA) National Science Foundation codes used for Award reporting Award Plan Structure and Award Budgets Award Spending Restrictions Delivered Invoice Print layout Delivered Cost Reimbursable Invoice layout
Grants-Awards Budgeting	Award Budgeting including: Budget Checking - Awards, Budget Approvals and Amendments - Awards
Facilities and Administration	Up to 10 F&A Rate Agreements F&A Exceptions and Waivers Calculate F&A costs F&A Revenue Allocation
Sponsor Billing	Award Billing for Cost Reimbursable and Fixed Cost Awards Sponsors

Sponsor Payment Processing and Application	<p>Sponsor Payment Processing</p> <p>Letter of Credit Processing</p>
Time Tracking	<p>Enable Grants Worktag for Time Tracking</p>
Modifiable Business Processes	<p>Award Event</p> <p>Award Correction Event</p> <p>Award Amendment Event</p> <p>Award Spend Restrictions and Grant routing/approval for</p> <p>Sponsored Award processing on spend BPs</p> <p>Security Roles and Assignments for Award and Grant reporting and routing</p>
Data Conversion	<p>Grants/Grant Hierarchies, Roles Assignments and Default Worktags</p> <p>Open Sponsor invoice balances</p> <p>Sponsors associated to Active Awards</p> <p>Subrecipients/Suppliers</p> <p>Award Contracts active at Go Live</p> <p>Award Life to Date Billed Balances via Award Historical Cumulative</p> <p>Lines for Active Awards at Go Live</p> <p>Grants Life-to-Date Conversion for all grants with remaining amount to spend or open balances on balance sheet</p> <p>Letter of Credits Active at Go Live</p> <p>Award Budgets for Active Awards at Go Live</p>
Retrofit: Updates to Existing Workday Configuration	<p>Update configuration to remove references for custom objects and custom organizations</p>
Workday Adaptive Planning	<p>Updates & changes to Adaptive Financial Planning- ensure inbound integration feed grant dimensions.</p>

	<i>Out of Scope:</i> Changes to modeling, levels, or sheet calculations
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1.2 Custom Reports: All Workday delivered standard reports for the functional area identified in Section 1.1 are included in the Scope for this SOW. The Groove will conduct review sessions with Client to review existing reports and confirm which Workday report will meet these needs and identify any necessary custom reports as part of the Design and Prototype stages.

1.3 Integrations:

The Groove will review the integration type and tool during the Investigate & Design phase.

Integration Name	Integration Description	Third-Party Vendor
Workday Grants data. Assumption: Workday will be system of record for Grants data	Outbound: Workday to Euna Grants	Euna Solutions
Journals: General Ledger data	Inbound: Euna Grants to Workday.	Euna Solutions
Operational Transactions: (Inbound)	Inbound: Euna Grants to Workday.	Euna Solutions
Operational Transactions (Outbound)	Outbound: Workday to Euna Grants.	Euna Solutions
<p>Integration Assessment: Integration Assessment & ad-hoc updates to retrofit to leverage native Workday Grants Functionality, including updates to existing Maximo integration.</p> <p>Any recommendations or changes identified will be managed to the scope of the hours listed in this SOW for the Integrations workstream. If additional needs are surfaced, The Groove will follow the change control process specified in Section 3.0 Project Approach.</p>		

1.4 Data Conversion:

The tenants listed below will be involved in data conversion efforts.

- Implementation tenant
- Sandbox tenant
- Production tenant

1.5 Workday Languages and Currencies:

Translation of data is not included in the Scope of this SOW. All Deliverables and data entry will be in English only.

2.0 Services and Responsibilities

This section identifies the services that may be performed by The Groove and anticipated responsibilities of the Client. The services below are phase and scope dependent and will be determined by The Groove Engagement Manager.

Stage	The Groove Services	Client Responsibilities
Investigate	<ul style="list-style-type: none"> • Review current documentation • Conduct current/future state discussions • Conduct reporting analysis • Review technical architecture • Discover integrations requirements • Define roles and responsibilities • Align with executive leadership • Assemble The Groove project team • Create the Project Plan • Provide design documents • Set up The Groove’s secure transfer site and/or SharePoint site 	<ul style="list-style-type: none"> • Identify and provide project team and project SMEs • Provide input into the Project Plan • Provide the completed discovery templates • Identify initial risks and recommendations to reduce risk • Provide Implementation tenant for exclusive use in this project • Review Tenant management plan including data worksheets, if relevant, and lockout period • Request tenant access for The Groove team • Approve and sign off on Project Plan
Design	<ul style="list-style-type: none"> • Manage the Project Plan and participate in project meetings • Schedule recurring project meetings and status reporting • Review data dictionary • Deliver the initial functional design documents • Build configuration tenant • Conduct Workday Customer Confirmation Sessions (CCS) • Provide best practice testing scenarios • Develop test strategy • Create Requirements Traceability Matrix • Document requirements • Create integrations/reporting inventory • Conduct functional application workshops 	<ul style="list-style-type: none"> • Participate in weekly PMO meetings • Participate in weekly workstream meetings • Provide project SMEs for design discovery sessions • Participate in data design sessions • Approve and sign off on initial functional design documentation for configuration changes • Develop Test Scenarios • Define and document test plan and test scenarios (End-to-End, User Acceptance and Regression) • Validate Compare reports • Validation of configuration build • Participation in CCS

Stage	The Groove Services	Client Responsibilities
	<ul style="list-style-type: none"> • Data alignment discussions • Define training strategy 	<ul style="list-style-type: none"> • Update and sign off on functional design document as a result of CCS • Finalize test scenarios and test scenario assignments • Coordinate change management activities • Sign off on stage
Prototype	<ul style="list-style-type: none"> • Create prototypes • Build configuration environment • Update data dictionary • Build integrations and reports • Begin knowledge transfer • Define testing approach 	<ul style="list-style-type: none"> • Provide feedback on prototypes • Participate in knowledge transfer sessions • Approve testing approach • Lead change management plan • Coordinate Workday training registration for Client team members • Create and review knowledgebase materials • Coordinate change management activities
Validate	<ul style="list-style-type: none"> • Deliver final configuration in preparation for testing • Prepare testing participants • Execute unit and end-to-end tests • Document defects • Assess user experience • Continue knowledge transfer • Develop deployment cutover plan 	<ul style="list-style-type: none"> • Provide input to the Project Plan and participate in project meetings • Lead Test stage kickoff session • Prepare testers for testing • Execution of all test scenarios and manage test scenario log and issue log • Assist with user experience assessment • Update system configuration as required during testing • Coordinate change management activities • Coordinate deployment cutover plan • Manage and sign off on all test results • Sign off on stage
Launch	<ul style="list-style-type: none"> • Perform cutover activities • Migrate data • Update tenant set up • Assist with change management activities 	<ul style="list-style-type: none"> • Provide input to the Project Plan and participate in project meetings • Lead training delivery

Stage	The Groove Services	Client Responsibilities
	<ul style="list-style-type: none"> Assess process improvements Conduct Sandbox and Production migrations of configuration 	<ul style="list-style-type: none"> Coordinate change management activities Perform sign off on tenant validation for Sandbox and Production Make any updates to Production Sign off on stage
Support	<ul style="list-style-type: none"> Continue knowledge transfer Monitor integrations Influence user adoption Provide ongoing support and training Assess user experience Prioritize enhancements Revisit strategic roadmap Provide stage sign-off document 	<ul style="list-style-type: none"> Make updates to Production Coordinate change management activities Assist with user experience assessments Assist with process assessments Participate in strategic roadmap discussions Sign off on stage

3.0 Project Approach

3.1 Methodology: The Groove’s Metronome methodology consists of the following stages: Investigate, Design, Prototype, Validate, Launch, and Support. The specific content of the Deliverables and duration to complete these Deliverables are discussed in the Project Schedule/Timeline which are to be developed jointly by The Groove Engagement Manager (“The Groove EM”) and the Client Project Manager.

3.2 Governance:

Project Management: In the Investigate stage, The Groove EM will work with the Client Project Manager to develop a detailed Project Plan to be used to maintain project tasks and the Timeline.

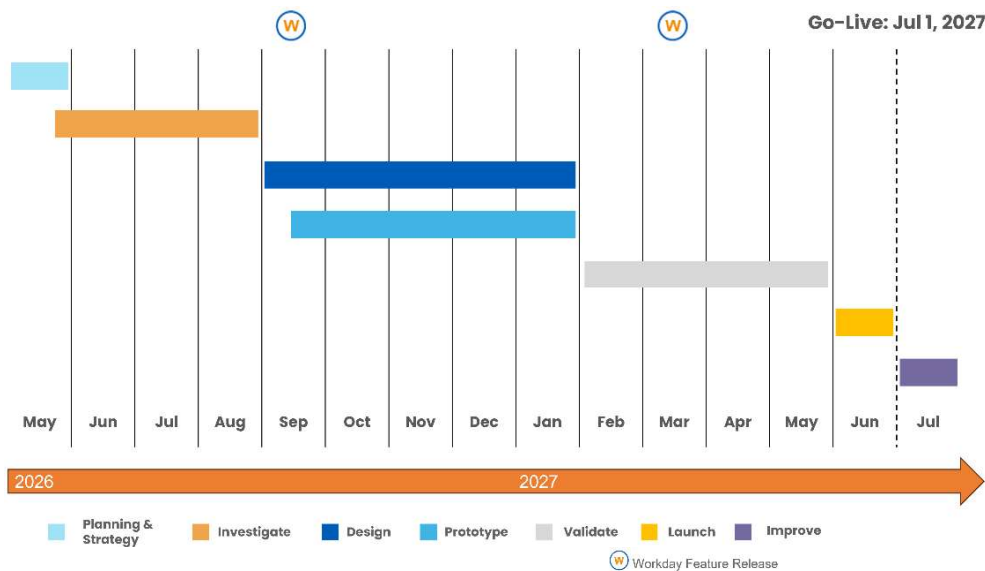
Finalization of Scope, as determined during the Investigate, Design and Prototype stages, may require the project team to revise the estimates and resource requirements for successful project completion.

Change Control Process: Any additional or modified Scope of Services shall be documented in a separate written and fully executed in an agreed to Project Change Order Form. Such form shall include the written approval of an authorized representative of Client before The Groove will begin any additional work or incur any charges or fees outside the Scope of this SOW. Any Services performed in relation to an applicable Change Order will be provided at the rates set forth in the Pricing section of this SOW. Client and The Groove agree to the following process when a change request is issued:

- **Step 1:** The Groove will prepare a description of the requested change including Scope, process, cost, impact to the Timeline, impact to resources along with a list of alternative solutions.
- **Step 2:** The Client Project Manager will review and approve or reject or modify within his or her authority or escalate to the executive sponsor for review and approval or rejection.
- **Step 3:** Client will review and approve or deny or modify additional information for all change requests within five (5) business days so as not to cause any unnecessary delay in the Timeline.
- **Step 4:** Any approved change request will be documented as a Change Order and become an addendum to this SOW.

3.3 Project Schedule: The Start Date is based upon the projected signature date which is generally at least two (2) weeks prior to Start Date. The time required to complete all Deliverables (the “Project Schedule” or “Timeline”) is based upon the contents of the project Scope section of this SOW. Based upon a projected Start Date of May 4th, 2026].

The Timeline for the project is as follows:




4.0 Assumptions & Dependencies

The Services, labor estimates, and Pricing presented in this SOW are dependent upon the following assumptions being true:

- Client timely completes each item listed as a Client responsibility in Section 2.
- Client will provide The Groove consultants with implementer access to their Production, Sandbox, and Implementation tenants in a timely manner.

- c. Client will have the necessary project SMEs, executive management, functional leads, and technical lead resource support to review and make timely decisions as well as coordinate the activities of this project with other Client projects which may be occurring simultaneously.
- d. The schedule assumes Workday Fundamentals training has been completed by Client before the start of the Design stage.
- e. Client will lead the coordination with any Client's third-party vendor involvement required to complete the Services. Client understands that some of their third-party vendors may charge fees for the completion of Services and such fees are the sole responsibility of Client. Client understands that third-party vendors could impact the Timeline.
- f. Services will be provided during the normal business hours agreed upon between Client and The Groove EM and will be as closely aligned to Client's time zone as possible. Off-hours support can be provided and pre-scheduled in advance.
- g. Inbound integrations are scoped using Workday standard fields.
- h. Workday required performance testing is not in scope.
- i. Client will use The Groove provided central repository solution for non-sensitive project document sharing.
- j. Client will use The Groove provided SFTP (Secure File Transfer Protocol) site for the secure exchange of sensitive Client employee data with The Groove project team.
- k. The Groove resources will provide their own laptops.
- l. Client will be responsible for the maintenance and changes to the Design documents after the Design signoff.
- m. Client will develop extract scripts to ensure a repeatable and automated extract process that takes less time to extract and transform data with subsequent data conversion cycles. This repeatable and vetted approach helps minimize any potential issues during go-live.
- n. Client will perform any necessary clean-up of data that will be loaded into Workday prior to the data being imported to Workday before each tenant load.
- o. If multiple legacy system data sources exist, Client will combine and provide required data into one set of data conversion templates.

Exhibit B - Quote IB20260309 (1 page)

Proposal For		Prepared By							
Pima County 115 N Church Avenue 2nd Floor, Suite 231 Tucson, AZ 85701		IronBrick Associates, LLC Anita Trnka anita.trnka@ironbrick.com				IronBrick Associates, LLC 362 Old Hollow Ct. Sperryville, VA 22740			
Fixed Fee Milestones below		Quote #	Quote Date	Valid Through	Terms	Quote Total			
		IB20260309	9-Mar-26	6/30/2026	Net 30	\$384,675			
Month Ending	Estimated								
May-26	\$25,645								
Jun-26	\$25,645								
Jul-26	\$25,645								
Aug-26	\$25,645								
Sep-26	\$25,645								
Oct-26	\$25,645								
Nov-26	\$25,645								
Dec-26	\$25,645								
Jan-27	\$25,645								
Feb-27	\$25,645								
Mar-27	\$25,645								
Apr-27	\$25,645								
May-27	\$25,645								
Jun-27	\$25,645								
Jul-27	\$25,645								
Total	\$384,675								
Notes									
This quote is placed pursuant to OMNIA Partners Contract #159124 and the Statement of Work, attached									
Pima County shall compensate Iron Brick on a Fixed Fee basis in the amounts set forth in the Invoicing Fee Schedule table above for Services rendered									
We have estimated approximately 520 hours of integration development and support, based on our current understanding of the integration requirements, and has incorporated this effort into our fixed-fee pricing. Should the actual level of effort required for the identified interfaces exceed this allocation, any additional services will be managed through a formal change order									
Federal Tax ID: 20-4737033									
Cage Code: 4HB65									
— Any changes to this proposal requires a new price quotation.									