



Contract Number: CT-CD-13 x 39-01
Effective Date: 3-1-13
Term Date: 6-30-13
Cost: \$12,400.00
Revenue: _____
Total: _____
Action: _____
Renewal By: _____
Term: 4-1-13
Reviewed by: JK 6-30-13

BOARD OF SUPERVISORS AGENDA ITEM SUMMARY

Requested Board Meeting Date: June 18, 2013

ITEM SUMMARY, JUSTIFICATION &/or SPECIAL CONSIDERATIONS:

Authorization of contract CT-CD 13000000000000000039 amendment #01 between Non Profit Industries and Pima County Community Development and Neighborhood Conservation Department, Outside Agencies to approve additional \$12,400.00 in funding for a total of \$24,400.00 Pima County Housing Search Program. Funding on original contract was recommended by the Board on 6/19/12 for \$17,400.00. This contract was previously drafted and approved for \$12,000.00. \$5,400.00 is to be added per the 6/19/12 BOS addendum of 6/19/13. \$5000.00 is to come from an invoice to the City of Tucson per attached document packet.

CONTRACT NUMBER (If applicable):

STAFF RECOMMENDATION(S):

Staff recommends approval by the Board of Supervisors.

CORPORATE HEADQUARTERS: Tucson, Arizona

CLERK OF BOARD USE ONLY: BOS MTG. _____

ITEM NO. _____

PIMA COUNTY COST: \$12,400.00 and/or REVENUE TO PIMA COUNTY: \$

FUNDING SOURCE(S): Outside Agency (OA) General Funds

(i.e. General Fund, State Grant Fund, Federal Fund, Stadium D. Fund, etc.)

Advertised Public Hearing:

		YES	X	NO
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Board of Supervisors District:

1		2		3		4		5		All	XX
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IMPACT:

IF APPROVED:

County shall authorize contract CT-CD 13000000000000000039 amendment #01 between Non Profit Industries and Pima County Community Development and Neighborhood Conservation Department, Outside Agencies to approve additional \$12,400.00 in funding for a total of \$24,400.00 Pima County Housing Search Program. Funding on original contract was recommended by the Board on 6/19/12 for \$17,400.00. This contract was previously drafted and approved for \$12,000.00. \$5,400.00 is to be added per the 6/19/12 BOS addendum of 6/19/13. \$5000.00 is to come from an invoiced to the City of Tucson per attached document packet.

IF DENIED:

County shall not authorize contract CT-CD 13000000000000000039 amendment #01 between Non Profit Industries and Pima County Community Development and Neighborhood Conservation Department, Outside Agencies to approve additional \$12,400.00 in funding for a total of \$24,400.00 for the Pima County Housing Search Program.

DEPARTMENT NAME: Community Development and Neighborhood Conservation

CONTACT PERSON: Jane Kroesen TELEPHONE NO.: 243-6763

**PIMA COUNTY DEPARTMENT OF COMMUNITY
DEVELOPMENT AND NEIGHBORHOOD
CONSERVATION**

AGENCY: Non-Profit Industries

PROJECT: Pima County Housing Search

CONTRACT NO.: 13*39

CONTRACT AMENDMENT NO.: ONE (1)

CONTRACT

NO. CT.CD. 1300000 00000 000000 39

AMENDMENT NO. 01

This number must appear on all
invoices, correspondence and
documents pertaining to this
contract.

ORIG. CONTRACT TERM: 07/01/2012 - 06/30/2013
NEW CONTRACT TERM: 07/01/2012 -06/30/2013
TERMINATION DATE PRIOR AMENDMENT: 06/30/13
TERMINATION THIS AMENDMENT: 06/30/2013

ORIG. CONTRACT AMOUNT: \$12,000.00
PRIOR AMENDMENTS: 0.00
AMOUNT THIS AMENDMENT: \$12,400.00
REVISED CONTRACT AMOUNT: \$24,400.00

WHEREAS, COUNTY and AGENCY entered into a Contract for services as referenced above; and

WHEREAS, COUNTY wishes to provide a web-based program to provide personalized information on available housing services and contact information to individuals in Pima County; and

WHEREAS, AGENCY has the skills to develop this interactive web-based program; and

WHEREAS, AGENCY and COUNTY have agreed to increase the amount and scope of the Contract for the AGENCY to develop, implement and enhance such a program and to continue AGENCY's services regarding PimaCountyHousingSearch.com.

NOW, THEREFORE IT IS AGREED TO AMEND THE CONTRACT AS FOLLOWS:

A. **ARTICLE III – COMPENSATION AND PAYMENT**, Paragraph B is amended to change the Award amount::

From: \$ 12,000.00
To: \$ 24,400.00

B. **Exhibit A** is amended as follows:

1. **Paragraph B, Program Activities**, is deleted in its entirety and replaced with the following:

B. Program Activities. AGENCY will:

1. Maintain the Pima County Housing Search Database, PimaCountyHousingSearch.com, a website for people to locate available rental housing that best fits their individual and family needs. The website will give individuals the ability to search for housing using a wide variety of search criteria including special mapping features. Each listing will provide important information about the available housing units. In addition, the website will connect individuals to other housing resources through website links and provide helpful tools for renters such as an affordability calculator, rental checklist, and renter rights and responsibilities information. Agency's activities will include, but are not limited to:
 - a. Host and maintain the PimaCountyHousingSearch.com website;

- b. Provide a call center to provide Pima County housing available information to persons without computer access or for callers seeking additional information;
 - c. Provide up-to-date information on affordable rental and/or accessible housing;
 - d. Provide current list of available properties through contact every two weeks with landlords by web or telephone;
 - e. Provide teleconference trainings and toll-free telephone support to users;
 - f. Provide all of the housing listing and search services, both online and through the call center, in English and Spanish;
 - g. Comply with Title II Americans with Disabilities Act requirements and codes on the website;
 - h. Accept calls from and provide information to callers via TDY;
 - i. Seek out new properties and add to listings;
 - j. Provide landlord/tenant education regarding Section 8 and Fair Housing;
 - k. Provide web access for local staff who have been trained to search for housing for special-needs populations;
 - l. Ensure hardware and software computer systems are up-to-date and have environmental and security integrity;
 - m. Provide updates on progress to COUNTY on a monthly basis or upon request; and
 - n. Provide marketing material template for PimaCountyHousingSearch.com.
2. Create an interactive web-based search tool for public and case manager use to pre-screen individuals and households to determine needs and eligibility for housing programs and housing-related services in Pima County. Agency's activities will include, but are not limited to:
- a. Collect information from agencies identified by County and develop common program eligibility parameters for the various agencies' programs;
 - b. Based on the eligibility criteria established, create a series of questions to be completed by the user, that will generate an accurate, up-to-date and personalized list of available and appropriate housing resources for the user;
 - c. Ensure that services offered include: emergency and transitional shelters, supportive housing and housing for victims of domestic violence;
 - d. Continuously collect and update program data and refine the web-site through testing and the addition of agencies and services included in the system.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

2. **Paragraph I, Budget**, is deleted in its entirety and replaced with the following:

I. **Budget.** Contractor will be paid the following fees for services:

1. Pima County Housing Search Database, PimaCountyHousingSearch.com (Paragraph B(1) above): \$1,000.00 per month.
2. Development and implementation of the web-based housing services interactive eligibility program (Paragraph B(2)): \$12,400.00. Payment shall be provided upon County's approval of final test and implementation of web-site.

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

This Amendment shall be effective on March 1, 2013.

IN WITNESS THEREOF, the parties have affixed their signatures to this Contract on the date written below.

Pima County Board of Supervisors

Contractor

Ramón Valadez,
Chairman

Authorized Signatory

Date

CEO
Title

Attest:

05-14-13
Date

Clerk, Board of Supervisors

Date

Approved as to Content:

Margaret M. Kish
Pima County Community Development
and Neighborhood Conservation

Approved as to Form:

Karen S. Friar, Deputy County Attorney