



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 06/03/2025

\* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

The Center for Community Mediation and Facilitation

**\*Project Title/Description:**

Restorative Justice Program

**\*Purpose:**

The Center for Community Mediation and Facilitation (known as The Center) is to provide Restorative Justice Program with volunteer training. The Center is a nonprofit organization that provides Tucson and Southern Arizona with skilled and affordable dialogue processes and trainings that seek to transform destructive conflict into productive connection and partnership. Their services include mediation, listening circles, facilitation, strategic planning, training, and restorative practices.

The deliverables provided by The Center for Restorative Justice Program will include a multi-day restorative justice mandatory training for prospective volunteers who want to become involved with RJC Program, to be held 3 times annually. These volunteers, alongside the Restorative Justice Program Coordinator, will effectively run the program. On-going trainings in relevant skill-building for volunteers will also be scheduled throughout the year.

The department's basis of recommendation for these services to be provided by The Center is due to their institutional knowledge, which spans 40 years, making them not only leading experts in Pima County but also the holders of nuanced knowledge and expertise that are not available elsewhere in the community.

The reason for the amendment is to extend the services provided by The Center to ensure the success of the Restorative Justice Program. Additional funds are being added onto this contract to extend the services provided The Center for Community Mediation and Facilitation through Justice and Mental Health Collaboration Program and the Vitayst Health Foundation.

**\*Procurement Method:**

Direct Select per Board of Supervisors Policy D 29.6 III. - C.

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

To train Restorative Justice Program volunteers in facilitating a restorative justice circle, equipping them with the necessary nuanced skills needed to conduct a facilitation process between program participant, victim, and community members.

**\*Public Benefit:**

Pima County residents stand to save significant tax dollars by having the Restorative Justice Program divert eligible felony level offenses to the program- as it is largely run through volunteer community members- as opposed to cases being routed through the traditional criminal justice system. Furthermore, participating victims of crime have the opportunity to have their sense of safety restored, contributing to an overall healthier community. Root causes of crime are able to be addressed, contributing positively to community safety.

**\*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 the program.

**\*Retroactive:**

Yes, retroactive due to waiting for reviews and obtaining signatures between the County Attorney's office and The Center for Community Mediation and Facilitation. Attempt to begin getting signatures began on 5/5/25. Due to the delays, Pima County Attorney's Office was unable to meet the Board of Supervisors deadlines prior to the contract commencement date. If this is not approved by the Board of Supervisors, the Restorative Justice Program will not be able to access critical training to run the program efficiently and effectively.

TO: COB, 5-21-2025<sup>(1)</sup> Vers.:

GMI approves  
14609a  
5/12/2025

MAY14'25AM0919PD

**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): PO2400000317  
 Amendment No.: 3 AMS Version No.: 3  
 Commencement Date: 6/1/2025 New Termination Date: 5/31/2026  
 Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☒ Expense ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 60,000.00

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

**\*Funding Source(s) required:** Vitalyst Health Foundation and Justice and Mental Health Collaboration Program

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: Katie Conley

Department: County Attorney

Telephone: 5207245542

Department Director Signature: Giuliano De Santis Digitally signed by Giuliano De Santis  
 Date: 2025.05.09 15:08:14 -07'00'

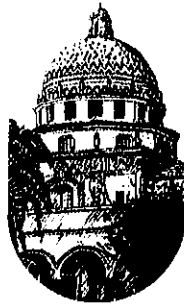
Date: 05/09/25

Deputy County Administrator Signature: [Signature] Date: 5/13/2025

County Administrator Signature: \_\_\_\_\_ Date: 5/13/2025

**Laura Conover**  
Pima County Attorney

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(520) 724-5600  
pcao.pima.gov  
32 N. Stone Avenue, Tucson, AZ 85701

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**DATE:** 05/07/25

**TO:** Jan Leshner, County Administrator

**FROM:** Giuliano De Santis, Legal Administrator *GDS*

**Cc:** Steve Holmes, Deputy County Administrator  
Bruce Collins, Procurement Director

**SUBJECT:** Amendment Request – Direct Selection of Professional Services from The Center for Community Mediation and Facilitation for The Restorative Justice Program, Purchase Order Number – PO2400000317

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Pursuant to Board of Supervisors Policy D29.6 III.C – Direct Selection and Procurement Procedure No. PO-50, approval was received to direct select The Center for Community Mediation and Facilitation (The Center) to provide training and observation services to the Restorative Justice Program (RJP) volunteers and Purchase Order Number PO2400000317 was awarded in the amount of \$26,468.96.

**Background:** The deliverables provided by The Center for RJP will include a multi-day restorative justice mandatory training for prospective volunteers who want to become involved with RJP, to be held bi-annually. On-going trainings in relevant skill-building for volunteers will also be scheduled throughout the year.

The Center is a nonprofit organization that provides Tucson and Southern Arizona with skilled and affordable dialogue processes and trainings that seek to transform destructive conflict into productive connection and partnership. Their services include mediation, listening circles, facilitation, strategic planning, training, and restorative practices.

The department's basis of recommendation for these services to be provided by The Center is due to their institutional knowledge, which spans 40 years, making them leading experts in Pima County.

This work is supported by a 3-year grant cycle and this amendment reflects the third-year payment of the funds.

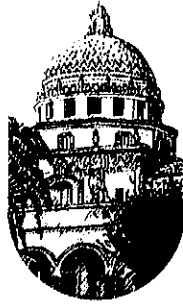
**Requested Action:** The Pima County Attorney's Office requests approval to amend PO2400000317 to increase funds in the amount of \$60,000 for a not-to-exceed amount of \$136,468.96 to allow for continued services with The Center for Community Mediation and Facilitation pursuant to the Direct Select provisions of Board of Supervisors Policy D29.6, III-C.

The Pima County Attorney's Office requests to extend this contract an additional year for a new contract termination date of 05/31/2026 pursuant to the Direct Select provisions of Board of Supervisors Policy D29.6, III-C.

KC

**Laura Conover**  
Pima County Attorney

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Ms. Jan Leshar, County Administrator  
Request for Direct Selection of Professional Services from The Center for Mediation and  
Facilitation to provide Restorative Justice Program  
May 7, 2025  
Page two

Approved as to Form:   
For Bruce Collins, Procurement Director

Date: 5/7/2025

Concur:   
Steve Holmes, Deputy County Administrator

Date: 5-7-2025

Direct Select Approved:   
Jan Leshar, County Administrator

Date: 5/7/2025

**Pima County Attorney's Office**

**Project: Restorative Justice Program**

**Contractor: The Center for Community Mediation and Facilitation**

**Contract No.: PO-PCA-2400000317 FKA CT-PCA-23\*405**

**Contract Amendment No.: 3**

<b>Orig. Contract Term:</b> 6/1/2023-5/31/2024	<b>Orig. Amount:</b>	\$ 26,468.96
<b>Termination Date Prior Amendment:</b> 5/31/2025	<b>Prior Amendments Amount:</b>	\$ 50,000.00
<b>Termination Date This Amendment:</b> 5/31/2026	<b>This Amendment Amount:</b>	\$ 60,000.00
	<b>Revised Total Amount:</b>	\$136,468.96

### **CONTRACT AMENDMENT**

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

**1. Background and Purpose.**

1.1. Background. On June 1, 2023, County and Contractor entered into the above referenced agreement to provide Restorative Justice Program services.

1.2. Purpose. County requires additional training services for those who wish to volunteer with the Restorative Justice Program. County will request additional funds from both the Vitalyst Grant and Justice and Mental Health Collaboration Program and may increase funding via future amendment.

**2. Term.** The County is exercising the second and final extension option to renew the contract for one additional year commencing on June 1, 2025, and terminating on May 31, 2026. 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 \$60,000.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$136,468.96.

**4. 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.: PO2400000123**

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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**

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

\_\_\_\_\_  
Date

**ATTEST**

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

\_\_\_\_\_  
Date

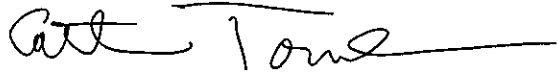
**APPROVED AS TO FORM**

  
\_\_\_\_\_  
Deputy County Attorney

Kyle Johnson  
\_\_\_\_\_  
Print DCA Name

5/7/2025  
\_\_\_\_\_  
Date

**CONTRACTOR**

  
\_\_\_\_\_  
Authorized Officer Signature

Catherine Tornbom, Chair, Board of Directors  
\_\_\_\_\_  
Printed Name and Title

May 7, 2025  
\_\_\_\_\_  
Date

**APPROVED AS TO CONTENT**

Giuliano De Santis Digitally signed by Giuliano De Santis  
Date: 2025.05.09 09:58:02 -07'00'  
\_\_\_\_\_  
Department Head

5/9/25  
\_\_\_\_\_  
Date  
(if required by County Department or delete)