



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 06/17/2025

\* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

Pima County Community College District

**\*Project Title/Description:**

Adult Basic Education and Career Program at Pima County Adult Detention Complex.

**\*Purpose:**

To provide the framework for the delivery of adult education classes to selected individuals in order for inmates to prepare and pass their GED.

**\*Procurement Method:**

This IGA is a non-procurement contract and not subject to Procurement rules.

**\*Program Goals/Predicted Outcomes:**

To provide adult basic education classes, high school equivalency test preparation classes and administer 120 high school equivalency tests at the Pima County Adult Detention Center.

**\*Public Benefit:**

To provide education to inmates while incarcerated.

**\*Metrics Available to Measure Performance:**

Number of inmates participating in the high school equivalency classes. Number of inmates that successfully pass their GED.

**\*Retroactive:**

No.

TO: COB, 5-23-2025 (1)  
Vers.: 1  
pgs.: 5

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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 27-10.

**Amendment / Revised Award Information**

Document Type: PD Department Code: SD Contract Number (i.e., 15-123): CT 24\*455

Amendment No.: 1 AMS Version No.: 1

Commencement Date: 07/01/2025 New Termination Date: 06/30/2026

Prior Contract No. (Synergen/CMS): CT\_SD\_24\*455

☒ Expense ☐ Revenue ☐ Increase ☐ Decrease

Amount This Amendment: \$ 160,000.00

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

**\*Funding Source(s) required:** Special Revenue- Sheriff Inmate Welfare

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: Jana Wilson

Department: SHERIFF'S DEPARTMENT

Telephone: 520-351-3322

Department Director Signature: [Signature]

Date: 4/30/25

Deputy County Administrator Signature: [Signature]

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

County Administrator Signature: \_\_\_\_\_

Date: 5/14/2025

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
PIMA COUNTY  
AND  
Pima County Community College District**

This INTERGOVERNMENTAL AGREEMENT ("**Agreement**") is made as the date of last signature below ("**Effective Date**") by and between PIMA COUNTY, for and on behalf of Pima County Sheriff's Department ("**DEPARTMENT**"), and PIMA COUNTY COMMUNITY COLLEGE DISTRICT ("**COLLEGE**").

**AUTHORITY:**

- A. COLLEGE is a political subdivision of the State of Arizona and is authorized to enter into this Agreement pursuant to A.R.S. §§ 11-952, 15-1401, and 15-1444;
- B. DEPARTMENT is a public entity and is authorized to enter into this Agreement pursuant to A.R.S. §§ 11-952 and 11-201.

**PURPOSE**

The purpose of this Agreement is to provide the framework for the delivery of Adult Education Classes ("**Educational Services**") by COLLEGE, via its Adult Basic Education for College and Career department ("**ABECC**") to selected individuals identified by DEPARTMENT at the facilities owned by DEPARTMENT.

**AGREEMENT**

**NOW, THEREFORE**, in consideration of mutual promises set forth herein, the Parties agree as follows:

**1. SERVICES; COMPENSATION**

**1.1.** COLLEGE shall provide DEPARTMENT the Educational Services described in Attachment 1, which is attached to and made part of this Agreement.

**1.2.** In exchange for Education Services, DEPARTMENT shall pay COLLEGE compensation in the amount provided in Attachment 1.

**2. TERM** The Term of this Agreement shall commence on **July 1, 2025** and expire on **June 30, 2026** ("**Term**"). Prior to the expiration of the Term or each renewal term, if any, the parties may extend the Agreement for additional one (1) year term, up to total of five (5) years, by executing a written amendment signed by both parties.

**3. TERMINATION**

**3.1.** Notwithstanding the Term, either Party may terminate this Agreement with or without cause upon ninety (90) days written notice to the other Party.

**3.2.** Additionally, the Parties understand that the continuation of this Agreement from each fiscal year to the next during the Term shall be contingent upon the obligation of sufficient funding by the

governing bodies for DEPARTMENT and COLLEGE. Each Party shall notify the other Party in writing as soon as reasonably possible after the unavailability of funding comes to its attention.

3.3. Upon termination, this Agreement shall become null and void except for any payments required to compensate a Party for expenses which that Party has reasonably and necessarily incurred prior to receiving the other Party's notice of termination.

3.4. Upon expiration or termination of this Agreement, any personal property used by COLLEGE and DEPARTMENT in administering this Agreement shall remain the property of the purchasing Party.

#### **4. OBLIGATIONS OF COLLEGE**

COLLEGE shall:

4.1. Provide curriculum, professional development and instructional design, with the advice and input of DEPARTMENT, that meet DEPARTMENT's educational needs and that adhere to COLLEGE's educational and training standards.

4.2. Provide program coordination and liaison to DEPARTMENT to facilitate execution of Educational Services.

4.3. Employ, certify, evaluate, and supervise all COLLEGE instructors that may provide instruction in Educational Services under this Agreement.

4.4. Provide administrative support, including supervision, coordination, and direction, to all appropriate instructional staff, instructors, and instructional aides.

#### **5. OBLIGATIONS OF DEPARTMENT**

DEPARTMENT shall:

5.1. Appoint a liaison who will work with COLLEGE liaison to facilitate execution of Educational Services.

5.2. Provide and maintain classroom and equipment, including computer equipment and software, at the DEPARTMENT's facilities.

5.3. Provide COLLEGE staff access to a copier for reproduction of course materials as needed.

5.4. Provide classroom supplies, including paper, pencils, as needed for the COLLEGE's Adult Education Program.

5.5. Provide training to any COLLEGE staff that will provide Education Services about the DEPARTMENT's security requirements, relevant policies, procedures, and inmate demographics. The training shall be given prior to commencement of Educational Services.

5.6. Coordinate all administrative processes to obtain security clearance for COLLEGE staff to access the DEPARTMENT's facilities.

- 5.7. Comply with the standards of the adopted COLLEGE curriculum included in the Educational Services.

## 6. STANDARD PROVISIONS

- 6.1. **FERPA; Educational Records.** Educational records provided pursuant to this Agreement shall be used solely for the purposes of this Agreement and shall not be disclosed except as provided by law, including the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g.
- 6.2. **Conflict of Interest.** Either Party may cancel this Agreement for conflict of interest pursuant to A.R.S. § 38-511, the pertinent provisions of which are incorporated into this Agreement by reference.
- 6.3. **Indemnification.** Each Party shall be responsible only for liabilities arising out of its employees' conduct in connection with performance of services under this Agreement.
- 6.4. **Compliance with All Laws.** The Parties shall comply with the requirements of all applicable state and federal rules and regulations, including the Americans with Disabilities Act (ADA), 42 U.S.C. § 12132, Immigration and Nationality Act (INA), 8 U.S.C. § 1324a, and A.R.S. § 41-4401.
- 6.5. **Scope of Relationship.** Nothing in this Agreement will be construed as establishing a partnership, joint venture or similar relationship between COLLEGE and DEPARTMENT, and nothing in this Agreement will be construed to authorize either Party to act as agent for the other.
- 6.6. **Employees.** Each Party's employees shall remain under the exclusive direction and control of their respective employer, and no employee of either Party shall be considered employee or joint employee of the other Party. Each Party's employees shall not be entitled to employment benefits or any compensation from the other Party.
- 6.7. **Dispute Resolution.** This Agreement may be subject to arbitration to the extent required by A.R.S. §§ 12-133 and 12-1518, and Rule 2.9 of Pima County Superior Court Local Rules.
- 6.8. **Notice.** Any notice to be given under this Agreement must be in writing and sent to the intended Party's address indicated below:

To COLLEGE:

Implementing Department  
Pima County Community College District  
Adult Education  
Attn: Ginny Seltenright  
vseltenright@pima.edu

Contract Administration  
PCC Contract Services  
4905 E. Broadway  
Tucson, AZ, 85709

To DEPARTMENT:

Pima County Sheriff's Department  
Attn: Elsa Navarro, CO Captain  
Phone: 520-351-8021  
1270 W. Silverlake  
Tucson, AZ 85713

- 6.9. **Entire Agreement.** This document, including all attachments, constitutes the entire agreement between the Parties.
- 6.10. **Amendments.** This Agreement shall not be modified, amended, or extended except by written amendment signed by both Parties.

[CONTINUES ON NEXT PAGE]

IN WITNESS WHEREOF, the Parties' duly authorized representatives have executed this Agreement on the dates indicated below.

For COLLEGE:

By: \_\_\_\_\_

Print Name: Dolores Duran-Cedra

Title: Provost

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

For DEPARTMENT:

By: Chris Nawos

Print Name: Chris Nawos

Title: Pima County Sheriff

Date: 5/13/2025

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: Chair, Board of Supervisors

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

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: Clerk, Board of Supervisors

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

#### REVIEWED AND APPROVED AS TO FORM

Pursuant to A.R.S. § 11-952(D), the attorney for each party has determined that this Agreement is in proper form and is within the powers and authority granted to each respective party under the laws of the State of Arizona

\_\_\_\_\_  
COLLEGE Legal Counsel

Print Name: Jeffrey Silvyn

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

Sean Holguin  
DEPARTMENT Legal Counsel

SEAN HOLGUIN

Print Name:

Date: 4/30/25

#### Attachments:

Attachment 1 – Description of Educational Services

**ATTACHMENT 1  
To INTERGOVERNMENTAL AGREEMENT**

1. **Name of Educational Services.** Adult Basic Education College and Career Program
2. **Description of Educational Services.** Educational Services under this Agreement include the following:
  - 2.1 Adult Basic Education classes delivered at the DEPARTMENT's Pima County Adult Detention Complex ("Adult Detention Facility").
  - 2.2 High School Equivalency ("HSE") test preparation classes delivered at the DEPARTMENT's Main Jail of the Adult Detention Facility.
  - 2.3 Administer one hundred twenty (120) HSE tests, which will include a GED examiner, GED exam and testing materials.

3. **Schedule**

- 3.1 The Educational Services shall be offered at the following DEPARTMENT's facilities and the following hours:

Location	Instructor	Hours
Main Jail Lab	Instructor	Up to 40 hours per week
Main	Instructor	Up to 18.0 hours per week
Main Jail Lab	Instructional Assistant	Up to 10.0 hours per week

- 3.2 All classes shall be scheduled in accordance with the COLLEGE calendar of holidays and breaks, and the calendar of ABECC for planning days and the employee's leave days.

4. **Fee; Payments**

- 4.1 DEPARTMENT shall pay COLLEGE for Educational Services provided in the total amount of one hundred and sixty thousand (\$160,000.00) dollars ("Fee"), paid in four installments. College will also charge the DEPARTMENT for indirect costs associated with the delivery of Educational Services in the amount of three (3%) percent from the annual Fee amount.
- 4.2 COLLEGE will invoice DEPARTMENT on the following dates and following installment payment amount:

Invoice Date	Amount
July 15, 2024	\$ 40,000.00
October 15, 2024	\$ 40,000.00
January 15, 2024	\$ 40,000.00
April 15, 2024	\$ 40,000.00
<b>Total</b>	<b>\$160,000.00</b>

- 4.3 DEPARTMENT shall make payment for the full amount due within thirty (30) days of receiving the invoice.