



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: 08/19/2024

or Procurement Director Award: [ ]

\* = Mandatory, information must be provided

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

The Human Communications Studio LLC

\*Project Title/Description:

Advocacy, Trial Strategy, & Communication Training

\*Purpose:

The Human Communications Studio LLC, (HCS) will provide on-site Training, Consultation and Courtroom observation for Attorneys. Services will be delivered in three (3) 75-hour increments of service for a total of 225 hours per year. The Attorney trainings will include topics such as Pre-Trial case review and presentation strategies, strategies for opening and closing statements, rebuttals, direct and cross, special victim and child communications. In addition, the trainings will provide jury selection and voir dire strategies, jurors as learners, strategic display design and exhibit integration, and one-on-one consultation, personality theory and communication as well as courtroom observation and feedback. This unique format of conclusive training, observation, and skill-building is critical to ensure the legal development and courtroom expertise required for many of our new attorneys, as well as increasing the professional development of many of our veteran employees. This contractor is well versed in the courtroom processes and personnel specific to Pima County, and the mission, vision, and values of The People's Office. This specialized combination of services is not available in a concurrent format from any other single vendor, at the professional level required for both new and veteran attorneys and staff. This amendment 1 is to increase and extend the term date.

\*Procurement Method:

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

\*Program Goals/Predicted Outcomes:

Predicted outcomes include a safer community through an increase in trial preparation and success. The goal for this contract includes professional development and skills training for criminal attorneys, particularly those new to PCAO, and others with limited litigation experience

\*Public Benefit:

Pima County will benefit from skilled attorneys that are dedicated to Protecting the Public Safety through enhanced prosecution and comprehensive legal services.

\*Metrics Available to Measure Performance:

Pima County Attorney's Office will review and approve invoices to monitor services provided under this agreement required to meet the needs of the training. PCAO will also evaluate services after the first 75 hours of service for effectiveness with our attorneys.

\*Retroactive:

Yes, Pima County integrated a new database that went live on 07/15/2024 delaying the contract processing time. If this agreement is not approved, it may cause financial strains on the general fund.

TO: COB, (8-5-240)
VERS: 0
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): PO2400001702
Amendment No.: 1 AMS Version No.: 0
Commencement Date: 08/01/2024 New Termination Date: 07/31/2025
Prior Contract No. (Synergen/CMS): 23-448
Expense Revenue Increase Decrease
Amount This Amendment: \$ 45,000.00

Is there revenue included? Yes No If Yes \$

\*Funding Source(s) required: Anti-Racketeering Funds

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: Star Romero
Department: Pima County Attorney's Office Telephone: 724-6000

Department Director Signature: Date: 7/31/2024
Deputy County Administrator Signature: Date:
County Administrator Signature: Date: 8/1/2024

**Pima County Attorney's Office**

**Project: Advocacy, Trial Strategy, & Communication Training**

**Contractor: The Human Communications Studio LLC**

**Contract No.: PO2400001702 FKA CT-PCA-23-448**

**Contract Amendment No.: 01**

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<b>Orig. Contract Term:</b> 08/01/2023 – 07/31/2024	<b>Orig. Amount:</b>	\$ 45,000.00
<b>Termination Date Prior Amendment:</b> N/A	<b>Prior Amendments Amount:</b>	\$ 0.00
<b>Termination Date This Amendment:</b> 07/31/2025	<b>This Amendment Amount:</b>	\$ 45,000.00
	<b>Revised Total Amount:</b>	\$ 90,000.00

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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 August 1, 2023, County and Contractor entered into the above referenced agreement to provide Advocacy, Trial Strategy, & Communication Training.

1.2. Purpose. County requires continuing professional services from Contractor.

**2. Term.** The County is exercising the first extension option to renew the contract for one additional year commencing on August 1, 2024, and terminating on July 31, 2025. 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 \$45,000.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$90,000.00.

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

**PIMA COUNTY**

**CONTRACTOR**

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

Kathryn Kellner  
Authorized Officer Signature

\_\_\_\_\_  
Date

Kathryn Kellner, Human Communication Studio Dire  
Printed Name and Title

7/31/2024  
Date

**ATTEST**

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

\_\_\_\_\_  
Date

**APPROVED AS TO FORM**

Kyle Johnson  
Deputy County Attorney

Kyle Johnson

\_\_\_\_\_  
Print DCA Name  
July 29, 2024

\_\_\_\_\_  
Date

**APPROVED AS TO CONTENT**

Nicole Heath  
Nicole Heath, Legal Administrator

7/31/2024  
Date