



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: 12/06/2022

* = Mandatory, information must be provided

or Procurement Director Award:

***Contractor/Vendor Name/Grantor (DBA):**

CBS Consulting Group

***Project Title/Description:**

Professional Grant Writing Services

***Purpose:**

This contract provides for professional Grant Writing Services for competitive and formula grants. The purpose of this amendment is to increase contract \$1,404.00 with a not-to-exceed amount of \$71,404.00.

***Procurement Method:**

Direct Select per Board of Supervisors Policy D29.6, III-C

***Program Goals/Predicted Outcomes:**

The predicted outcomes for this contract is to continue applying for new and continuing, federal, state, and local grant funds to enhance Pima County Attorney's Office's ability to reduce crime by holding offenders accountable; supporting victims; and implementing prevention crime programs.

***Public Benefit:**

The use of grant funded money provides supplemental funding for various criminal justice programs and core services including crime prevention, criminal prosecution, and victim services, saving local tax payer dollars. Historically, the County Attorney's Office receives on average \$4 million worth of grant funding annually.

***Metrics Available to Measure Performance:**

Payment net: 30 days billed quarterly.
Competitive Proposals for additional work will be billed at a rate of \$50 per hour.

***Retroactive:**

No.

TO: COB 11-9-22 (1)
Vers: 4
pgs. 2

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THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
Expense Amount \$ _____ * Revenue Amount: \$ _____

*Funding Source(s) required: _____
Funding from General Fund? Yes No If Yes \$ _____ % _____
Contract is fully or partially funded with Federal Funds? Yes No
If Yes, is the Contract to a vendor or subrecipient? _____
Were insurance or indemnity clauses modified? Yes No
If Yes, attach Risk's approval.
Vendor is using a Social Security Number? Yes No
If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: CT Department Code: PCA Contract Number (i.e., 15-123): 22-375
Amendment No.: 1 AMS Version No.: 4
Commencement Date: 12/06/22 New Termination Date: N/A
Prior Contract No. (Synergen/CMS): _____
Expense Revenue Increase Decrease
Amount This Amendment: \$ 1404

Is there revenue included? Yes No If Yes \$ _____
*Funding Source(s) required: Pima County Attorney's Office- Anti-Racketeering Fund
Funding from General Fund? Yes No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards)

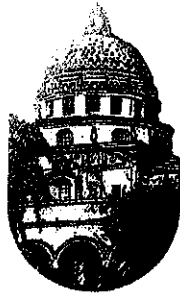
Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Amendment Number: _____
Match Amount: \$ _____ Revenue Amount: \$ _____

*All Funding Source(s) required: _____
*Match funding from General Fund? Yes No If Yes \$ _____ % _____
*Match funding from other sources? Yes No If Yes \$ _____ % _____
*Funding Source: _____

*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?

Contact: Star Romero
Department: Pima County Attorney's Office Telephone: 724-6000
Department Director Signature: [Signature] Date: 11/9/22
Deputy County Administrator Signature: [Signature] Date:
County Administrator Signature: [Signature] Date: 11/8/2022

Laura Conover
Pima County Attorney



(520) 724-5600
pcao.pima.gov
32 N. Stone Avenue, Tucson, AZ 85701

DATE: 09/19/2022
TO: Jan Leshar, County Administrator
FROM: Arika Wells, Legal Administrator
Cc: Steve Holmes, Deputy County Administrator
Terri Spencer, Procurement Director
SUBJECT: Amendment Request – Direct Selection of Professional Services from CBS Consulting Group CT-PCA-22-375

Pursuant to Board of Supervisors Policy D29.6 III.C – Direct Selection and Procurement Procedure No. PO-50, approval was received to direct select CBS Consulting Group to provide grant-writing services, and Contract Number CT-PCA-22-375 was awarded in the amount of \$70,000.00 original amount of contract.

Background: CBS Consulting Group has exceptional expertise in grant writing services to the Pima County Attorney’s Office (PCAO) focusing on both competitive and noncompetitive formula grants to enhance our ability to reduce crime by holding offenders accountable, supporting victims and crime prevention programs. Historically, Ms. Cheryl Brownstein-Santiago has applied for multiple grants resulting in our office receiving millions of dollars annually in federal and state funds. Cheryl has unique experience with our office and combined with the relationships she has developed with numerous granting agencies over the years has maximized opportunities for continued success in receiving grant funding. This amendment is to increase the contract.

Requested Action: The Pima County Attorney’s Office requests approval to amend CT-PCA-22-375 with CBS Consulting Group to continue providing grant-writing services using Anti-Racketeering funds by adding \$1,404.00 for an annual not-to-exceed amount of \$71,404.00 and a total not-to-exceed amount of \$350,000.00 for the life of the contract pursuant to the Direct Select provisions of Board of Supervisors Policy D29.6, III-C.

SR.

Approved as to Form: 
Terri Spencer, Procurement Director

Date: 9/20/2022

Concur: 
Steve Holmes, Deputy County Administrator

Date: 9/21/2022

Direct Select Approved: 
Jan Leshar, County Administrator

Date: 9/21/2022

Pima County Attorney Office

Project: Professional Grant Writing Services

Contractor: CBS Consulting Group

**P.O.Box1624
Green Valley, Arizona 85622**

Contract No.: CT-PCA-22-375

Contract Amendment No.: [1]

Orig. Contract Term: 07/01/2022 – 06/30/2023	Orig. Amount:	\$ 70,000.00
Termination Date Prior Amendment: N/A	Prior Amendments Amount:	\$ 0
Termination Date This Amendment: N/A	This Amendment Amount:	\$ 1,404.00
	Revised Total Amount:	\$ 71,404.00

CONTRACT AMENDMENT

The parties agree to amend the above-referenced contract as follows:

1. Background and Purpose.

1.1. Background. On July 01, 2022, County and Contractor entered into the above referenced contract to provide professional grant-writing services.

Purpose. County requires continuing grant-writing services from Contractor.

2. Maximum Payment Amount. The maximum amount the County will spend under this Contract, as set forth in Section 5 is increased by \$1,404.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$71,404.00.

3. 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.

Contract No.: CT-PCA-22-375-0122998 / 01021593 / v 1

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Revised 8/19/22

All other provisions of the Contract not specifically changed by this Amendment remain in effect and are binding upon the parties.

PIMA COUNTY

CONTRACTOR

Chair, Board of Supervisors

Chey Broustein-Santiago

Authorized Officer Signature

Date

CHEYL BROUSTEIN-SANTIAGO, PRINCIPAL

Printed Name and Title

10/27/22

Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM

Rachelle Barr

Rachelle Barr, Deputy County Attorney

APPROVED AS TO CONTENT

Arika Wells

Arika Wells, Legal Administrator

10/03/2022

Date

11/8/22

Date