



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

Award  Contract  Grant

Requested Board Meeting Date: 10/03/23

\* = Mandatory, information must be provided

or Procurement Director Award:

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

Theelios, LLC

**\*Project Title/Description:**

Database Management

**\*Purpose:**

Remote database health management and consulting.

**\*Procurement Method:**

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

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

1. Daily Voter Registration and Recorded Document Database Health Checks
2. Ensuring Daily Database Backups
3. Enhanced Security Protocols: Successful mitigation of potential threats, reinforcing our defense mechanisms.
4. Database Management as needed for Voter and Historical non-indexed records
5. Database troubleshooting
6. Deployments of regular database changes

**\*Public Benefit:**

Ensuring uninterrupted access to the voting process.  
 Cost savings by hiring a contractor rather than a full time employee for short duration of specialized needs.  
 Ensuring a successful migration from from Oracle Database to SQL Database – scheduled for 2025.

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

Database that supports all voter registration and election administration remains healthy and operational.  
 Daily backups are successful.  
 Historical documents that are not indexed are accessible to public.  
 95% Database Uptime: Ensuring minimal disruption and high availability for our operations.  
 Prompt Resolution: An average response time of under 2 hours for critical issues.

**\*Retroactive:**

Yes. Due to a change in our administration, the amendment is late for renewal.

SEP 25 23 AM 11:04 PC CLK OF RD

TO: COB, 9-25-2023  
Vers: 3  
Pgs: 5

SEP22\*23PM0219 PD

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: Special Revenue

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: CT Department Code: RE Contract Number (i.e., 15-123): 23\*0077
Amendment No.: 1 AMS Version No.: 3
Commencement Date: 9/6/23 9/5/24
New Termination Date: 9/4/24
Prior Contract No. (Synergen/CMS):

Expense Revenue Increase Decrease
Is there revenue included? Yes No If Yes \$
Amount This Amendment: \$ 90,000

\*Funding Source(s) required: Special Revenue

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: Marion Chubon
Department: Recorder Telephone: 520-724-4321
Department Director Signature: Gabriella C. Kelley Date: 09/20/2023
Deputy County Administrator Signature: Date:
County Administrator Signature: Date: 9/20/2023

**Pima County Department of Recorder**

**Project: Database Management**

**Contractor: Theelios, LLC**

**Contract No.: CT-RE-23\*0077**

**Contract Amendment No.: 01**

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<b>Orig. Contract Term:</b> 09/06/22 - 09/05/2023	<b>Orig. Amount:</b>	\$90,000.00
<b>Termination Date Prior Amendment:</b> N/A	<b>Prior Amendments Amount:</b>	\$ 0.00
<b>Termination Date This Amendment:</b> 09/05/2024	<b>This Amendment Amount:</b>	\$ 90,000.00
	<b>Revised Total Amount:</b>	\$ 180,000

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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 09/06/22, County and Contractor entered into the above referenced agreement to provide Database Management Consulting.

1.2. Purpose. County requires additional Database Management Services to maintain our Voter Registration database.

**2. Term.** The County is exercising the first extension option to renew the contract for one additional year commencing on September 6, 2023 and terminating on September 5, 2024. 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. Scope of Services.** The parties have revised the Scope of Services as described in the attached **Exhibit A**. Net 30 is changed to Net 15, hourly rate is increased from \$114 to \$124, however, the total amount of the contract is not affected by the rate increase. Additional scope is identified by red text in Exhibit A. Changes commencing on the execution of this amendment to the contract.

**4. Forced Labor of Ethnic Uyghurs.** Pursuant to A.R.S. § 35-394, if Contractor engages in for-profit activity and has 10 or more employees, Contractor certifies it is not currently using, and agrees for the duration of this Contract to not use (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and (3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic

Uyghurs in the People's Republic of China. If Contractor becomes aware during the term of the Contract that the Company is not in compliance with A.R.S. § 35-394, Contractor must notify the County within five business days and provide a written certification to County regarding compliance within one hundred eighty days.

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

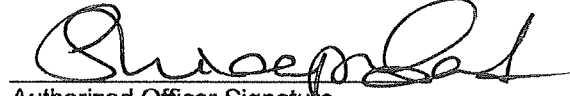
Daniel Jurkowitz

\_\_\_\_\_  
Print DCA Name

09/15/2023

\_\_\_\_\_  
Date

**CONTRACTOR**

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

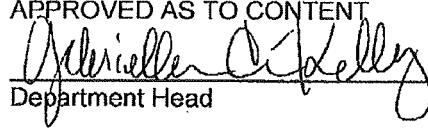
SHIVA PRASAD, President

\_\_\_\_\_  
Printed Name and Title

9/18/2023

\_\_\_\_\_  
Date

**APPROVED AS TO CONTENT**

  
\_\_\_\_\_  
Department Head

9/18/2023

\_\_\_\_\_  
Date

Contract No.: CT-RE-23\*0077{30777 / 01127177 / v 1}

**Exhibit A (2 pages)**  
**Scope of Services**  
**Commencement Date: September 5, 2023**

**Contract No.: CT-RE-23\*0077{30777 / 01127177 / v 1}**

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*Revised 8/24/23*



**THEELIOS LLC**

6500, N Regal Manor Dr  
Tucson, AZ-85750  
Phone: (520) 760 1609

**SCOPE OF WORK**

<b>Vendor Information</b>			
<b>Vendor Name:</b> Pima County Recorder's Office		<b>Address:</b> 240 N Stone Ave, Tucson, AZ 85701	
<b>Phone:</b> (520) 724-4350	<b>City:</b> Tucson	<b>State:</b> Arizona	<b>Zip Code:</b> 85701
<b>Department Contact Information (Who will be responsible for approving the work being completed)</b>			
<b>Name:</b> Ms. Marion Chubon	<b>Phone:</b> (520) 724-4350	<b>Email Address:</b> marion.chubon@recorder.pima.gov	
<b>Project or Event Name:</b> DBA Services for Oracle Databases at Pima County Recorder's office – IT Department			
<b>Place of Performance (Where the services/work will be performed):</b>			
Remote work by accessing PIMA county Recorder's Office Database Appliances or Servers from Theelios LLC office, 6500, N Regal Manor Dr, Tucson, AZ-85750			
<b>Scope of Work (include details on the services the vendor be completing):</b>			
<ol style="list-style-type: none"> <li>1. Daily Database Health Checks</li> <li>2. Ensuring Daily Database Backups</li> <li>3. Patches and Security of Oracle Database Program and Appliances</li> <li>4. Database Management as needed for Voter and Recording program management</li> <li>5. Database troubleshooting</li> <li>6. Data guard monitoring from production db to Standby dbs.</li> <li>7. Deployments of db changes to production related to Voter and Recorder dbs</li> <li>8. Oracle Db refreshes from Production to Dev and UAT db environments.</li> <li>9. Oracle Production databases performance enhancements – Using Indexes, hints</li> <li>10. ODA storage management on Linux OS</li> </ol>			

<b>Timeline (Duration of Services)</b>	
<b>Start Date:</b> Business day issues If it is Severity one or critical issues, it will be addressed ASAP	<b>End Date:</b> Other normal issues end of the day, it will be addressed and will provide the solution
<b>Deliverables and Schedule (if services performed will require progress payments, please include major deliverables and approximate delivery dates. Attach more sheets if necessary)</b>	
<b>Deliverable Description:</b>  7 to 12 Hours Per Week	<b>Deliverable Due Date:</b>  Closing of Business day and also End of Business week
<b>Amount (must be inclusive of all fees, including travel):</b>  \$ 124 per Hour	
<b>Terms of Payment</b> Payments to all vendors are made Net 15 in arrears after submitted invoice. If the vendor is requesting a different payment term, provide it below for consideration.	
<b>Additional Comments and/or Conditions:</b>	