



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

Award Contract Grant

Requested Board Meeting Date: July 3, 2018

** = Mandatory, information must be provided*

or Procurement Director Award

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

United Way of Tucson and Southern Arizona, Inc.

***Project Title/Description:**

Employee Combined Appeal Program (ECAP) 2018 Campaign

***Purpose:**

This amendment enables the United Way to provide assistance in operating the 2018 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:**

Pursuant to D 29.6.C., Direct Selection approved by County Administrator.

***Program Goals/Predicted Outcomes:**

Contractor will provide organization, publicity, associated informational services and fiscal administrative services for the 2018 Define 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 in our community. 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 organizes the 2018 campaign, assists with ECAP and promotional meetings and activities, provides 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, the final 2018 campaign totals were confirmed in late May 2018. In addition, key staff and attorney retirements and position changes of processing staff new to this agreement contributed to additional delays. Staff confirmed the totals and completed the amendment for the Board of Supervisors meeting agenda.

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Addendum

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: CED Contract Number (i.e.,15-123): 14-435

Amendment No.: 4 AMS Version No.: 1

Effective Date: January 1, 2018 New Termination Date: December 31, 2018

Prior Contract No. (Synergen/CMS): _____

Expense or Revenue Increase Decrease Amount This Amendment: \$ 44,308.00

Is there revenue included? Yes No If Yes \$ 0.00

***Funding Source(s) required:** Community and Economic Development Budget - General Fund

Funding from General Fund? Yes No If Yes \$ 44,308.00 % 100

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: Lisa for Jan Leshner, Chief Deputy County Administrator

Department: Community and Economic Development Telephone: 724-8396

Department Director Signature/Date: _____

Deputy County Administrator Signature/Date: [Signature] 6/20/18

County Administrator Signature/Date: [Signature] 6/21/18
(Required for Board Agenda/Addendum Items)

PIMA COUNTY DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT ADMINISTRATION

PROJECT: Employee Combined Appeal Program (ECAP 2018 Campaign)

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

CONTRACT AMOUNT: \$278,218.23

CONTRACT NO.: CT-CED-14*435

CONTRACT AMENDMENT NO.: Four (04)

CONTRACT
NO. <u>CT-CED-14-435</u>
AMENDMENT NO. <u>04</u>
This number must appear on all invoices, correspondence and documents pertaining to this contract.

Original Contract Term:	1/1/2014 – 12/31/2014	Original Contract Amount:	\$ 67,591.73
Termination Prior Amendment:	12/31/2017	Amount Prior Amendments:	\$166,318.50
Termination This Amendment:	12/31/2018	Amount this Amendment:	\$44,308.00
		Revised Contract Amount:	\$278,218.23

Contract Amendment No. Four

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 2018 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:

2018 ECAP Campaign	FY 2018 – 2019 = July 1, 2018 through June 30, 2019
2018 Defined Contribution Period	January 1, 2018 through December 31, 2018

2.0 ARTICLE I – TERM AND EXTENSION/RENEWAL/CHANGES, paragraph A is amended as follows:

2.1. The termination date is changed:

FROM: December 31, 2017
TO: December 31, 2018

- 2.2. The second sentence is deleted in its entirety and replaced with the following:
This Agreement may not be renewed.

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

- 3.1. Change “2017 Defined Contribution Period” to “2018 Defined Contribution Period” throughout.
- 3.2. Change “2017 ECAP Campaign” to “2018 ECAP Campaign” throughout.
- 3.3. Change the date in the first sentence of Paragraph B (2) as follows:
FROM: January 30, 2018
TO: January 30, 2019
- 3.4. Add the following column to the table in Paragraph B (6):

Calendar Year 2018: DUE TO COUNTY NO LATER THAN
August 29, 2018
August 29, 2018
August 29, 2018
March 2, 2018
March 2, 2018

- 3.5. Change the year in Paragraph C(6):
FROM: 2017
To: 2018
- 3.6. Change the date in the first sentence of Paragraph C (8):
FROM: January 15, 2018
TO: January 15, 2019

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4.0 ARTICLE III – COMPENSATION AND PAYMENT is amended to:

- 4.1. Change “2017” to read “2018” throughout.
- 4.2. Add to Paragraph B the following:

The estimated not-to-exceed amount for 2018 is \$44,308.00.

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

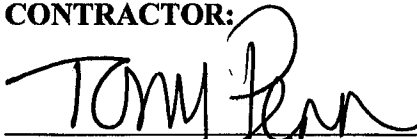
IN WITNESS THEREOF, the parties have affixed their signatures to this Amendment on the dates written below.

APPROVED:

Chairman, Board of Supervisors

Date: _____

CONTRACTOR:



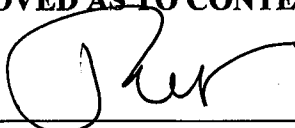
Tony Penn, President and CEO

Date: 6/19/18

ATTEST:

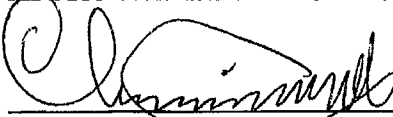
Clerk of the Board of Supervisors

APPROVED AS TO CONTENT:



Jan Leshner, Chief Deputy County Administrator

APPROVED AS TO FORM:



For Karen S. Friar, Deputy County Attorney