



**BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS**

Award Contract Grant

Requested Board Meeting Date: May 15, 2018

* = Mandatory, information must be provided

or Procurement Director Award

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

Nancy Chow

***Project Title/Description:**

Academic tutoring services for Pima Vocational High School Students. The original contract and amendments may be found under CT-16*408 in eContracts

***Purpose:**

The tutor will provide one-to-one tutoring in writing and language arts for school year 2018-2019 for formerly out-of-school youth who must improve academic skills to successfully complete the courses of study required by the State to earn a diploma and also to qualify for post secondary employment training and college entry. The amendment is needed to extend the contract period for an additional year and provide sufficient compensation to cover the time extension.

***Procurement Method:**

RFP-CSET-PVHS-ATIS-2016-2017-05 per Pima County Board of Supervisors Policy D29.6 Selection and Contracting of Professional Services.

***Program Goals/Predicted Outcomes:**

Youth participants will improve their academic performance sufficiently to pass math, writing, and language arts high school classes, demonstrate mastery on the State subject area tests, and progress toward a high school diploma.

***Public Benefit:**

Formerly out-of-school youth will complete their high school education, improve skills needed to obtain a sustainable job, and continue on to post secondary employment and career training to improve their quality of life.

***Metrics Available to Measure Performance:**

The tutor will be evaluated by the Program Coordinator by reviewing student academic improvement as measured by weekly comprehension checks, course final exams, and state standardized tests.

***Retroactive:**

No.

To: COB - 5-1-18
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(1)

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Effective 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

***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 22-73.

Amendment / Revised Award Information

Document Type: CT Department Code: CS Contract Number (i.e., 15-123): 16*408

Amendment No.: 02 AMS Version No.: 07

Effective Date: 07/01/2018 New Termination Date: 06/30/2019

Prior Contract No. (Synergen/CMS): _____

Expense or Revenue Increase Decrease Amount This Amendment: \$ 35,000.00

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

***Funding Source(s) required:** State Equalization Fund

Funding from General Fund? Yes No If Yes \$ _____ % _____

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

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____

Effective 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: Cecilia Noperi

Department: Community Services Employment and Training Telephone: 724-9409

Department Director Signature/Date: _____ *Charles Long* 4/27/18

Deputy County Administrator Signature/Date: _____ *Jew* 4/27/18

County Administrator Signature/Date: _____ *Carla Rubel* 5/1/18
(Required for Board Agenda/Addendum Items)

Pima County Department of Community Services Employment & Training – Pima Vocational High School

Project: Academic tutoring services for Pima Vocational High School Students

Contractor: Nancy Chow
5001 N. Sunriver Circle, #33
Tucson, Arizona 85704

Contract No.: 16*408

Contract Amendment No.: Two (2)

CONTRACT
NO. <u>CT-CS-16-408</u>
AMENDMENT NO. <u>02</u>
This number must appear on all invoices, correspondence and documents pertaining to this contract.

Original Contract Term:	07/01/2016 – 06/30/2017	Original Amount:	\$ 35,000.00
Termination Prior Amendment:	06/30/2018	Amount Prior Amendment(s):	\$ 35,000.00
Termination This Amendment:	06/30/2019	Amount This Amendment:	\$ 35,000.00
		Revised Total Amount:	\$105,000.00

Professional Services Contract – Amendment No. Two (2)

Pima County (“County”), a body politic and corporate of the State of Arizona, and Nancy Chow (“Contractor”), a sole proprietor, entered into the above-referenced contract for the provision of academic tutoring services to students at Pima Vocational High School (“PVHS”).

RECITALS

- A. The Pima County Board of Supervisors finds that the continued provisions of one-on-one academic tutoring in writing and language arts during 2018-2019 is in the best interest of PVHS students and the residents of Pima County.
- B. Arizona Department of Education state equalization funds are provided for academic tutoring at PVHS.
- C. County has reviewed Contractor’s performance and finds it satisfactory.

NOW, THEREFORE, the Parties agree to amend the Contract as follows:

1.0 Section 1 – TERM AND EXTENSION/RENEWAL/CHANGES, paragraph 1.1 is amended as follows:

1.1. The termination date is changed:

FROM: June 30, 2018

TO: June 30 2019

1.2. The number of available renewals is changed:

FROM: three (3) additional one-year periods or any portion thereof

TO: two (2) additional one-year periods or any portion thereof

2.0 **Section 2 – SCOPE OF SERVICES**, is amended as follows:

2.1. **Paragraph 2.2.1**, the first sentence is deleted and replaced with the following:

Provide up to 1400 hours of individual instruction in writing and language arts to PVHS students each academic year.

2.2. **Paragraph 2.2.8** is added to read:

Attend monthly staff meetings and, upon request, attend additional staff training sessions.

3.0 **Section 3 – COMPENSATION AND PAYMENT**, paragraph 3.1 is deleted in its entirety and replaced with the following:

In consideration for the goods and services specified in this Contract, Contractor will be paid **\$25.00 for each hour of delivered service** as follows:

Contract Year	Allocated Amount
2016-2017	\$ 35,000.00
2017-2018	\$ 35,000.00
2018-2019	\$ 35,000.00
TOTAL	\$105,000.00

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4.0 Section 26 -- ISRAEL BOYCOTT CERTIFICATION, is added to read:

Contractor hereby certifies that it is not currently engaged in, and will not for the duration of this Contract engage in, a boycott of Israel as defined by A.R.S. § 35-393.01. Violation of this certification by Contractor may result in action by County up to and including termination of this Contract.

The effective date of this Amendment is July 1, 2018.

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

IN WITNESS WHEREOF, the parties do hereby affix their signatures and do hereby agree to carry out the terms of this Amendment and of the original Contract cited herein:

PIMA COUNTY:

CONTRACTOR:

Chairman, Pima County Board of Supervisors

Nancy Chow
Authorized Signature

Date: _____

Nancy Chow
Printed Name & Title

ATTEST:

Date: 4-24-2018

Clerk of the Board Date

APPROVED AS TO CONTENT:

Charles Coy
Director, Community Services, Employment
& Training

Date: 4/20/18

APPROVED AS TO FORM:

Karen S. Friar
Karen S. Friar, Deputy County Attorney