



BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 11/19/24

or Procurement Director Award: ☐

* = Mandatory, information must be provided

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

Assistance Dogs of the West

***Project Title/Description:**

Courthouse Dogs Program

***Purpose:**

Assistance Dogs of the West (ADW) will provide instruction led professional trainers to participants from the Pima County Attorney's Office. Participants will gain an understanding of theoretical concepts and a working knowledge of the service dog training and handling skills. They will be introduced to and learn to apply: observation skills, positive reinforcement methodologies, and problem solving skills necessary to manage their dog in all working environments.

***Procurement Method:**

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

***Program Goals/Predicted Outcomes:**

Pima County Attorney's Office has over a ten-year relationship with Assistance Dogs of the West (ADW). They selected and trained our previous service dogs and understand the dynamics of our office. ADW's provision of Professional Training of our handlers will reinforce the dog handler's knowledge of the job that will help improve the uses of the courthouse dogs in various settings necessary to continue to enhance this program to serve the victims of crime.

***Public Benefit:**

Victims of crime, especially children and special needs individuals, will benefit from interaction with the courthouse dogs during crisis intervention, investigations, court proceedings, and during the entire legal process. Courthouse facility dogs play a crucial role in easing stress felt by children and other crime victims such as domestic violence victims in the criminal justice system.

***Metrics Available to Measure Performance:**

Pima County Attorney's Office will be reviewing and approving invoices to monitor services provided under this agreement required to meet the needs of projects.

***Retroactive:**

Yes. Due to employee turnover at PCAO and communication between County and Contractor regarding whether additional funding would be needed delayed the finalization of this amendment. The negative impact of not approving the contract may result in victims of crime not being able to benefit from the interaction with the courthouse dogs during court proceedings easing stress felt by children.

TO: COB, 11-6-2024 (1)
Ves: 01
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: PO Department Code: PCA Contract Number (i.e., 15-123): CT_24*031
Amendment No.: 01 AMS Version No.: 01
Commencement Date: 10/01/2024 New Termination Date: 09/30/2025
Prior Contract No. (Synergen/CMS): CT-PCA-24*031

☒ Expense ☐ Revenue ☐ Increase ☐ Decrease

Amount This Amendment: \$ 0

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

***Funding Source(s) required: PCA-anti-Racketeering 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): _____
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: Rachel Welshans

Department: Pima County Attorney's Office

Telephone: 520-724-5728

Department Director Signature: [Signature] Date: 10/30/2024

Deputy County Administrator Signature: [Signature] Date: 10-31-2024

County Administrator Signature: [Signature] Date: 30 Oct 2024

Pima County Department Attorney's Office

Project: Courthouse Dogs Program

Contractor: Assistance Dogs of the West
P.O Box 31027
Santa Fe, NM 87594

Contract No.: CT_24*031 (FKA CT-PCA-24*031)

Contract Amendment No.: 01

Orig. Contract Term: 10/01/2023 - 09/30/2024	Orig. Amount:	\$ 19,356.00
Termination Date Prior Amendment: N/A	Prior Amendments Amount:	\$ 0.00
Termination Date This Amendment: 09/30/2025	This Amendment Amount:	\$ 00.00
	Revised Total Amount:	\$ 19,356.00

CONTRACT AMENDMENT

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

1. Background and Purpose.

Parties. The parties to this Agreement are Pima County, a political subdivision of the State of Arizona (the "County") and Assistance Dogs of the West (the "Contractor").

Background. On October 1, 2023, County and Contractor entered into the above referenced agreement (the "Agreement") to provide the "Courthouse Dogs Program" as defined and described in the Agreement.

Purpose. County requires continuing services from Contractor for the Courthouse Dogs Program and the Parties have agreed to this extension, pursuant to the terms of the Agreement.

- 2. Term.** The County hereby exercises the first extension option to renew the Agreement for one additional year commencing on October 1, 2024, and terminating on September 30, 2025. If the commencement date is before the Effective Date of this amendment, the parties will deem the amendment to have been in effect as of the commencement date, such that this Agreement shall be retroactively enforceable to the commencement date.

- 3. Heat Injury and Illness Prevention and Safety Plan.** Pursuant to Pima County Procurement Code 11.40.030, Contractor hereby warrants that if Contractor's employees perform work in an outdoor environment under this Contract, Contractor will keep on file a written Heat Injury and Illness Prevention and Safety Plan. At County's request, Contractor will provide a copy of this plan and documentation of heat safety and mitigation efforts implemented by Contractor

Contract No.: CT_24*031 (FKA CT-PCA-24*031)

to prevent heat-related illnesses and injuries in the workplace. Contractor will post a copy of the Heat Injury and Illness Prevention and Safety Plan where it is accessible to employees. Contractor will further ensure that each subcontractor who performs any work for Contractor under this Contract complies with this provision.

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

**PIMA COUNTY- a political subdivision
of the State of Arizona**

Chair, Board of Supervisors

Date

CONTRACTOR

Linda Milanesi

Authorized Officer Signature

LINDA Milanesi CEO/Pres.

Printed Name and Title

10.24.2024

Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM

James F. Morrow
Deputy County Attorney

James F. Morrow

Print DCA Name

October 24, 2024

Date

APPROVED AS TO CONTENT

Nicole Heath
Nicole, Heath, Legal Administrator

10/29/2024

Date