



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

**Requested Board Meeting Date:** April 19, 2016

**or Procurement Director Award** ☐

**Contractor/Vendor Name (DBA):** United Way of Tucson and Southern Arizona, Inc.

**Project Title/Description:**

Employee Combined Appeal Program (ECAP) 2016 Campaign.

**Purpose:**

United Way will provide assistance in operating the 2016 Employee Combined Appeal Program (ECAP) Campaign by providing employee education, staff training, collection, distribution and accounting services for payroll donations from County employees for distribution to charitable organizations.

**Procurement Method:**

Direct select approved by County Administrator.

**Program Goals/Predicted Outcomes:**

Contractor will provide organization, publicity, associated informational services and fiscal administrative services for the 2016 Defined Contribution Period.

**Public Benefit:**

Pima County residents will receive assistance from all charities/agencies that County employees contribute through cash contributions or through payroll deductions. The Ending Poverty Now initiative helps people get ahead instead of just "getting by" and Pima County has partnered with United Way and other community organizations and businesses to help break the cycle of poverty in our community to increase self-sufficiency for hard-working individuals and families throughout Southern Arizona.

**Metrics Available to Measure Performance:**

Contractor will organize the 2016 campaign, assist with the kick-off meeting and the awards luncheon, provide ECAP posters, agency directories, training manuals and other promotional materials as needed for the campaign. Distribute the funds donated through payroll deductions to the charitable organizations as designated by each county employee.

**Retroactive:**

Yes, 2016 campaign totals were not available until February, 2016 and staff/attorneys completed the amendment for signatures and Board of Supervisor meeting agenda.

COB: 4-6-15

3pgs(1)

Procure Dept 04/01/16 PM08:17

**Original 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): \_\_\_\_\_

Cost to Pima County General Fund: \_\_\_\_\_

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No ☐ Not Applicable to Grant AwardsWere insurance or indemnity clauses modified? ☐ Yes ☐ No ☐ Not Applicable to Grant AwardsVendor is using a Social Security Number? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards

If Yes, attach the required form per Administrative Procedure 22-73.

**Amendment Information**Document Type: CT Department Code: CED Contract Number (i.e.,15-123): 14\*435Amendment No.: Two - 2 AMS Version No.: ten - 10Effective Date: January 1, 2016 New Termination Date: December 31, 2016☒ Expense ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$46,821.42Funding Source(s): Community and Economic Development Administration (CED) Budget - General FundCost to Pima County General Fund: \$46,821.42Contact: Celina for Jan Leshar, Deputy County Administrator for Community and Health ServicesDepartment: Community and Economic Development Administration (CED) Telephone: 724-8228

Department Director Signature/Date: \_\_\_\_\_

Deputy County Administrator Signature/Date: *Jan Leshar* 3/31/2016County Administrator Signature/Date: *C. DeLorenzo* 3/31/16  
(Required for Board Agenda/Addendum Items)

**PIMA COUNTY DEPARTMENT OF COMMUNITY AND  
ECONOMIC DEVELOPMENT ADMINISTRATION**

**PROJECT:** Employee Combined Appeal Program  
(ECAP 2016 Campaign)

**CONTRACTOR:** UNITED WAY OF TUCSON AND  
SOUTHERN ARIZONA  
330 N. Commerce Park Loop, Suite 200  
Tucson, AZ 85754

**CONTRACT AMOUNT:** \$180,444.38

**CONTRACT NO.:** CT-CED-14\*435

**CONTRACT AMENDMENT NO.:** Two (02)

<b>CONTRACT</b>
NO. <u>CT-CED-14-435</u>
AMENDMENT NO. <u>02</u>
This number must appear on all invoices, correspondence and documents pertaining to this contract.

<b>Original Contract Term:</b>	1/1/2014 – 12/31/2014	<b>Original Contract Amount:</b>	\$ 67,591.73
<b>Termination Prior Amendment:</b>	12/31/2015	<b>Amount Prior Amendments:</b>	\$66,031.23
<b>Termination This Amendment:</b>	12/31/2016	<b>Amount this Amendment:</b>	\$46,821.42
		<b>Revised Contract Amount:</b>	\$180,444.38

**Contract Amendment No. Two**

**RECITALS**

- A. COUNTY and CONTRACTOR entered into the above-referenced contract for services.
- B. Pursuant to Article I – TERM AND EXTENSION/RENEWAL/CHANGES the contract may be extended for additional one year periods, up to a total term of five (5) years.
- C. COUNTY has reviewed CONTRACTOR's performance and finds it satisfactory.
- D. COUNTY and CONTRACTOR have agreed to increase the contract amount to allow payment for the continued provision of assistance with the 2016 Employee Combined Appeal Program (ECAP) during the extended term of the Contract.

**NOW, THEREFORE,** the Parties agree as follows:

- 1.0 PROGRAM GLOSSARY is amended to add:

**2016 ECAP Campaign** FY 2016 – 2017 = July 1, 2016 through June 30, 2017

**2016 Defined Contribution Period** January 1, 2016 through December 31, 2016

- 2.0 ARTICLE I – TERM AND EXTENSION/RENEWAL/CHANGES is amended to change the termination date:

FROM: December 31, 2015

TO: December 31, 2016

3.0 ARTICLE II – SCOPE OF SERVICES is amended as follows:

3.1. Change “2015 Defined Contribution Period” to “2016 Defined Contribution Period” throughout.

3.2. Change “2015 ECAP Campaign” to “2016 ECAP Campaign” throughout.

3.3. Change the date in the first sentence of Paragraph B(2) as follows:

FROM: January 30, 2016

TO: January 30, 2017

3.4. Add the following column to the table in Paragraph B(6):

Calendar Year 2016: <b>DUE TO COUNTY NO LATER THAN</b>
August 29, 2016
August 29, 2016
August 29, 2016
March 2, 2016
March 2, 2016

3.5. Change the year in Paragraph C(6):

FROM: 2015

To: 2016

3.6. Change the date in the first sentence of Paragraph C(8):

FROM: January 15, 2016

TO: January 15, 2017

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4.0 ARTICLE III – COMPENSATION AND PAYMENT is amended to:

4.1. Change “2015” to read “2016” throughout.

4.2. Add to Paragraph B the following:

The estimated not-to-exceed amount for 2016 is \$46,821.42.

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

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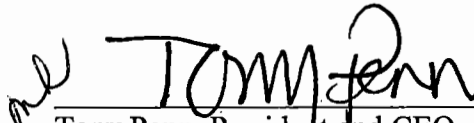
IN WITNESS THEREOF, the parties have affixed their signatures to this Amendment on the dates written below.

**APPROVED:**

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

Date: \_\_\_\_\_

**CONTRACTOR:**

  
\_\_\_\_\_  
Tony Penn, President and CEO

Date: 3/23/16

**ATTEST:**

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

**APPROVED AS TO CONTENT:**

  
\_\_\_\_\_  
Jan Leshner, Deputy County Administrator

**APPROVED AS TO FORM:**

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