



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

Award  Contract  Grant

Requested Board Meeting Date: 2-21-2023

\* = Mandatory, information must be provided

or Procurement Director Award:

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

Stiletto Consulting, Ltd.

**\*Project Title/Description:**

Economic Development Strategic Plan Update

**\*Purpose:**

To extend the existing contract term for additional Strategic Planning services for the additional amount of \$10,000.00 for a cumulative not to exceed contract amount of \$105,000.00 for the Pima County Economic Development Strategic Plan

**\*Procurement Method:**

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

**\*Program Goals/Predicted Outcomes:**

Additional input from the business community and regional stakeholders to comply with requirements of the U.S. Economic Development Administration, as well as to enhance outreach to the community and receive additional input for the preparation of the Economic Development Strategic Plan.

**\*Public Benefit:**

The additional work completed expanded engagement with important sectors of our regional economy.

**\*Metrics Available to Measure Performance:**

Completion of 5 additional Focus Group sessions, additional stakeholder survey presented in two languages (English & Spanish), one half day stakeholder strategy session, and 12 additional individual interviews.

**\*Retroactive:**

Yes. This amendment was initiated with input from County Administration and work was performed during the initial term of the contract. Processing of the amendment was delayed until after expiration of the contract. Non approval will result in the inability to properly fund the contract.

TO: COB 2-8-2023 (L)  
VERS: 5  
PGS: 4

FEB08\*23PM0427 PD

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: CA Contract Number (i.e., 15-123): 22-394
Amendment No.: 1 AMS Version No.: 5
Commencement Date: 01/01/2023 New Termination Date: 12/31/2023
Prior Contract No. (Synergen/CMS): \_\_\_\_\_

Expense Revenue Increase Decrease Amount This Amendment: \$ 10,000.00

Is there revenue included? Yes No If Yes \$ \_\_\_\_\_

\*Funding Source(s) required: General Fund

Funding from General Fund? Yes No If Yes \$ 10,000.00 % \_\_\_\_\_

Grant/Amendment Information (for grants acceptance and awards) Award Amendment

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: Heath Vescovi-Chiordi

Department: Economic Development

Telephone: 520-724-4444

Department Director Signature: \_\_\_\_\_ Date: 2-8-2023
Deputy County Administrator Signature: \_\_\_\_\_ Date: 2/8/2023
County Administrator Signature: \_\_\_\_\_ Date: 2/6/2023

**DATE:** February 7, 2023  
**TO:** Jan Leshar, County Administrator  
**FROM:** Heath S. Vescovi-Chiordi, Economic Development Director  
**Cc:** Carmine DeBonis Jr., Deputy County Administrator  
Terri Spencer, Procurement Director  
**SUBJECT:** Amendment Request – Direct Selection of Professional Services from Stiletto Consulting Ltd. for 2022 Economic Development Strategic Plan Update, Contract Number CT-CA-22\*394

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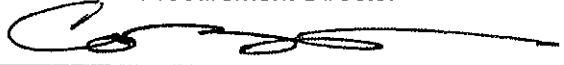
Pursuant to Board of Supervisors Policy D29.6 III.C – Direct Selection and Procurement Procedure No. PO-50, approval was received to direct select Stiletto Consulting, Ltd to provide strategic planning services, and Contract Number CT-CA 22\*394 was awarded in the amount of \$95,000.00.

**Background:** As part of the strategic planning process, Economic Development staff sought additional engagement of the business community in order to incorporate feedback from a very important sector of our regional economy.

**Requested Action:** Pima County Economic Development requests approval to amend CT-CA 22\*394 to increase funds in the amount of \$10,000 for a not-to-exceed amount of \$105,000 to allow for continued services with Stiletto Consulting, Ltd pursuant to the Direct Select provisions of Board of Supervisors Policy D29.6, III-C.

Approved as to Form:   
Terri Spencer  
Procurement Director

Date: 2/7/2023

Concur:   
Carmine DeBonis Jr., Deputy County Administrator

Date: 2/8/2023

Direct Select Approved:   
Jan Leshar  
County Administrator

Date: 2/8/2023

**Pima County Department of Economic Development**

**Project: Economic Development Strategic Plan Update**

**Contractor: Stiletto Consulting Ltd.**

**Contract No.: CT-CA-22-394**

**Contract Amendment No.: 01**

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<b>Orig. Contract Term:</b> 05/01/2022-12/31/2022	<b>Orig. Amount:</b>	\$ 95,000.00
<b>Termination Date Prior Amendment:</b> N/A	<b>Prior Amendments Amount:</b>	\$ 0.00
<b>Termination Date This Amendment:</b> 12/31/2023	<b>This Amendment Amount:</b>	\$ 10,000.00
	<b>Revised Total Amount:</b>	\$ 105,000.00

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**CONTRACT AMENDMENT**

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

**1. Background and Purpose.**

1.1. **Background.** On June 24, 2022, County and Contractor entered into the above referenced agreement to provide Economic Development Strategic Plan Update.

1.2. **Purpose.** County requires additional strategic planning services to complete the latest iteration of the Pima County Economic Development Strategic Plan.

**2. Term.** The County is exercising the first extension option to renew the contract for one additional year commencing on January 1, 2023 and terminating on December 31, 2023. If the commencement date is before the Effective Date of this amendment, the parties will, for all purposes, deem the amendment to have been in effect as of the commencement date.

**3. Maximum Payment Amount.** The maximum amount the County will spend under this Contract, as set forth in Section 5.2, is increased by \$10,000. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$105,000.

**4. Scope of Services.** The parties have revised the Scope of Services as described in the attached Exhibit A (1 page).

**5. 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.

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

**PIMA COUNTY**

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Date

**ATTEST**

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

**APPROVED AS TO FORM**

*Bobby Yu*

\_\_\_\_\_  
Deputy County Attorney

Bobby Yu  
Print DCA Name

2/8/2023  
Date

**CONTRACTOR**

Laura O'Brien  
Authorized Officer Signature

Laura O'Brien  
Printed Name and Title

February 7, 2023  
Date

**APPROVED AS TO CONTENT**

*[Signature]*

\_\_\_\_\_  
Department Head

2-7-2023  
Date

**Exhibit A (1 page)  
Scope of Services  
To Follow This Page**

# ADDENDUM

## PIMA COUNTY ECONOMIC DEVELOPMENT STRATEGY

### Adjustment for Services Rendered

This addendum is to provide an overview of the adjustment for services rendered in the preparation of the Pima County Economic Development Strategy. As requested by the Client, additional stakeholder engagement took place during the development of the Economic Development Strategy. The proposal included an approximate allocation for:

- Two to three focus groups
- One online survey
- 20 to 25 one-on-one interviews

The stakeholder engagement conducted as part of the exercise included:

- Seven focus groups (including one strategy session with Pima County Extended Team)
- One online survey - With inputs and analysis in both English and Spanish. Note: translation from English to Spanish was provided by the Client, however additional editing, input and analysis was required to capture inputs in both languages aside from translation costs.
- One half-day stakeholder strategy session
- 32 one-on-one interviews

This resulted in additional components of:

- Four to five additional focus groups
- Online survey with input and analysis in two languages
- One half-day stakeholder strategy session
- 7 to 12 additional interviews

The estimate for the additional components is broken down as follows:

Component	Number	Total Per Component	TOTAL
Focus Groups	Four to five additional	\$750 each	\$3,000 to \$3,750
Survey in two languages	1	\$1,500	\$1,500
Half-day Stakeholder Strategy Session	1	\$5,000	\$5,000
Interviews	Seven to Twelve	\$500 per interview	\$3,500 to \$6,000
		<b>TOTAL:</b>	<b>\$13,000 TO \$16,250</b>
		<b>PROPOSED ADJUSTMENT</b>	<b>\$10,000 USD</b>