



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: 12/07/2021

* = Mandatory, information must be provided

or Procurement Director Award:

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

Assistance Dogs of the West

***Project Title/Description:**

Courthouse Dogs Program

***Purpose:**

The purchase of two courthouse facility dogs, delivery, travel and onsite training of four handlers (two primary and two secondary) where they will be used at both court house settings and at the Southern Arizona Children Advocacy Center. The facility dogs come to us bred specifically for this type of intensive work and are raised while training with children and in stressful situations so that they are prepared to provide appropriate services for crime victims. Assistance Dogs of the West (ADW) is accredited by Assistance Dogs International (ADI). County is exercising the third (3) extension option to renew the contract for an additional year and increasing funding by \$7,500.00.

***Procurement Method:**

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

***Program Goals/Predicted Outcomes:**

Pima County Attorney's Office has a six year relationship with Assistance Dogs of the West (ADW). They selected and trained our two previous service dogs and understand the dynamics of our office and of the Southern Arizona Children's Advocacy Center (SACAC) where they provide support services for children who have been victimized. ADW provision of Professional Training of our handlers will reinforce the dog handler's knowledge of the job that will help to improve the uses of the courthouse dogs in various settings necessary to continue to enhance this program to serve the victims of crime.

***Public Benefit:**

Victims of Crime, especially children and special need individuals, will benefit from interaction with the court house dogs during crisis intervention, investigations, court proceedings, and during the entire legal process. Courthouse facility dogs play a crucial role in easing stress felt by children and other crime victims such as domestic violence victims in the criminal justice system..

***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 projects.

***Retroactive:**

Yes. County and Contractor inadvertently allowed the contract to expire causing delays in executing the contract. The negative impact of not approving the amendment may result in victims of crime will not benefit from the interaction with the courthouse dogs during court proceedings easing stress felt by children.

TO: BOS 11-17-21 (1)
Vers.: 8
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: CT Department Code: PCA Contract Number (i.e., 15-123): 19-245
Amendment No.: 4 AMS Version No.: 8
Commencement Date: 10/01/2021 New Termination Date: 09/30/2022
Prior Contract No. (Synergen/CMS): _____

Expense Revenue Increase Decrease

Amount This Amendment: \$ 7,500.00

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

*Funding Source(s) required: PCA Anti Racketeering Fund

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

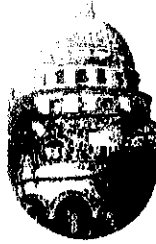
Telephone: 520-724-6000

Department Director Signature: [Signature] Date: 11/9/2021

Deputy County Administrator Signature: [Signature] Date: _____

County Administrator Signature: [Signature] Date: 11/9/2021

Laura Conover
Pima County Attorney



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

DATE: 11/08/2021
TO: C.H. Huckelberry, County Administrator
FROM: Arika Wells, Legal Administrator *Arika Wells*
Cc: Jan Leshar, Deputy County Administrator
Terri Spencer, Procurement Director
SUBJECT: Amendment for Direct Selection of Professional Services from Assistance Dogs of the West for Courthouse Dogs Program

Pursuant to Board of Supervisors Policy D29.6 III.C – Direct Selection and Procurement Procedure No. PO-50, approval was received to direct select Assistance Dogs of the West to provide Courthouse Dogs Program and CT-PCA-19-245 was awarded in the amount of \$7,500.00 from Anti-Racketeering funds.

Background: Victims of Crime, especially children and special need individuals, will benefit from interaction with the court house dogs during crisis intervention, investigations, court proceedings, and during the entire legal process. Courthouse facility dogs play a crucial role in easing stress felt by children and other crime victims such as domestic violence victims in the criminal justice system..

Requested Action: The Pima County Attorney's Office seeks approval to amend CT-PCA-19-245 to increase Anti-Racketeering funds in the amount of \$7,500.00 for a not-to-exceed amount of \$51,500.00 to allow for continued services with Assistance Dogs of the West to provide Courthouse Dogs Program for the current contract term pursuant to the Direct Select provisions of Board of Supervisors Policy D29.6, III-C.

Approved as to Form: *Terri Spencer*
Terri Spencer
Procurement Director

Date: 11/12/2021

Direct Select Approved: *CH Huckelberry*
C.H. Huckelberry
County Administrator

Date: 11/12/2021

Pima County Attorney's Office

Project: Courthouse Dog Program

Contractor: Assistance Dogs of the West (ADW)
P.O. Box 31207
Santa Fe, NM 85791

Contract No.: CT-PCA-19-245

Contract Amendment No.: 4

Orig. Contract Term: 10/01/2018-09/30/2019	Orig. Amount:	\$ 27,800.00
Termination Date Prior Amendment: 09/30/2021	Prior Amendments Amount:	\$ 16,200.00
Termination Date This Amendment: 09/30/2022	This Amendment Amount:	\$ 7,500.00
	Revised Total Amount:	\$ 51,500.00

CONTRACT AMENDMENT

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

1. Background and Purpose.

1.1 Background. On October 1, 2018, County and Contractor entered into the above referenced agreement to provide the Courthouse Dog Program. The parties inadvertently allowed the Contract to expire on September 30, 2021.

1.2 Purpose. County requires continuing services from Contractor for the Courthouse Dog Program. In addition, Contractor continued to perform work after the Contract expired and County needs to pay Contractor for the services rendered.

2. Term. County is exercising the third extension option to renew the contract for one additional year commencing on October 1, 2021 and terminating on September 30, 2022. Regardless of the date that this amendment is executed, the parties will, for all purposes, deem the Contract to have been continuously in effect, without expiration or lapse.

3. Maximum Payment Amount. The maximum amount the County will spend under this Contract, as set in forth in Section 5 is increased by \$7,500.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$51,500.00.

SIGNATURE PAGE TO FOLLOW

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

Stacey Roseberry

Stacey Roseberry
Deputy County Attorney

11/4/2021

Date

CONTRACTOR

Linda Milanesi

Authorized Officer Signature

Linda Milanesi

Printed Name and Title

11.9.2021

Date

APPROVED AS TO CONTENT

Arika Wells

Arika Wells
Legal Administrator

11/04/2021

Date